What’s New in Web Intelligence 4.1

- Easy installation from the EDDIE Preferences page
- Dynamic search to locate objects and filters in Universe
- Tabbed menus for easier navigation
- Improved right-click menu includes most reporting features
What’s New in Web Intelligence 4.1

- Scaling (Fit to Page) feature for easy printing
- Easier Variable Writing (List of Values, List of Prompts)
- Custom Grouping
- New Chart and Graph types
- Excel 2007 (.XLSX) Compatibility
Getting Started

Before using Web Intelligence 4.1 you must:

- Log in to EDDIE
- Set your Web Intelligence Report Creation/Editing Preferences
- Install the Web Intelligence Rich Client Software from EDDIE Preferences page
- Launch the application from EDDIE
- See the Getting Started guide for detailed instructions
Login to Web Intelligence Rich Client

You will not be prompted to enter your login credentials when Web Intelligence is initially opened. You should manually login once you open the program prior to opening any Web Intelligence Documents.

1. Open Web Intelligence Rich Client (All Programs > SAP BusinessObjects Web Intelligence)
2. Click the Web Intelligence menu
3. Select Login as
4. Enter your University NetID credentials
5. Make sure Authentication is set to LDAP
6. Click Log on
Query Panel

- Dynamic Universe Search: Use the Filter List feature to find objects. Returns all objects, folders, and filters that contain the search text.

- Expand all / Collapse all

- Data Preview Panel Shows preview of data without running the query
Where to Find it in 4.1
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Report Element Tab

- **Table:** Report Templates (insert Table, Crosstab, Form)
- **Cell:** Insert Blank Cell or Predefined Cell
- **Section:** Insert Section
- **Chart:** Insert Chart, Format Chart
- **Position:** Set order & alignment of data blocks
- **Linking:** Add hyperlinks
- **Table Layout:** Insert breaks, blank rows, manage header/footer
- **Behaviors:** Hide columns, manage page breaks and headers
Where to Find it in 4.1

Format Tab

- **Font**: Set font style, size, alignment, color
- **Border**: Insert and format borders for tables, cells, and reports
- **Cell**: Merge cells, Clear cell content
- **Numbers**: Format numbers (Currency, Percent, Date/time, Custom)
- **Alignment**: Align cells, Wrap Text
- **Size**: Enter column widths and row heights
- **Tools**: Format painter, Display format options, clear formatting
Where to Find it in 4.1

Data Access Tab

- **Data Providers:** Add query, Edit Query, Purge Data, Refresh Data
- **Tools:** Change data source, Export Data to CSV
- **Data Objects:** Create variable, Merge Dimensions
Where to Find it in 4.1

Analysis Tab

- **Filters**: Report Filters, Ranking, Input Controls
- **Data Tracking**: Track data changes since last refresh
- **Display**: Grouping, Breaks, Sorting
- **Conditional**: Create/manage conditional formatting rules
- **Interact**: Drilling, Simple Filter Bar, Outline (Fold/unfold)
- **Functions**: Insert calculations
Where to Find it in 4.1

Page Setup Tab

- **Report**: Add, Duplicate, Delete, Rename, and Move Report
- **Page**: Set orientation and page size
- **Header/Footer**: Header footer settings/size
- **Scale to Page**: Fit to page for printing
- **Margins**: Set margin sizes
- **Display**: Page mode (Print Preview), Quick Display, set rows and columns to display in Quick Display mode.
Right-click Menu Short-cuts

Right-click Column

Right-click Report

Right-click Report Tab
Further Assistance

View Online Training Materials:
https://www.ait.uillinois.edu/services/reports_and_data/help_and_training/training/online_training_resources/

Register for a Training Class or Lab:
http://go.uillinois.edu/registration

Email Decision Support:
DS-BOupgradeissues@uillinois.edu