

Where to Find it in Web Intelligence 4.1

Features and functions in the Web Intelligence 4.1 Report Manager window are organized in tabs by category. This document will show where to find some commonly used reporting features.

Report Manager Window

The screenshot shows the Web Intelligence 4.1 Report Manager window. The main window displays a report titled "Report 1" with a data table. The table has columns: Course Num, Section Num, Section Enrol, Start Time, Section Build, and Section Room. The data rows are as follows:

Course Num	Section Num	Section Enrol	Start Time	Section Build	Section Room	
COMM	101	26	1300--1350	Gregory Hall	113	
COMM	101	23	0830--0950	Gregory Hall	113	
COMM	101	25	1130--1250	Gregory Hall	113	
COMM	199	J	18	1800--2030	Gregory Hall	123
COMM	201	A	21	1000--1120	Grad Sch of L	126
COMM	317	R	35	1330--1450	Gregory Hall	113
COMM	320	A	96	1200--1320	Krannert Cen	2500
COMM	320	R	21	1330--1450	Gregory Hall	123
COMM	320	T	17	1500--1620	Gregory Hall	123
COMM	322	2	0	1330--1450		
COMM	322	SA				
COMM	331	C				

Red boxes highlight the following features:

- Refresh Data**: Located in the Data Access tab of the Report Element toolbar.
- Edit Query**: Located in the Data Access tab of the Report Element toolbar.
- Print**: Located in the Tools tab of the Report Element toolbar.
- Save (Webi, Excel, PDF, CSV, Save to EDDIE)**: Located in the File menu.
- Available Objects**: Located in the Available Objects pane on the left.
- Page Navigation**: Located in the Page Setup tab of the Report Element toolbar.

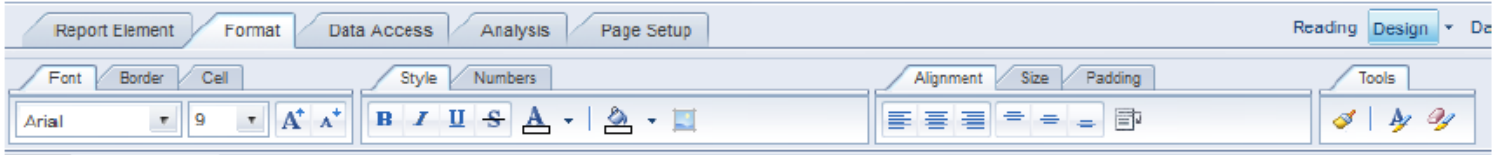
Report Element Tab

The screenshot shows the Report Element tab in the Web Intelligence 4.1 Report Manager window. The tab is divided into several sub-tabs: Table, Cell, Section, Chart, Others, Tools, Position, Linking, Table Layout, and Behaviors. The Table sub-tab is currently active, showing options for inserting tables, cross-tabs, and forms. The Tools sub-tab shows options for turning objects into sections and setting them as sections. The Table Layout sub-tab shows options for inserting breaks, headers, and footers.

- **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

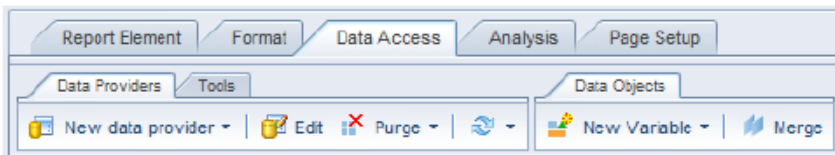
- **Behaviors:** Hide columns, manage page breaks and headers

Format Tab



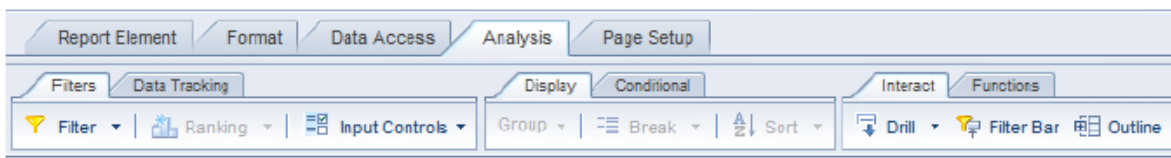
- **Font:** Set font style, size, alignment, color
- **Border:** Insert and format borders for tables, cells, and reports
- **Cell:** Merge cells, Clear cell content
- **Number:** Format number (Currency, Percent, Date/time, Custom)
- **Alignment:** Align cells, Wrap Text
- **Size:** Enter column widths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

Data Access Tab



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

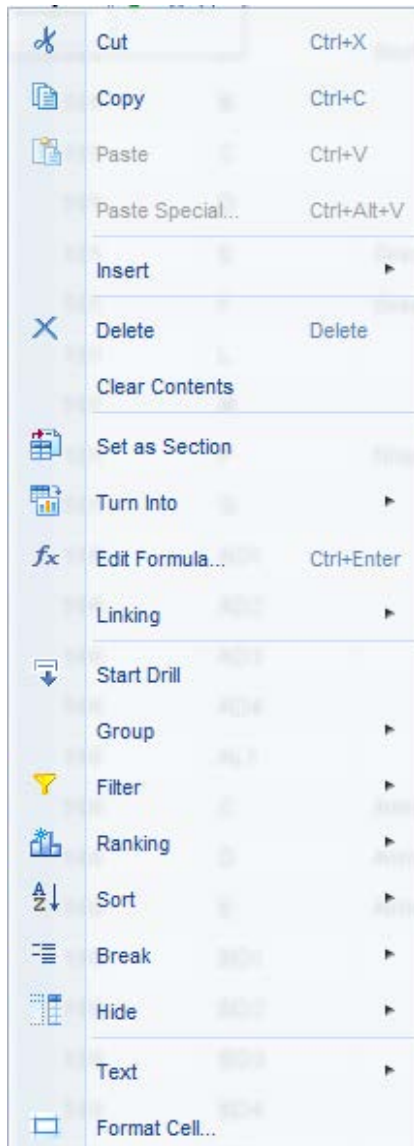
Analysis Tab



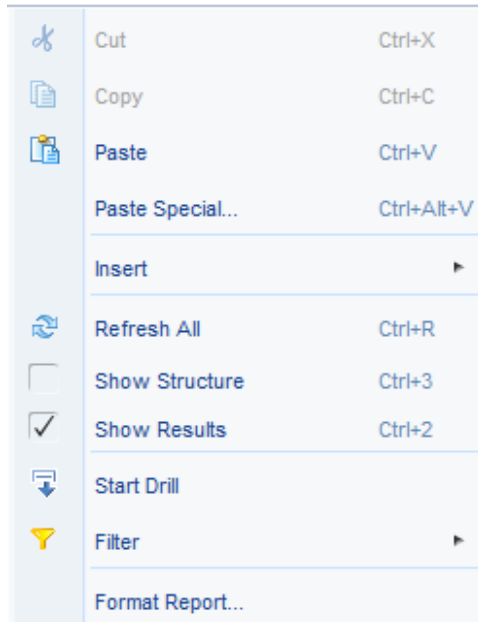
- **Filters:** Report Filters, Ranking, Input Controls
- **Data Tracking:** Track data changes since last refresh
- **Display:** Grouping, Breaks, Sorting
- **Conditional:** Create/manage conditional formatting rules
- **Interact:** Drilling, Simple Filter Bar, Outline (Fold/unfold)
- **Functions:**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

Right-click Menu Shortcuts

Right-click Column



Right-click Report



Right-click Report Tab

