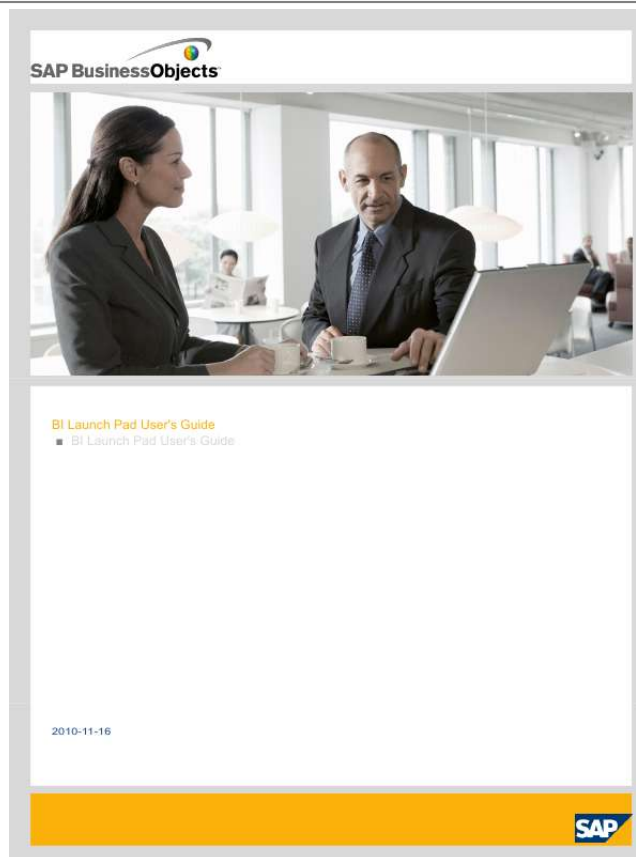




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You can read the recommendations in the user guide, the technical guide or the installation guide for BUSINESS OBJECTS BI LAUNCH PAD. You'll find the answers to all your questions on the BUSINESS OBJECTS BI LAUNCH PAD in the user manual (information, specifications, safety advice, size, accessories, etc.). Detailed instructions for use are in the User's Guide.

User manual BUSINESS OBJECTS BI LAUNCH PAD
User guide BUSINESS OBJECTS BI LAUNCH PAD
Operating instructions BUSINESS OBJECTS BI LAUNCH PAD
Instructions for use BUSINESS OBJECTS BI LAUNCH PAD
Instruction manual BUSINESS OBJECTS BI LAUNCH PAD



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Manual abstract:

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Depending on the event type, events can be used for a variety of purposes: . . . They act as scheduling dependencies which trigger specific actions once a scheduled job runs.

They trigger alert notifications. They allow system administrators to monitor the health of the system. Calendars A "calendar" is a customized list of run dates for scheduling jobs. Instances An "instance" is a snapshot of the object that contains data from the time that the object was run. 9 2010-11-16 Getting Started Publishing "Publishing" is the process of making personalized dynamic content publicly available for mass consumption. Profiles "Profiles" are objects that associate users and groups with certain personalization values. Profiles are used with Publishing to create and distribute personalized content to recipients. Alerting "Alerting" is a feature that notifies users and administrators when events have occurred in the system. 1.1.

2 Key tasks This section identifies some of the key tasks you can perform in BI launch pad and topics that contain more information about these tasks. How do I view objects in BI launch pad? See the "Viewing Objects" chapter. How do I add objects to BI launch pad? See Adding objects to BI launch pad. How do I modify and manage objects once they have been added? See the "Working with Objects" chapter. How do I distribute content to users? You can distribute content to users through scheduling, Publishing, and Alerting. For more information about each of these options, see the following topics: . . . Scheduling objects About Publishing Alerting How do I set my personal preferences? See the "Setting Preferences" chapter. 1.2 About this documentation This documentation provides you with information and procedures for using SAP BusinessObjects Enterprise and BI launch pad. 10 2010-11-16 Getting Started BI launch pad runs within your web browser and is your main interface for working with objects in SAP BusinessObjects Enterprise. Your SAP BusinessObjects Enterprise administrator may deploy different types of objects such as Crystal reports and Interactive Analysis documents that are created from SAP BusinessObjects Enterprise plug-in components.

BI launch pad allows you to view these objects, organize them, and work with them to suit your needs. Note: Because the appearance and functionality of BI launch pad can be customized, your user interface may be different from the one that is described in this documentation. However, you can still apply many of the procedures that are described in the sections that follow. 1.3 Who should use this documentation? This documentation is intended for users who work with objects over the web through SAP BusinessObjects Enterprise and BI launch pad.

For more information about the product, consult the SAP BusinessObjects Enterprise Administrator's Guide and the SAP BusinessObjects Enterprise User's Guide. Online versions of these guides are available on the SAP Help Portal at <http://help.sap.com>. 1.

4 What is BI launch pad? SAP BusinessObjects Enterprise comes with BI launch pad, a web application that acts as a window to a range of useful business information about your company. From BI launch pad, you can access Crystal reports, Interactive Analysis documents, and other objects, and organize them to suit your preferences. The features that are available in BI launch pad vary by content type, but in general, you can view information in your web browser, export it to other business applications (such as Microsoft Excel), and save it to a specified location. SAP BusinessObjects Enterprise also provides access to a range of analytic tools to help you explore information in more detail. Various applications are also accessible from BI launch pad when you have the appropriate licenses. For information about the availability of features in your deployment, contact your SAP BusinessObjects Enterprise administrator. Related Topics · Working with applications in BI launch pad 11 2010-11-16 Getting Started 1.5 What's new in BI launch pad BI launch pad features an improved user interface and additional options for interface customization. BI workspaces BI workspaces have replaced the My InfoView functionality that existed in previous releases. To create a personalized view of BI launch pad, you can create a BI workspace, save it, and set it as your default Home tab.

Tabs The new user interface features two main navigation tabs, the Home tab and the Documents tab. Objects that you view and edit open in new tabs, although you can also choose to open them in separate windows. Pinning Pinning is a feature that makes document tabs permanently open so that they are easily available for viewing when you log on and off BI launch pad. A document tab remains "pinned" to the user interface (and therefore open) until you choose to unpin it. Home tab The default Home tab features modules that enable you to better manage the documents you work with most. The default Home tab layout contains the following modules: "My Recently Viewed Documents" "My Recently Run Documents" "Unread Messages in My Inbox" "Unread Alerts" "My Applications" You or your administrator can set a custom Home tab for different users and groups. Documents tab The Documents tab (formerly called the Document List) lets you browse the repository in various ways. The drawers in the left-hand Navigation panel let you switch between views of your personal documents, folders, categories, and search results without having to navigate away from the Documents tab. The List panel displays the contents of a folder or category. The Details panel displays further information about a selected object.

Alerting Alerting is a feature that notifies users and administrators when events have occurred in the system. Related Topics · Tabs · To pin a tab for future viewing 12 2010-11-16 Getting Started · Home tab · Documents tab · Alerting 1.6 Licensing SAP BusinessObjects Enterprise supports these types of user licenses: . . . · BI Viewer BI Analyst Concurrent user Named user Each license type grants and restricts access to certain tasks and applications. Depending on the license you have, you may be unable to access certain applications, create new content, or add documents to the repository. Consult your system administrator to determine which license you have.

For more information about licensing, see the SAP BusinessObjects Enterprise Administrator's Guide available on the SAP Help Portal at <http://help.sap.com>. 13 2010-11-16 Getting Started 14 2010-11-16 BI Launch Pad Basics BI Launch Pad Basics 2.1 User interface 2.

1.1 Header panel The Header panel displays the logo and the user name of the account that you used to log on to BI launch pad.



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It also provides the following options: Option Description Applications Lets you access various applications that plug into BI launch pad such as SAP BusinessObjects Advanced Analysis, Web edition and BI workspace. Depending on your rights and license, the applications that you have access to may vary. Allows you to set how your information is displayed. Lets you access the online help for BI launch pad, or the "About" page which contains information about the product. Logs the user off. Preferences Help Log Off Related Topics · Documents tab 2.1.2 Home tab The default Home tab contains modules that let you better manage the documents and BI launch pad features you work with most.

15 2010-11-16 BI Launch Pad Basics Analytic Description "My Recently Viewed Documents" Shows the last ten documents that you have viewed recently. The list is sorted by view date with the most recently viewed document at the top. "Unread Messages in My Inbox" Shows the last ten unread messages in your BI Inbox. "My Recently Run Documents" Shows the last ten documents in the repository that you scheduled or ran recently along with the status of each document instance. You can view successful instances or details of failed instances by clicking the instance link. Shows the last ten unread alert notifications. To view all alert notifications, click the See More link. Provides quick access to applications from within BI launch pad. "Unread Alerts" "My Applications" Administrators can also specify custom Home tabs for different users and groups using different objects. For example, a custom Home tab can be a customized dashboard, a Crystal report that the user views frequently, or a customer website.

If you have the appropriate rights, you can also override the custom Home tab that the administrator has set by editing your Home tab setting in Preferences. Related Topics · Setting preferences 16 2010-11-16 BI Launch Pad Basics 2.1.3 Documents tab The Documents tab lets you view and manage repository objects. 2.

1.3.1 Toolbar The toolbar contains menus and controls that let you view and manage objects. 17 2010-11-16 BI Launch Pad Basics Menu Description View New Lets you view objects, the latest instances of objects, and object properties. Lets you upload documents and create the following types of new objects: · publications · hyperlinks · folders · categories Lets you manage object shortcuts and cut, copy, paste, and delete objects.

Lets you send objects to different destinations. Note: Available destinations may vary depending on what your system administrator has configured. Organize Send More Actions Lets you perform the following tasks: · Schedule objects · Add objects to categories · View categories that objects belong to · Create OpenDocument links to objects · View the History of an object The available options vary depending on the object type and your system rights. Shows and hides the "Details" panel, which also includes Discussions. Details Related Topics · Details panel 2.1.3.2 Navigation panel The Navigation panel provides a top-level view of the folders and categories in the system and lets you browse for specific objects. Related Topics · Drawers 18 2010-11-16 BI Launch Pad Basics 2.1.

3.3 Drawers Drawers are expandable panes in the Navigation panel that enable you to browse objects in different ways. Note: Depending on your rights, you may be unable to view certain objects. Drawer Description My Documents Folders Categories Search Related Topics · Navigation panel Displays the user's Favorites folder, BI Inbox, alert notifications, and personal categories. Displays a folder view of the repository. Displays a category view of the repository. Displays search options and results. 2.1.3.

4 List panel The List panel displays a list view of the objects in a folder or category. 2.1.3.5 Details panel The Details panel displays additional information about an object.

To view the details for an object, select it and click the Details button in the toolbar. The "Details" panel opens on the right side of the Documents tab and displays the following information: · · · · Owner Description Object type Number of instances Last run date (for objects that can be scheduled) 19 2010-11-16 BI Launch Pad Basics The Details panel also displays Discussions. Note: Discussions is disabled by default. Before you can use Discussions, your system administrator must enable it. 2.

1.4 Tabs Tabs display multiple pages and documents in one web browser window. BI launch pad has two default tabs, the Home tab and the Documents tab. Applications such as Interactive Analysis, and any objects you choose to view or edit, also open in separate tabs. Note: If you set your document viewing preferences to open objects in new windows, these objects will open in separate windows instead of tabs. Tip: If you want to view the document in a larger viewing area, in the upper right corner of the tab, click "Open in a new window". 2.2 To log onto BI launch pad To use BI launch pad, one of the following web browsers must be installed on your machine: · · · 1. 2. Microsoft Internet Explorer Firefox Safari (for Macintosh users) Open your web browser.

Enter the URL for BI launch pad: <http://webserver:portnumber/BOE/BI/> Replace webserver with the name of the web server and portnumber with the port number that is set up for SAP BusinessObjects Enterprise. If your system administrator has configured a custom URL for BI launch pad, you may need to ask your administrator for the name of the web server, the port number, or the exact URL to enter. Tip: If you have any SAP BusinessObjects Enterprise client tools installed on Windows, you can also click Start > Programs > SAP BusinessObjects Enterprise XI 4.0 > SAP BusinessObjects Enterprise > SAP BusinessObjects Enterprise Java BI launch pad. 20 2010-11-16 BI Launch Pad Basics The "Log On to BI launch pad" page appears. 3. By default, you will not be asked to supply a system name. However, if you are asked to supply one, enter the name of your Central Management Server (CMS) in the System field. 4. In the User name and Password fields, enter your logon credentials.

5. By default, you will not be asked to choose an authentication type. However, if you are asked to supply one, select your authentication type from the Authentication list. Enterprise authentication is the default authentication method. LDAP, Windows AD, Windows NT, and other third-party authentication types require special setup.

If you are unsure of which authentication type to use, consult your system administrator. For more information about the different authentication types, see the SAP BusinessObjects Enterprise Administrator's Guide.



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6. Click Log On. The Home tab appears.

21 2010-11-16 BI Launch Pad Basics 22 2010-11-16 Setting Preferences Setting Preferences 3.1 Setting preferences Preferences determine how you log onto BI launch pad and what view is displayed when you do. They also determine specific settings for the various objects that you view, such as viewers for Crystal reports and view formats for Interactive Analysis documents. Note: · As a best practice, you should set your preferences before you begin to work with objects in BI launch pad. However, depending on your deployment, your SAP BusinessObjects Enterprise administrator may configure your system to use predetermined settings by default. Depending on the rights that your system administrator has given you, you may not be able to set your own user preferences. · 3.1.1 To set general preferences 1. Log onto BI launch pad.

2. On the Header panel, click Preferences. The "Preferences" dialog box appears. 3. Ensure General is selected. If you want to keep the default settings defined by your administrator, ensure Use Default Settings (Administrator defined) is selected; otherwise, clear this check box and proceed to step 4. Note: If you choose not to use the default settings, any updates that the administrator implements for your user group will not be reflected in your view of BI launch pad. However, you can select Use Default Settings (Administrator defined) at any time to switch from your custom preferences to the default settings, which include any updates implemented since you last used the administrator-defined defaults. 4. Set your initial view.

· If you want the Home tab to be displayed when you first log on, click Home tab and choose one of the following options: 23 2010-11-16 Setting Preferences Option Description Default Home tab Displays the default view that your administrator has configured. If your administrator has not configured a default, the Home tab provided with SAP BusinessObjects Enterprise will be used. Displays a repository object that you select. Click Browse Home tab. In the "Select a Custom Home tab" window, select a repository object and click Open.

Select Home tab · If you want the Documents tab to be displayed when you first log on, click Documents, and then specify which drawer and node are open by default. For example, if you want the My Documents drawer to be open to your BI Inbox when you first log on, click My Documents and click My Inbox. 5. Under "Choose columns displayed in Documents tab", select the summary information that you want to see for each object in the List panel: · Type · Last Run · Instances · Description · Created By · Created On · Location (Categories) · Received On (Inbox) · From (Inbox) 6. Under "Set document viewing location", choose how you want to view your documents.

You can open documents for viewing in new tabs or in new web browser windows. 7. Enter a number in the Set the maximum number of items per page field to specify the maximum number of objects that you want to see displayed per page when you view lists of objects. 8. Click Save & Close. Related Topics · To log onto BI launch pad 3.1.2 To change your password Note: Depending on your rights, you may not be able to perform this task. Consult your system administrator for more information. 24 2010-11-16 Setting Preferences 1.

Log onto BI launch pad. 2. On the Header panel, click Preferences. 3. Click Change Password. 4. Type your old password in the Old Password field. 5. Type your new password in the New Password field, confirm it in the Confirm New Password field, and then click Save & Close. You must use the new password the next time that you log on to BI launch pad.

Related Topics · To log onto BI launch pad 3.1.3 Preferred viewing locales The preferred viewing locale (PVL) sets how dates, times, and numbers are formatted. For multilingual objects, the PVL also sets the language used to display the object's name and description. If an object has multiple translated names and descriptions, the display language is determined in the following way: 1.

The system displays the name and description that correspond to the user's PVL. In some cases, the system may use a fallback locale. The fallback locale is determined by the system and is usually a variation of the user's PVL. For example, if the PVL is French (Canada) and the object does not have a translated name and description in Canadian French, the system will use French (France). 2.

If no PVL has been set, the system displays the name and description in the same language as the product locale. 3. If none of the preceding options are feasible, the system displays the name and description in the object's source language. 3.1.3.1 To set locale and time zone preferences 1. Log onto BI launch pad. 2. On the Header panel, click Preferences.

The "Preferences" dialog box appears. 3. Click Locales and Time Zone. 4. In the Product Locale list, select your current language. This setting determines the language set that is used by BI launch pad. 25 2010-11-16 Setting Preferences 5. In the Preferred Viewing Locale list, select the locale that uses the formatting conventions for dates, numbers, and time that you would like to use while viewing objects. This locale setting also controls which language will be used to display the names and descriptions of multilingual objects. 6.

In the Current Time Zone list, select the appropriate time zone. Note: It is important that you check this setting before you schedule any objects to run. The default time zone is local to the web server that is running SAP BusinessObjects Enterprise, not the Central Management Server (CMS) machine(s) to which each user connects. By properly setting your time zone, you ensure that your scheduled objects are processed in accordance with the time zone in which you are working. 7.

Click Save & Close. Related Topics · To log onto BI launch pad 3.1.4 To set Crystal report viewing preferences 1. Log onto BI launch pad.

2. On the Header panel, click Preferences. The "Preferences" dialog box appears. 3. Click Crystal Reports. 4. Under "Select a default view format", select the viewer that you want to use when you view your Crystal reports: · Web (no downloading required) The Web viewer does not require any downloading, and will work without Java or ActiveX. · Web ActiveX (ActiveX required) The ActiveX viewer is enabled if you use a version of Microsoft Internet Explorer that supports ActiveX controls. · Web Java (Java required) The Java viewer is designed for web browsers that support the Java Virtual Machine. Note: The Web ActiveX and Web Java viewers cannot be used to view reports created in SAP Crystal Reports for Enterprise.

You must use the Web viewer. 5. If you selected the Web viewer, under "Select printing control (for Web)", choose PDF one-click printing (Adobe Acrobat required) or ActiveX one-click printing (ActiveX required).



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26 2010-11-16 Setting Preferences If you choose PDF one-click printing (Adobe Acrobat required) , the viewer exports the report to PDF format when you click Print. You can then print the PDF. Note: If you have Flash objects in your report that you want to appear when you print, you must print to a PDF. If you choose ActiveX one-click printing (ActiveX required), you can print the report directly from the Crystal report viewer. Note: The ActiveX option requires the installation of a small ActiveX component. 6. If you selected the Web viewer, choose the resolution that you want to use under "Select a rendering resolution (for Web)".

7. Under "Select a default measuring unit", select Inches or Millimeters. 8. Select or deselect Show SAP Variable Technical Name (SAP Crystal Reports 2011 only). This option sets whether the technical names of SAP variables are displayed when you work with SAP variable reports that are in SAP Crystal Reports 2011 format.

9. Click Save & Close. Related Topics · To log onto BI launch pad · Web viewer · Web ActiveX viewer · Web Java viewer 3.1.5 To set BI workspaces preferences 1.

Log onto BI launch pad. 2. On the Header panel, click Preferences. The "Preferences" dialog box appears. 3. Click BI workspaces. 4. Select the visual style you want to use for new BI workspaces. 5. Select Snap to grid if you want draggable elements on your BI workspace to automatically align themselves with gridlines when you work in freeform layout mode.

6. Select the type of gridline you would like to see while editing BI workspaces in freeform layout mode: · None · Small · Medium · Large 27 2010-11-16 Setting Preferences 7. Select Enable Client Tracing if you want to view all client-server activity in BI workspaces and modules. 8. Click Save & Close. 3.1.6 To set Advanced Analysis preferences 1. Log onto BI launch pad. 2.

On the Header panel, click Preferences. The "Preferences" dialog box appears. 3. Click Advanced Analysis Client. 4.

In the Select Default Connection list, select a default data connection to use for the creation of new Advanced Analysis workspaces. 5. Select Accessibility Mode if you want to use a screen reader in conjunction with the web edition of SAP BusinessObjects Advanced Analysis. 6. Click Save & Close.

3.1.7 Interactive Analysis preferences 3.1.7.1 To select a reading interface for Interactive Analysis documents 1. Log onto BI launch pad. 2. On the Header panel, click Preferences. The "Preferences" dialog box appears.

3. Click Interactive Analysis. 4. Under "View", select the interface that you want to use when you view your Interactive Analysis documents. All the reading interfaces except for the PDF interface have view and design modes. The view mode lets you perform simple viewing tasks, while the design mode lets you modify the document that you are viewing. The only difference between the reading interfaces is that some of them require you to download components. 28 2010-11-16 Setting Preferences Option Description Web (no download required) Lets you view documents online without downloading any components. Rich Internet Application (download required) Desktop (Windows only) (installation required) PDF 5. Click Save & Close.

Related Topics · To log onto BI launch pad Installs and runs a Java applet that lets you view documents. Requires you to install and run an application on your desktop to view documents. Lets you view the document as a PDF. 3.1.

7.2 To select a modification interface for Interactive Analysis documents The modification interfaces let you create and/or edit Interactive Analysis documents. 1. Log onto BI launch pad. 2.

On the Header panel, click Preferences. The "Preferences" dialog box appears. 3. Click Interactive Analysis. 4. In the "Modify" area, select the tool that you want to use when you create or edit Interactive Analysis documents. Option Description Web (no download required) Lets you create and modify documents without downloading any components. Rich Internet Application (download required) Installs and runs a Java applet. Desktop (installation required) Installs and runs a full desktop application. Tip: Select this option if you plan to work offline occasionally.

The modification interfaces all have similar features and capabilities. The only difference between the reading interfaces is that some of them require you to download components. 29 2010-11-16 Setting Preferences 5. Click Save & Close. Related Topics · To log onto BI launch pad 3.1.7.3 To select a default universe You can specify a universe to be used as the default data source for your Interactive Analysis documents. 1. Log onto BI launch pad.

2. On the Header panel, click Preferences. The "Preferences" dialog box appears. 3. Click Interactive Analysis.

4. Under "Select a default Universe", click Browse and choose one of the following options: · If you want to select a default universe for Interactive Analysis to use when you create documents, select a universe from the list. If you do not want to set a default universe, choose No default universe. 5. Click OK to return to the "Preferences" dialog box, and then click Save & Close.

3.1.7.4 To select a formatting locale for Interactive Analysis documents 1. Log onto BI launch pad. 2. On the Header panel, click Preferences. The "Preferences" dialog box appears. 3. Click Interactive Analysis.

4. Under "When viewing a document", select the locale you want to use. The locale you choose will be used to format and display numbers, times, and dates in Interactive Analysis documents: · Choose Use the document locale to format the data to maintain the locale used when the document was created. · Choose Use my preferred viewing locale to format the data to use your preferred viewing locale in BI launch pad. 5. Click Save & Close. Related Topics · To log onto BI launch pad 30 2010-11-16 Setting Preferences · Preferred viewing locales 3.1.7.5 To set your drill options Before you begin a drill session, you must specify how your Interactive Analysis documents change when you perform a drill.

When you drill, you make your view of data more or less detailed. For example, you can drill-down on data grouped by country to view it grouped by region, or drill-up data grouped by city to view it grouped by country. 1. Log onto BI launch pad. 2.

On the Header panel, click Preferences. The "Preferences" dialog box appears. 3. Click Interactive Analysis. 4.

Under "View", ensure that either Web (no download required) or Rich Internet Application (download required) is selected as a reading interface. 5. Under "Drill options", select the general options that you want to apply to your drill sessions: · If you want Interactive Analysis to prompt you whenever a drill action requires a new query to add more data to the document, then select Prompt when drill requires additional data.



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For example, when you drill the results that are displayed on a document, you may want to drill to higher- or lower-level information that is not included in the scope of the document. In this situation, Interactive Analysis needs to run a new query to retrieve additional data from the data source. You can choose to be prompted with a message whenever a new query is needed. The prompt message asks you to decide whether or not you want to run the additional query. In addition, the prompt may allow you to apply filters to the extra dimensions that you include in the new query. As a result, you can restrict the size of the query to just the data that is necessary for your analysis. Note, however, that you need permission from your administrator to drill out of the scope of analysis during a drill session.

· If you want Interactive Analysis to synchronize drilling on all report blocks, then select Synchronize drill on report blocks. Each table, chart, or free-standing cell in a report represents a specific block of data. There are two ways to drill on a report with multiple report blocks: · Synchronize drill on report blocks. Drill on only the selected block. The following examples show how each option affects a report as you drill down on a table to analyze detailed results per service line. 31 2010-11-16 Setting Preferences In the first example, Synchronize drill on report blocks is selected, so both the table and the chart display the drilled values: In the second example, Synchronize drill on report blocks is not selected. The drill is only performed on the selected block, and only the table displays the drilled values: · If you want Interactive Analysis to hide the Drill toolbar when you switch to drill mode, then select Hide Drill toolbar on startup. When you start drill mode, the Drill toolbar automatically appears at the top of the drilled report. The toolbar displays the value(s) on which you drilled. These values filter the results that are displayed on the drilled report.

For example, if you drill on year 2001, the results that are displayed on the drilled table are the Q1, Q2, Q3, and Q4 for year 2001. This means that the quarterly values to which you drilled to are filtered by 2001. The Drill toolbar displays "2001", the value that filters the drilled results. The Drill toolbar allows you to select other values to filter the results differently. For example, if you use the Drill toolbar to select "2002", then the results that are displayed on the drilled table will be Q1, Q2, Q3, and Q4 for year 2002.

If the drilled report includes dimensions from multiple queries, a tooltip appears when you rest your cursor on the value that is displayed on the filter. The tooltip displays the name of the query and the dimension for the value. You can choose to hide the Drill toolbar when you start drill mode. This is useful if you do not want to select filters during your drill session. 32 2010-11-16 Setting Preferences 6.

Under "Start drill session", select the option that you want to apply to your drill sessions: · If you want to retain a copy of the original document so that you can compare the drilled results to the data in the original document, choose On duplicate report. Interactive Analysis creates a duplicate of the original report. When you end drill mode, both the original report and the drilled report remain in the document for you to view. · If you want to drill on the report so that the report is modified by your drill actions, choose On existing report. When you end drill mode, the report displays the drilled values. 7. Click Save & Close. Related Topics · To log onto BI launch pad 3.1.7.

6 To select an MS Excel format This option determines the appearance of the data in instances of Interactive Analysis documents if you schedule or export the documents to Excel format. 1. Log onto BI launch pad. 2. On the Header panel, click Preferences. The "Preferences" dialog box appears. 3. Click Interactive Analysis. 4. Under "Select a priority for saving to MS Excel", select the option that best fits your needs: · If you want to display the data in a format that is similar to working in SAP BusinessObjects Interactive Analysis, then choose Prioritize the formatting of the documents.

· If you want to display the data in a text format, then choose Prioritize easy data processing in Excel. 5. Click Save & Close. Related Topics · To log onto BI launch pad 33 2010-11-16 Setting Preferences 34 2010-11-16 Viewing Objects Viewing Objects 4.1 Viewing objects BI launch pad uses tabs to display the main navigation interfaces, the Home tab and the Documents tab, and any objects that you open for viewing or editing.

When you select a document in the Documents tab for viewing or editing, it opens in its own tab. From the tab, you can launch the document in its own window if necessary. How you view an object can affect what is displayed: · If you view a dynamic content document (for example, a Crystal report or an Interactive Analysis document) by double-clicking the object in the List panel, the latest instance of the document opens. If the latest instance is unavailable, the object itself opens. If you view an object by clicking View > View, the object opens.

If you click View > View Latest Instance, the latest object instance opens. If you view a publication or program object, BI launch pad will display the object properties if the latest instance is unavailable. · · · Related Topics · Tabs · To view an object 4.1.1 To view an object When you view a Crystal report or Interactive Analysis document in BI launch pad, your user rights and the default settings chosen by your administrator determine the data that you see. You can view the report with data directly from the data source, the latest instance of the object, or its saved data. If you have the necessary rights, you can also refresh the report or document with new data from its data source. Note: Refreshing an object may use a considerable amount of system resources. Refresh an object only when you think it is likely that the data has changed. · In the Documents tab, navigate to an object and double-click it.

35 2010-11-16 Viewing Objects If the object is a dynamic content document (for example, a Crystal report or an Interactive Analysis document), the latest instance of the document opens. If the latest instance is unavailable, the object itself opens. For publications and program objects, the object properties are displayed if the latest instance is unavailable. To view the object on demand, click Refresh in the object viewer. To view an older instance, select the object in the List panel and click More Actions > History, then double-click the instance that you want to view. Note: If these options are not enabled, you do not have the necessary rights to access them for the object.



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Related Topics · Scheduling objects · To view the history of an object 4.1.2 To pin a tab for future viewing Note: Your preferences must be set to enable tabbed document viewing. Documents and instances can be pinned to the user interface so that they remain open as tabs the next time you log onto BI launch pad.

Pinning is useful for documents that you view frequently. 1. Go to the Documents tab . 2. In the List panel, select the object that you want to view. 3. Open the object or object instance by doing one of the following: · If you want to pin the object, click View > View. · If you want to pin the latest instance, click View > View Latest Instance. · If you want to pin an older instance, click More Actions > History, and in the "History" dialog box, click the instance. The object opens in its own tab. 4. Click the pin icon in the upper right corner. The pin icon points downward, indicating that the tab is now pinned. To unpin a tab, click the pin icon so that it points sideways. Related Topics · Tabs · To set general preferences 36 2010-11-16 Viewing Objects 4.2 Viewing Crystal reports When you click on a Crystal report, it is displayed in a viewer. Depending on the type of viewer you have, you can perform a number of activities. The following section provides information about the Crystal report viewer toolbar and instructions about how to work with your reports. Related Topics · Crystal report viewers 4.2.

1 Crystal report viewers The Crystal report viewers allow you to view reports, navigate through multiple pages, refresh data, drill down to see details behind charts and summarized data, select parameters, and so on. They also have powerful printing and exporting capabilities. The online Crystal report viewers support ActiveX, Java, and web-only viewing formats. Typically, your SAP BusinessObjects Enterprise administrator selects the viewer type that is best suited to your company's needs. However, you can also manually select your preferred viewer type in your preferences. You can also view your reports when you are not connected to SAP BusinessObjects Enterprise. Note: Some features of the Crystal report viewers may be disabled by your SAP BusinessObjects Enterprise administrator. Contact your administrator for more information. Related Topics · To set Crystal report viewing preferences · SAP Crystal Reports viewer 2011 4.2.

1.1 Web viewer The Web viewer can be accessed using your browser without downloading a plugin. You can view, refresh, and print your reports, edit parameters, and export reports to a variety of formats. 37 2010-11-16 Viewing Objects The Web viewer has these functions on its custom toolbar: · File menu: ······ Open Send To Create Shortcut In My Favorites Schedule History " Print this report" "Refresh report" " Export this report" "Search for text" " Go to previous page" "Go to next page" Page field "Go to first page" "Go to last page" Zoom The File > Open option lets you open other reports stored in the repository. Other options on the File menu work the same way they do in the rest of BI launch pad.

To access the "Group Tree" or the "Parameter Panel", click the icons on the left side of the Web viewer. 38 2010-11-16 Viewing Objects Note: ·· The Web viewer is the only Crystal report viewer that allows you to access the "Parameter Panel". The Web viewer is the only Crystal report viewer that lets you view reports created in SAP Crystal Reports for Enterprise. Related Topics · Viewing Crystal reports 4.2.

1.2 Web ActiveX viewer The Web ActiveX viewer can be used with Microsoft Internet Explorer versions that support ActiveX controls. It requires you to download and install an ActiveX component. You can view, refresh, and print your reports and export them to a variety of formats. The Web ActiveX viewer has these functions on its custom toolbar: ···· Export report Print report Toggle group tree 39 2010-11-16 Viewing Objects ······ Go to first page Go to previous page Go to next page Go to last page Go to page Stop loading Refresh Search text Zoom Close current view Related Topics · Viewing Crystal reports 4.2.1.3 Web Java viewer The Web Java viewer can be accessed by using a web browser that supports the Java Virtual Machine. You can view, refresh, and print your reports and export them to a variety of formats. 40 2010-11-16 Viewing Objects The Web Java viewer has these functions on its custom toolbar: ······ Export report Print report Show/Hide group tree Stop Refresh data Go to first page Go to previous page Go to next page Go to last page Current and last page numbers Search for text Magnification factor When you place the mouse pointer over a button on the custom toolbar, the associated description appears in the bottom left-hand side of the browser's status bar.

Note: You may experience minor problems when you scroll through reports in the Java viewer. These problems are the result of the implementation of the Java Virtual Machine in certain web browsers. If you experience such problems, click repeatedly on the scroll buttons to scroll. Do not hold the scroll buttons down. Related Topics · Viewing Crystal reports 4.2.2 Crystal report viewer toolbar Option Description Export this report: Exports the Crystal report to your local machine or to a location on a network. Print this report: Prints the report. Group Tree: Shows/hides the "Group Tree". When the "Group Tree" is displayed, you can use it to navigate through the data in your report.

Parameter Panel: Shows/hides the "Parameter Panel". When the "Parameter Panel" is displayed, you can use it to change the data in your report or how it is displayed. You can access the "Parameter Panel" only from the Web viewer. Group Tree Parameter Panel 41 2010-11-16 Viewing Objects Option Description Navigation: Allows you to move through the pages of a report. Go to First Page, Go to Previous Page, Go to Page, Go to Next Page, and Go to Last Page are available options.

Refresh Report: Obtains the most up-to-date data from the report's data source. You must have the necessary rights, and the server must contain the necessary data source information, before you can refresh the report. Search for text: Allows you to search for the specific instance of a text. Zoom: Allows you to zoom in or out on a report. Tip: You can navigate to different areas of a report using the report tabs after you drill down in the report.



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Related Topics · Web viewer 4.2.3 SAP Crystal Reports viewer 2011 SAP Crystal Reports viewer 2011 is installed locally on your computer. This means you can view any of your downloaded Crystal reports without connecting to the SAP BusinessObjects Enterprise system. SAP Crystal Reports viewer 2011 allows you to do the following tasks: Print or export your reports Save your reports Select data that you want to view Drill down into the report for more details View multiple reports SAP Crystal Reports viewer 2011 functions in the same way as the Crystal report viewers included in your BI launch pad deployment. For more information about tasks that you can perform with SAP Crystal Reports viewer 2011, access the SAP Crystal Reports viewer 2011 online Help menu. 4.2.3.1 To install SAP Crystal Reports viewer 2011 42 2010-11-16 Viewing Objects The viewer resides locally as a client-side viewer when it is installed.

Note: This procedure only applies to the English language website. 1. Log onto <http://www.sap.com/solutions>. 2. Point to SAP BusinessObjects Portfolio and click SAP Crystal Solutions. 3. Point to Query, Reporting & Analysis and click SAP Crystal Reports Viewer. The Download Now link appears on the right side of the screen.

4. Download and run the SAP Crystal Reports 2011 viewer installation program. 5. Follow the onscreen instructions and accept the default values when possible. 6.

When the installation is done, click Finish. 4.2.3.2 Launching SAP Crystal Reports viewer 2011 SAP Crystal Reports viewer 2011 launches when you select a Crystal report (.

rpt) file from your machine and double-click it. Note: If SAP Crystal Reports is installed on your computer, it takes precedence over the SAP Crystal Reports viewer 2011 and displays your reports by default. 4.2.4 To drill down Crystal report data You can drill down into report data to show the data beneath charts and summarized groups. Click the chart or summarized data to see a drilled-down view. 1. Open the report that you want to view. 2. In the Crystal report viewer, double-click the links in the report to drill down for more information.

4.2.5 To view alerts in Crystal reports Note: This task and feature apply only to reports created in SAP Crystal Reports. SAP BusinessObjects Enterprise tracks report instances that trigger alerts. Perform this task to view a list of alerts available in a Crystal report. 43 2010-11-16 Viewing Objects 1. Go to the folder/category that contains the Crystal report that you want to view. 2. Select the object and click More Actions > Alerts. The "Alerts" dialog box appears.

Note: You can access alerts only for reports that contain alerts. The "Alerts" dialog box displays only the instances that triggered the alert. 3. Double-click the title to open the report instance. Related Topics · Differences between Alerting and Crystal report alert notifications 4.

2.6 To view and edit the parameters of Crystal reports in the Web viewer 1. Navigate to the Crystal report that you want to view and select it. 2. Click View > View.

If you are asked to enter prompt values, you must fill in the report parameters before you can view the report. Select the data you want to view and click OK. Otherwise, you do not need to fill in any parameters and you are taken directly to the report. 3. To view the parameters that you can access from within the report, click the Parameters icon. 4. View the parameters in the "Parameter Panel". 5. Click a parameter to select it. 6.

Edit the parameter value in one of the following ways: · Edit the parameter directly in the "Parameter Panel" by entering a new value. · Click > to open an advanced editing dialog box and enter the new values according to the instructions, and then click OK. 7. Edit additional parameters if necessary. 8. To view the report with your new parameter values, click Apply. 44 2010-11-16 Viewing Objects 4.2.7 To print Crystal reports You can print successful instances of reports or reports that you view on demand. Note: · Depending on the Crystal report viewer that you use, the steps detailed in this section may vary; however, the general principles for printing reports remain the same.

If onscreen instructions are provided, follow those instructions instead of the steps that are described in this section. Page orientation is set by report designers when they create reports. · 1. Open the document that you want to view. 2.

On the viewer toolbar, click Print Report. The "Print" dialog box appears. 3. In the "Print range" area, select all pages or type a specific range of pages. 4. In the "Copies" area, select the number of copies that you want to print. Tip: If you select the Collate option, the pages are printed in numerical order. For example, if you are printing two copies of a report that has four pages, your report prints pages one, two, three, and four of the first copy, and then prints pages one, two, three, and four of the second copy. 5. In the "Printer Paper" area, set your paper size and source options. Note: These options are available in the Web and Web ActiveX viewers only. 6. In the "Options" area, select these additional print options if necessary: · If the Crystal report is wide and you want it to fit on one page when it prints, select Fit Horizontal Pages to One Page. · If you want to print Flash objects embedded in the Crystal report, select Print Flash Objects for Current Page. Note: These options are available in the Web and Web ActiveX viewers only.

7. Click OK. 4.2.8 To export Crystal reports 45 2010-11-16 Viewing Objects You can export successful instances of Crystal reports, as well as the reports that you view on demand, to several formats to reach a wider audience. For example, you can export data that predicts sales trends to an Excel spreadsheet and then email it to the sales team. Tip: · You can select the page range for the report that you want to export. · For reports you can drill down into, export the drilled-down view. 1. Open the Crystal report that you want to view.

2. On the viewer toolbar, click Export Report. The "Export" dialog box appears. 3. Choose a file format on the File Format list.

4. In the Page Range area, select all pages or type a specific range of pages. 5. Click Export. 4.

2.8.1 Export format options SAP BusinessObjects Enterprise provides you with several file format exporting options: SAP Crystal Reports (.rpt) SAP Crystal Reports read only format (.rptr) Adobe Portable Document Format (.pdf) Microsoft Excel (1997-2003) (.xls) Microsoft Excel (1997-2003) (.xls) data-only version Microsoft Word (1997-2003) (.doc) Microsoft Word (1997-2003) (.doc)--editable Rich Text Format (.

rtf) Separated Values (CSV) Extensible Markup Language (.



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xml) Note: · When you export a report to a file format other than SAP Crystal Reports (.rpt), you may lose some or all of the formatting. However, the program attempts to preserve as much formatting as the export format allows. The difference between Excel and Excel (data only) is that Excel attempts to preserve the look and feel of your original report. The Microsoft Word (1997-2003) format maintains as much formatting as possible, including graphics. Each object appears in an individual text field. Microsoft Word (1997-2003)--editable format does not preserve as much formatting; text is displayed in lines and images are placed in line with the text. Rich text format is similar to Microsoft Word (1997-2003). Separated Values (CSV) format is only available from the Web viewer.

You cannot export to SAP Crystal Reports (RPT) format from a drilled-down view. . . . 46 2010-11-16 Viewing Objects · Flash objects only appear if you export to Crystal reports or PDF formats. Fallback images appear when exporting to all other formats. For more information about the options you must set to schedule a Crystal report to a specific format, see Additional formatting options for Crystal reports and the section on Exporting in the SAP Crystal Reports User's Guide. 4.

2.9 To sort data interactively 1. Open a Crystal report that uses interactive sorting. 2. Choose a value to sort by.

3. Click the appropriate arrow to sort the data in the report according to your needs: · To create a list of data sorted in ascending order, click · To create a list of data sorted in descending order, click 4.3 Viewing Interactive Analysis documents When you open an Interactive Analysis document, the document appears in a viewer. Depending on the type of viewer that is deployed and the functions that are enabled by your SAP BusinessObjects Enterprise administrator, you can perform a number of different activities. The following sections provide information about the Interactive Analysis toolbar and give instructions on how to work with the navigation map, display user prompts, find text, and drill down data in your documents. For detailed instructions on how to perform analysis on Interactive Analysis documents, refer to the Interactive Analysis documentation. 4.3.1 Interactive Analysis viewer toolbar The following table describes the options in the Interactive Analysis viewer toolbar. 47 2010-11-16 Viewing Objects Option Description Interactive AnalyThe Interactive Analysis menu lets you show or hide the following parts of the sis user interface: Open Save Print Find History Send Undo Redo Refresh Track Drill Filter Bar Outline Reading Design Filter Bar Outline Left Pane Report Tabs Status Bar Opens another Interactive Analysis document for viewing.

Saves changes, saves the document under a new name, or saves the document locally in various formats. Creates a PDF version of the document so that you can print it. Searches for text in the document. Shows the dates of document instances. Sends the document to various destinations. The available destinations may vary depending on what your system administrator has enabled. Reverses the previous action. Reverses the Undo action. Refreshes the current tab or the entire document. Lets you set options for tracking changes.

Lets you drill up or down document data. Shows or hides the Filter Bar. Shows or hides the document outline. Lets you view the document in HTML or PDF mode. Lets you modify the document that you are viewing currently.

4.3.2 To display the navigation map The navigation map allows you to navigate to the reports that are contained in your Interactive Analysis document. 48 2010-11-16 Viewing Objects 1. Open the document that you want to view.

2. Click Interactive Analysis > Left Pane > Normal. The left pane opens. 3. On the side of the left pane, click the Navigation Map icon. 4.3.3 To display user prompts Prompts gather information from users. For Interactive Analysis documents, this information may determine what data appears in the document. For example, in a document that is used by sales, there may be a prompt that asks the user to choose a region.

When the user chooses a region, the document displays the results for that specific region instead of displaying the results for all of the regions in the document. 1. Open the document that you want to view. 2. Click Interactive Analysis > Left Pane > Normal. 3. On the side of the left pane, click the User Prompt Input icon. 4.3.4 To find text 1.

Open the document that you want to view. 2. On the viewer toolbar, click Find. The "Find" panel appears at the bottom of the document. 3.

In the Find field, type the text you want to locate. 4. Click the arrow beside the Run find button and select Ignore case or Match case. 5. Click Run find. 6. If necessary, choose whether to search for the previous occurrence or the next occurrence. 4.3.5 To drill document data You can drill down on document data to show the data beneath charts and summarized groups. 1. Open the document that you want to view. 2. Click Drill > Start Drill mode, and then click links in the document to drill down to more information. 49 2010-11-16 Viewing Objects When the viewer enters drill mode, you can perform either of the actions summarized in the following table.

Option Description Snapshot Filter Bar Takes a picture of the drilled view and opens the drilled view in a new tab within the viewer. To use this option, click Drill > Snapshot. Opens the Filter Bar in the viewer and lets you apply filters to your view of the document. To use this option, click the Filter Bar button on the Interactive Analysis viewer toolbar. 3. When you are finished, click Drill > End Drill mode to end the drill session. 50 2010-11-16 Working with Objects Working with Objects 5.1 Managing objects in BI launch pad This section describes how to access, organize, work with, and search for objects in BI launch pad. All of the documents and files in your SAP BusinessObjects Enterprise system are considered objects. Examples of objects include hyperlinks, shortcuts, Crystal reports, and Interactive Analysis documents.

There are two ways in which objects are organized in SAP BusinessObjects Enterprise: by folders and categories. Objects must belong to a folder, and they can only belong to one. Categories are an alternate method of organizing objects; objects do not need to be assigned to a category, and can be assigned to several categories. Folders and categories can be public (or corporate) or personal. Public or corporate folders/categories can be seen by any BI launch pad user who has the necessary rights, and you can add or edit objects in them only if you have the necessary rights to do so.

Personal categories or your My Favorites folders are for your use; you can create new folders and categories and arrange objects within them as you wish.



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