

Web Intelligence Rich Client 4.1

Highlights and Tips

March 2015

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

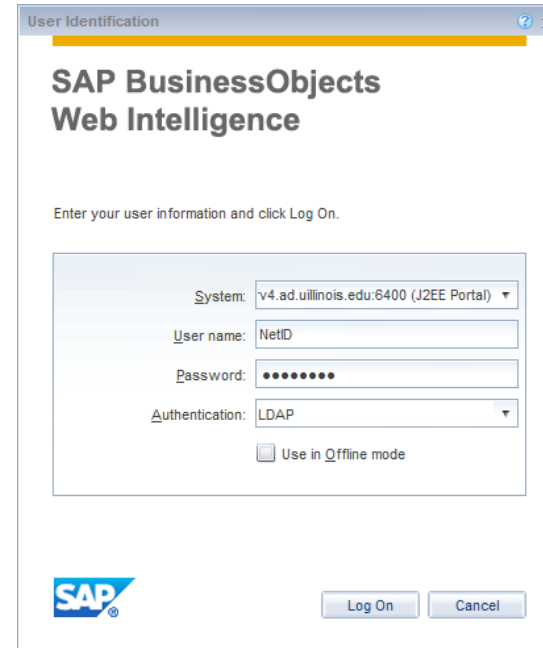
Before using Web Intelligence 4.1 you must:

- ▶ 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

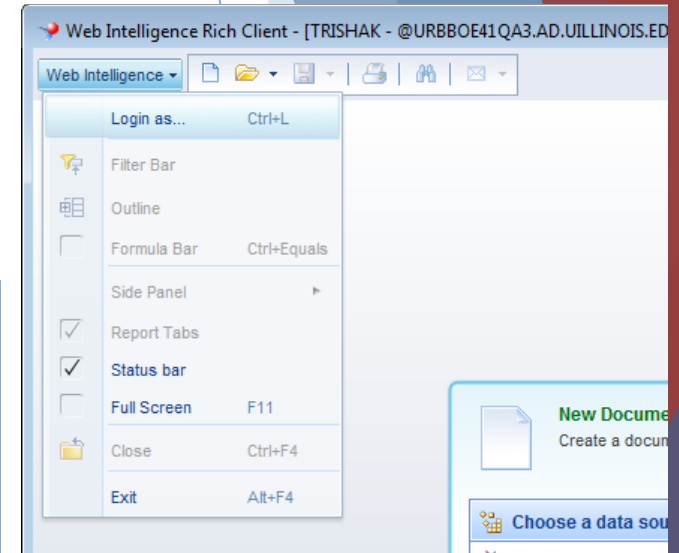
Login to Web Intelligence Rich Client

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**

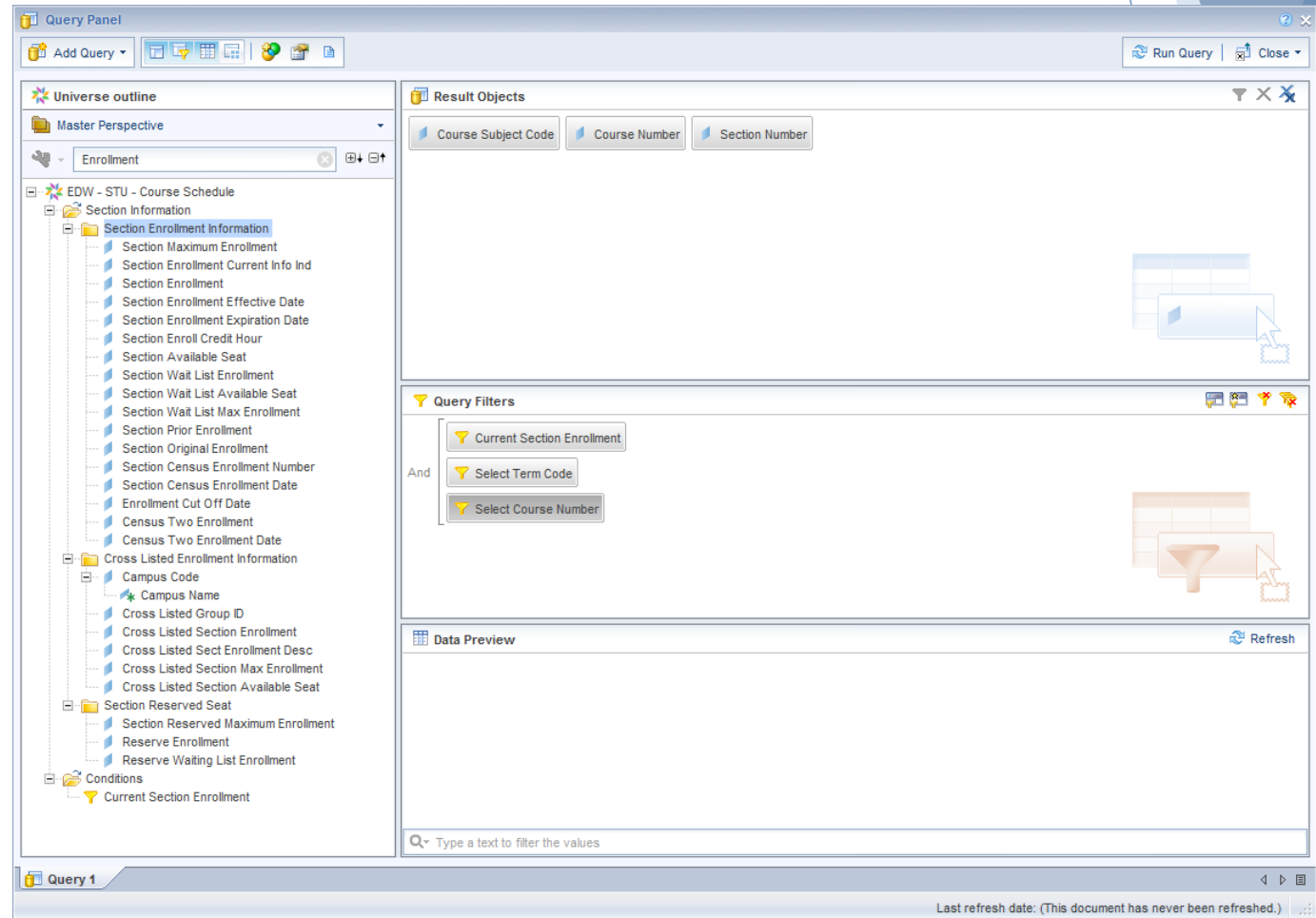


The screenshot shows the 'User Identification' dialog box for SAP BusinessObjects Web Intelligence. The title bar reads 'User Identification'. The main heading is 'SAP BusinessObjects Web Intelligence'. Below the heading, it says 'Enter your user information and click Log On.' The dialog contains several input fields: 'System' is a dropdown menu set to 'v4.ad.uillinois.edu:6400 (J2EE Portal)'; 'User name' is a text box containing 'NetID'; 'Password' is a text box with masked characters; 'Authentication' is a dropdown menu set to 'LDAP'; and there is a checkbox for 'Use in Offline mode' which is currently unchecked. At the bottom left is the SAP logo, and at the bottom right are 'Log On' and 'Cancel' buttons.



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

Refresh Data

Edit Query

Print

Save (Webi, Excel, PDF, CSV, Save to EDDIE)

Available Objects

Page Navigation

Section Numl	Section Enrol	Start Time --	Section Build	Section Room
101	24	1000--1120	Gregory Hall	113
101	26	1400--1450	Gregory Hall	113
101	26	1100--1220	Gregory Hall	113
101	23	1300--1350	Gregory Hall	113
101	25	0830--0950	Gregory Hall	113
101	25	1130--1250	Gregory Hall	113
199	18	1800--2030	Gregory Hall	123
201	21	1000--1120	Grad Sch of L	126
317	35	1330--1450	Gregory Hall	113
320	96	1200--1320	Krannert Cen	2500
320	21	1330--1450	Gregory Hall	123
320	17	1500--1620	Gregory Hall	123
322	0	1330--1450		
322				
322				
331				

Where to Find it in 4.1

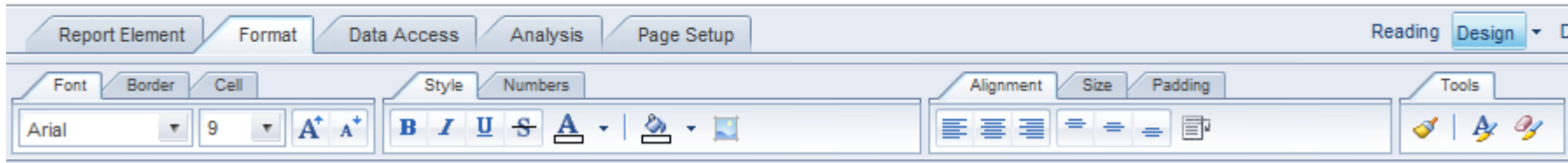
Report Element Tab



- **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

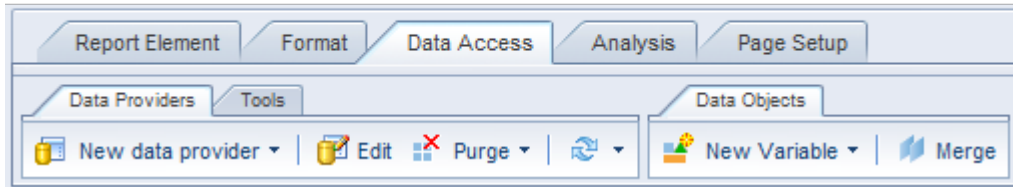
Format Tab



- **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

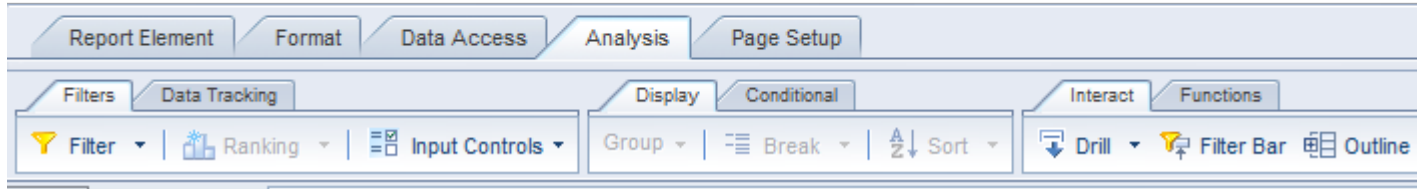
Data Access Tab



- **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

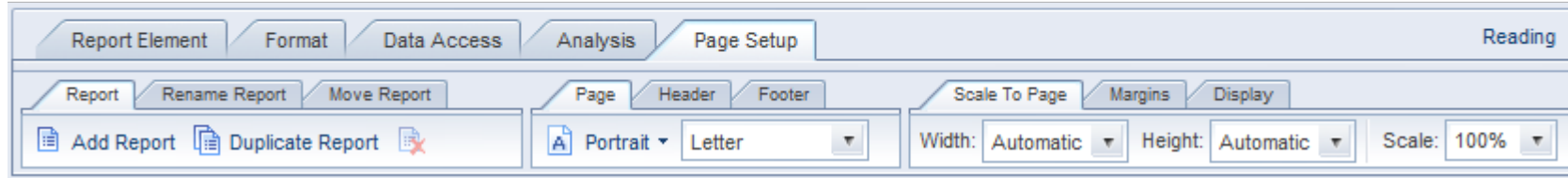
Analysis Tab



- **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

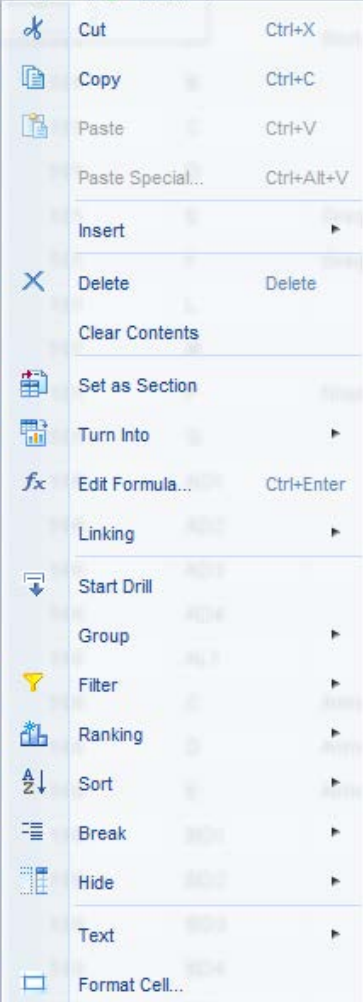
Page Setup Tab



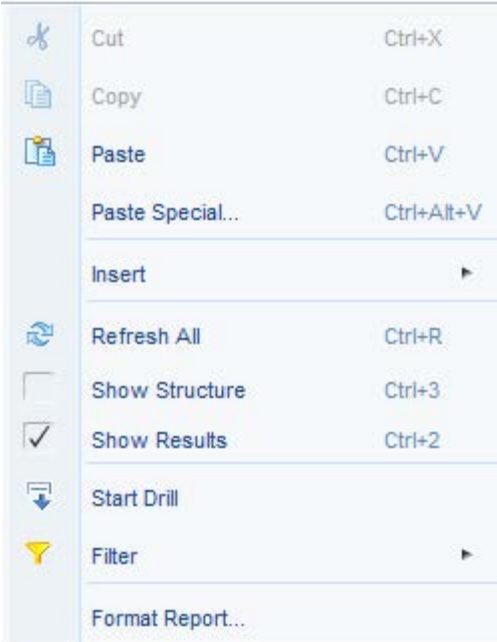
- **Report:** Add, Duplicate, Delete, Rename, and Move Report
- **Page:** Set orientation and page size
- **Header/Footer:** Header footer settings/size
- **Scale to Page:** Fit to page for printing
- **Margins:** Set margin sizes
- **Display:** Page mode (Print Preview), Quick Display, set rows and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

Right-click Menu Short-cuts

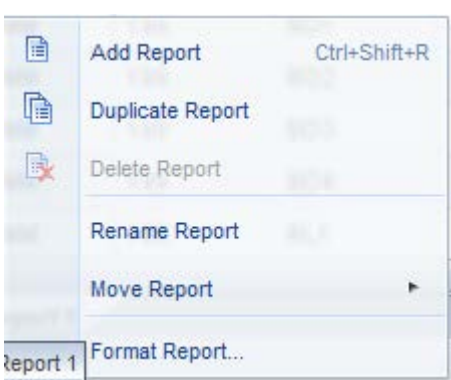
Right-click Column



Right-click Report



Right-click Report Tab



Further Assistance

View Online Training Materials:

https://www.ait.s.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