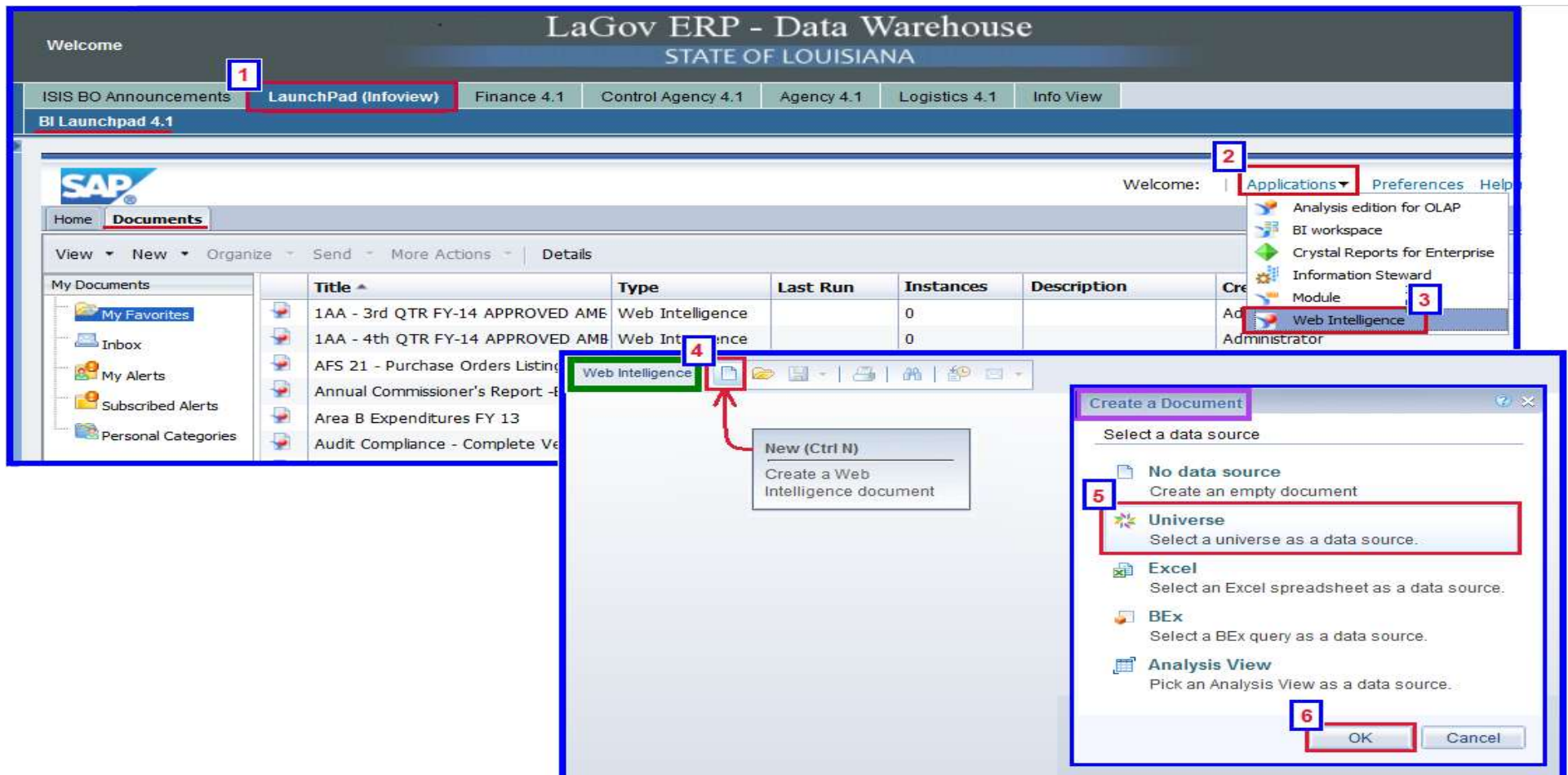


Basic Steps to Create a Webi Report

- 1 Click **LaunchPad (Infoview)** to open Business Objects.
- 2 Click on **Applications** to display the drop down options menu.
- 3 Click on the **Web Intelligence** option.
- 4 Click on the 'New' icon on the in Web Intelligence Tool Bar.
- 5 Click **Universe** as data source.
- 6 Click **OK**.



The **Universe** window will be displayed. **6** Click the universe that will be the source data for your report query.
7 Click **Select** the button.

Select a universe for the query.

Type here to filter table

Available Universes: Refresh universe list

State	Name	Revision	Folder
	Financial	323	@OTS-SAPBIPRD1.DOALA.GOV_6400\Corporate_Universes
	Financial - La Recovery	4	@OTS-SAPBIPRD1.DOALA.GOV_6400\Corporate_Universes
	Financial - Neal	221	@OTS-SAPBIPRD1.DOALA.GOV_6400\Corporate_Universes
	Gumbo Prod	22	@OTS-SAPBIPRD1.DOALA.GOV_6400\Corporate_Universes

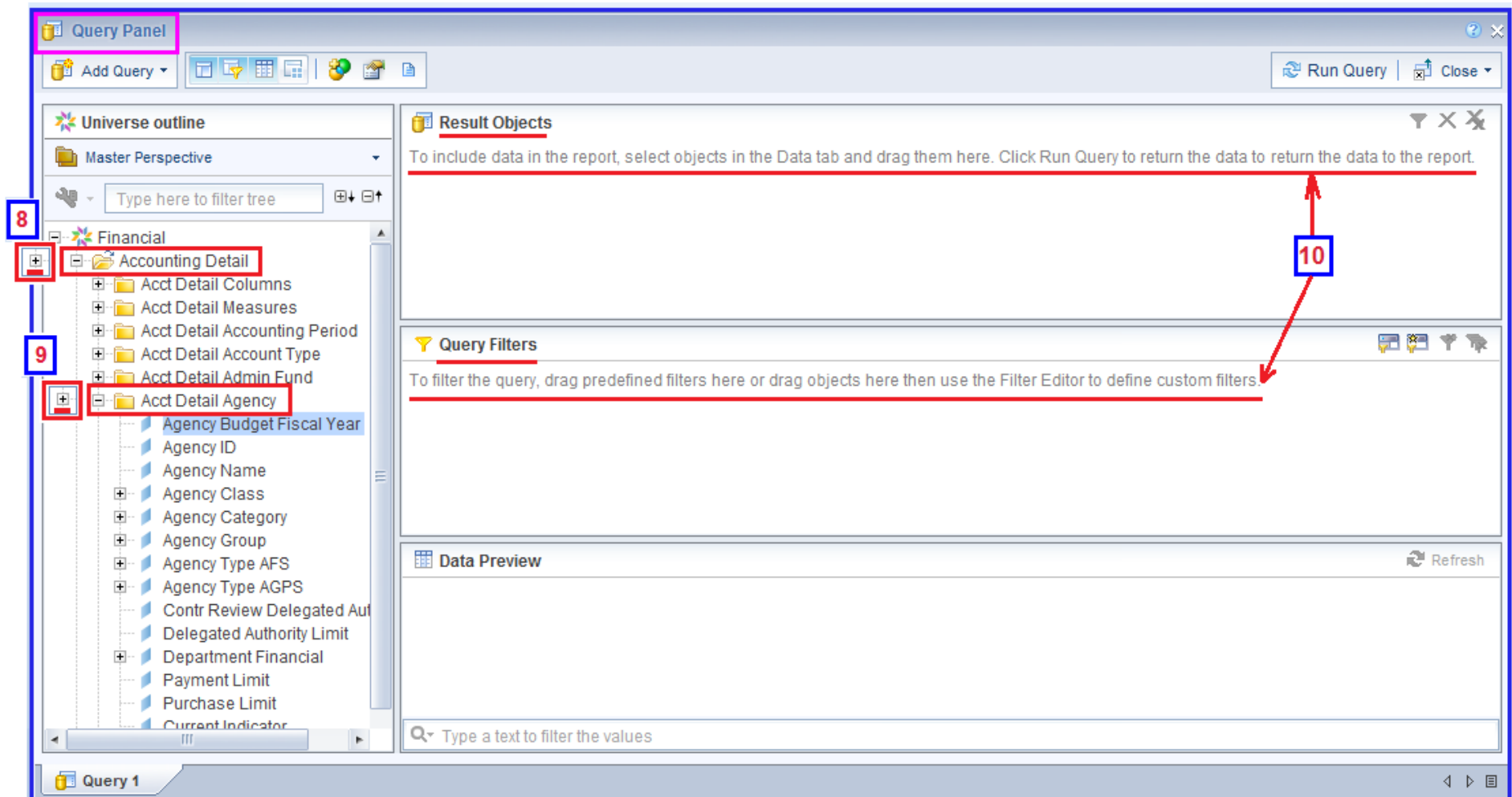
Help on selected universe:


Financial production datamart tables of Accounting details connected to the Production Server (LAGNDW).

7 **Select** **Close**

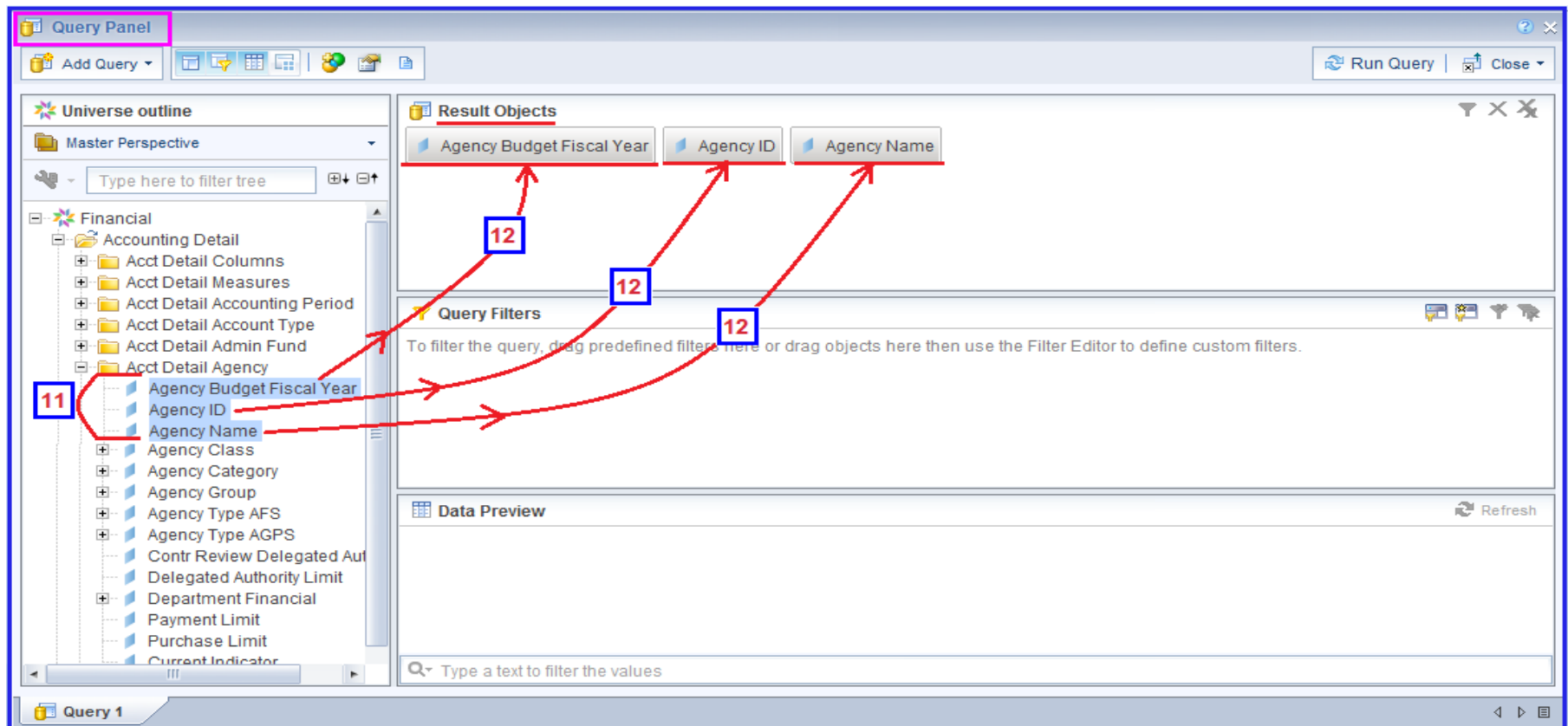
Vertical Scroll Bar


The screen **Query Panel** will be displayed. **8** click on the plus sign icon to expand the 'Accounting Detail' folder, **Accounting Detail**, and **9** the 'Acct Detail Agency' subfolder, **Acct Detail Agency**. When folder/sub-folders are expanded, the plus sign icon, **+**, becomes a minus sign, **-**. **10** Note the instructions in the **Result Objects** and the **Query Filters** panels.



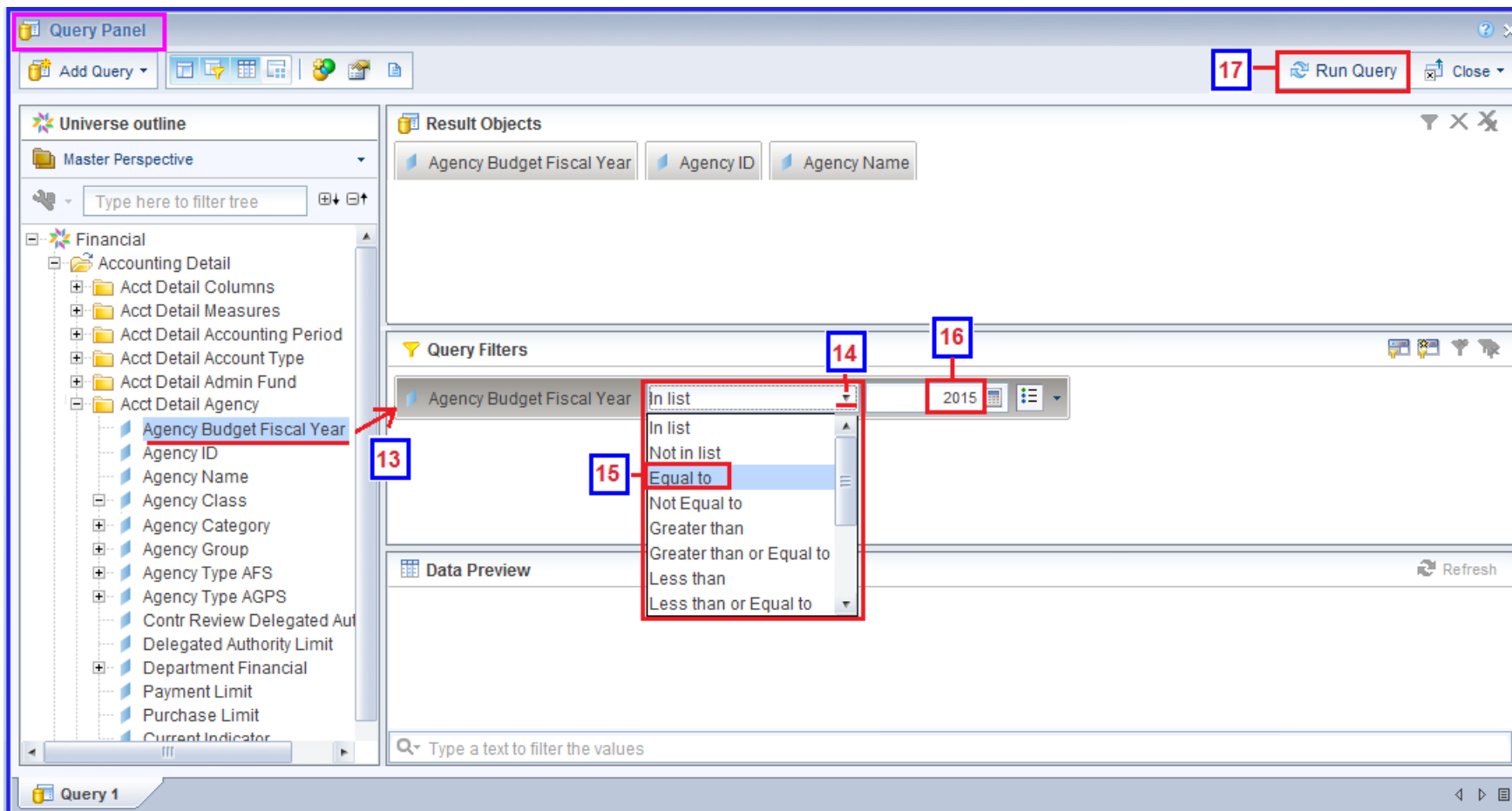
11 In the Data tab to the far left, you can double click on an object to include it in the report **OR** **12** click & drag them individually into the  **Result Objects** panel.

For this example, select **Agency Budget Fiscal Year**, **Agency ID** and **Agency Name** to be included in the report.



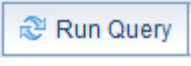
NOTE: To remove an object from the  **Result Objects** panel, simply click & drag it back anywhere within the Data tab and release.


In the Data tab (far left) **13** click and drag the object to be filtered into the **Query Filters** panel, and release. For this example, click and drag **Agency Budget Fiscal Year**. A filter bar will be displayed for the object. **14** Click on the downward pointing arrowhead to the right in the operator box, **In list**. A dropdown menu of operators will be displayed. For this example, **15** click **Equal to**. **16** Manually enter **2015** in the window. **17** Click the **Run Query** button (upper right side).

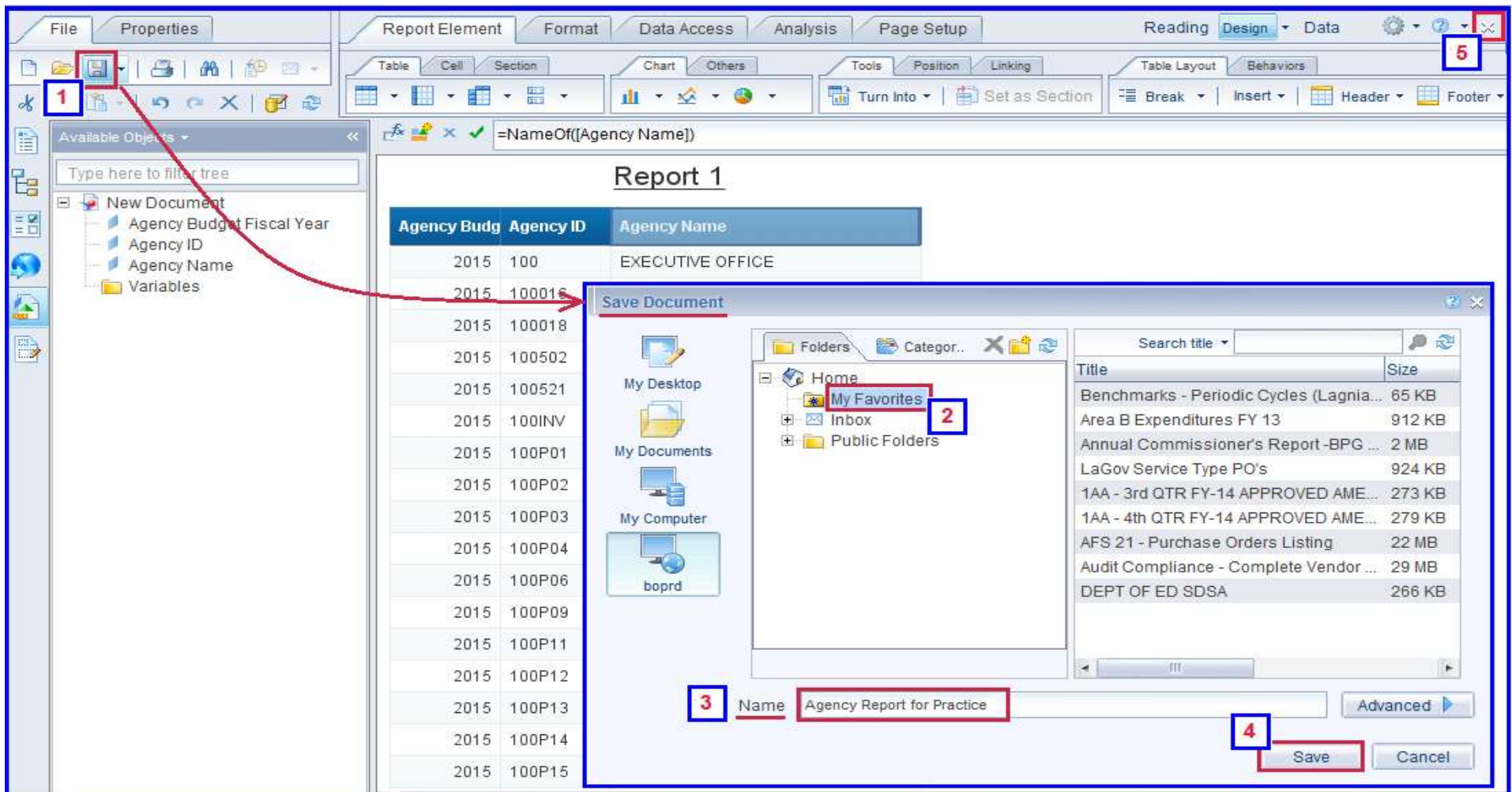


NOTE: To remove objects from the **Query Filters** panel, click and drag it anywhere within the Data tab panel and release.

Basic Steps to **Save** a Webi Report

After clicking , a basic report with Agency IDs and Agency Names for Agency BFY = 2015 will be displayed.

- 1 Click the 'Save Menu' button, . The **Save Document** panel will be displayed.
- 2 Click the **My Favorites** folder.
- 3 In the 'Name' field, enter 'Agency Report for Practice'.
- 4 Click the **Save** button.
- 5 Close the document.



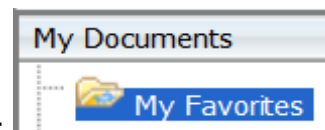
The screenshot shows the Webi Report interface with the 'Save Document' dialog box open. The main report area displays a table with the following data:

Agency Budg	Agency ID	Agency Name
2015	100	EXECUTIVE OFFICE
2015	100016	
2015	100018	
2015	100502	
2015	100521	
2015	100INV	
2015	100P01	
2015	100P02	
2015	100P03	
2015	100P04	
2015	100P06	
2015	100P09	
2015	100P11	
2015	100P12	
2015	100P13	
2015	100P14	
2015	100P15	

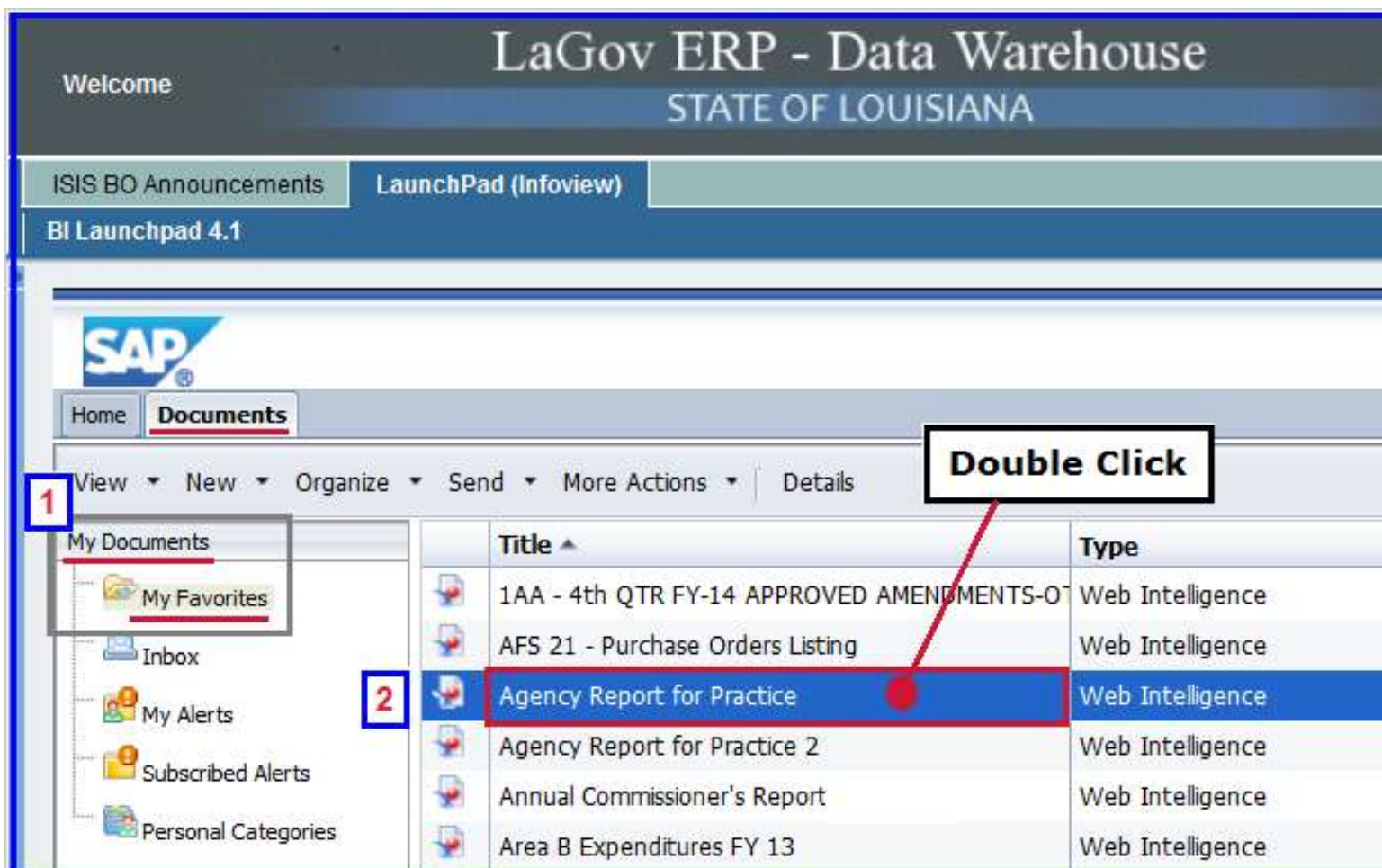
The 'Save Document' dialog box is open, showing a file explorer view with 'My Favorites' selected. The 'Name' field contains 'Agency Report for Practice' and the 'Save' button is highlighted.

Basic Steps to **Modify** a Webi Report

1 Find the **Agency Report for Practice** that you created under



2 **Double** click on the report name to open it.



Welcome

LaGov ERP - Data Warehouse

STATE OF LOUISIANA

ISIS BO Announcements LaunchPad (Infoview)

BI Launchpad 4.1

SAP

Home Documents

View New Organize Send More Actions Details

1 My Documents


- My Favorites
- Inbox
- My Alerts
- Subscribed Alerts
- Personal Categories

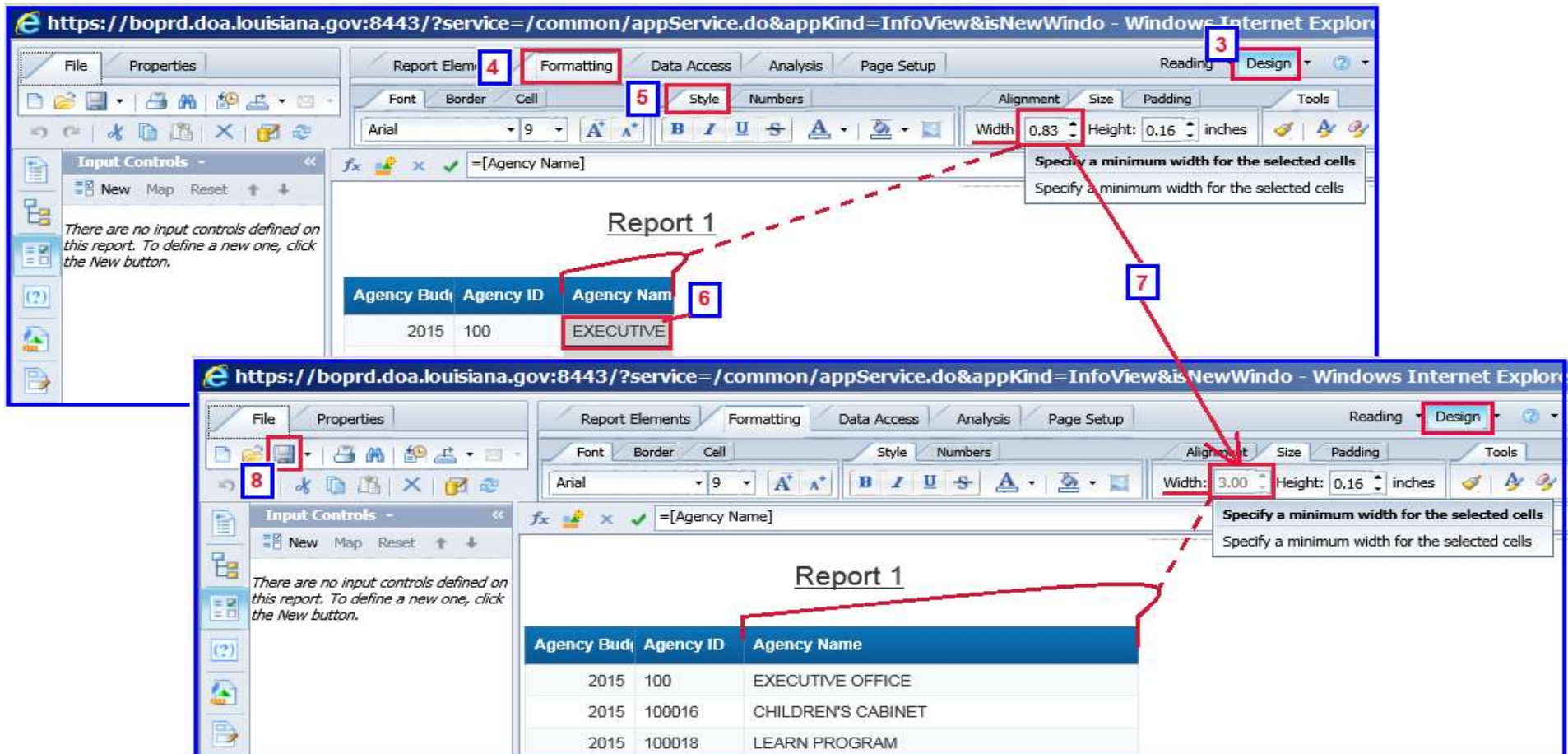
Title	Type
1AA - 4th QTR FY-14 APPROVED AMENDMENTS-O	Web Intelligence
AFS 21 - Purchase Orders Listing	Web Intelligence
Agency Report for Practice	Web Intelligence
Agency Report for Practice 2	Web Intelligence
Annual Commissioner's Report	Web Intelligence
Area B Expenditures FY 13	Web Intelligence


2

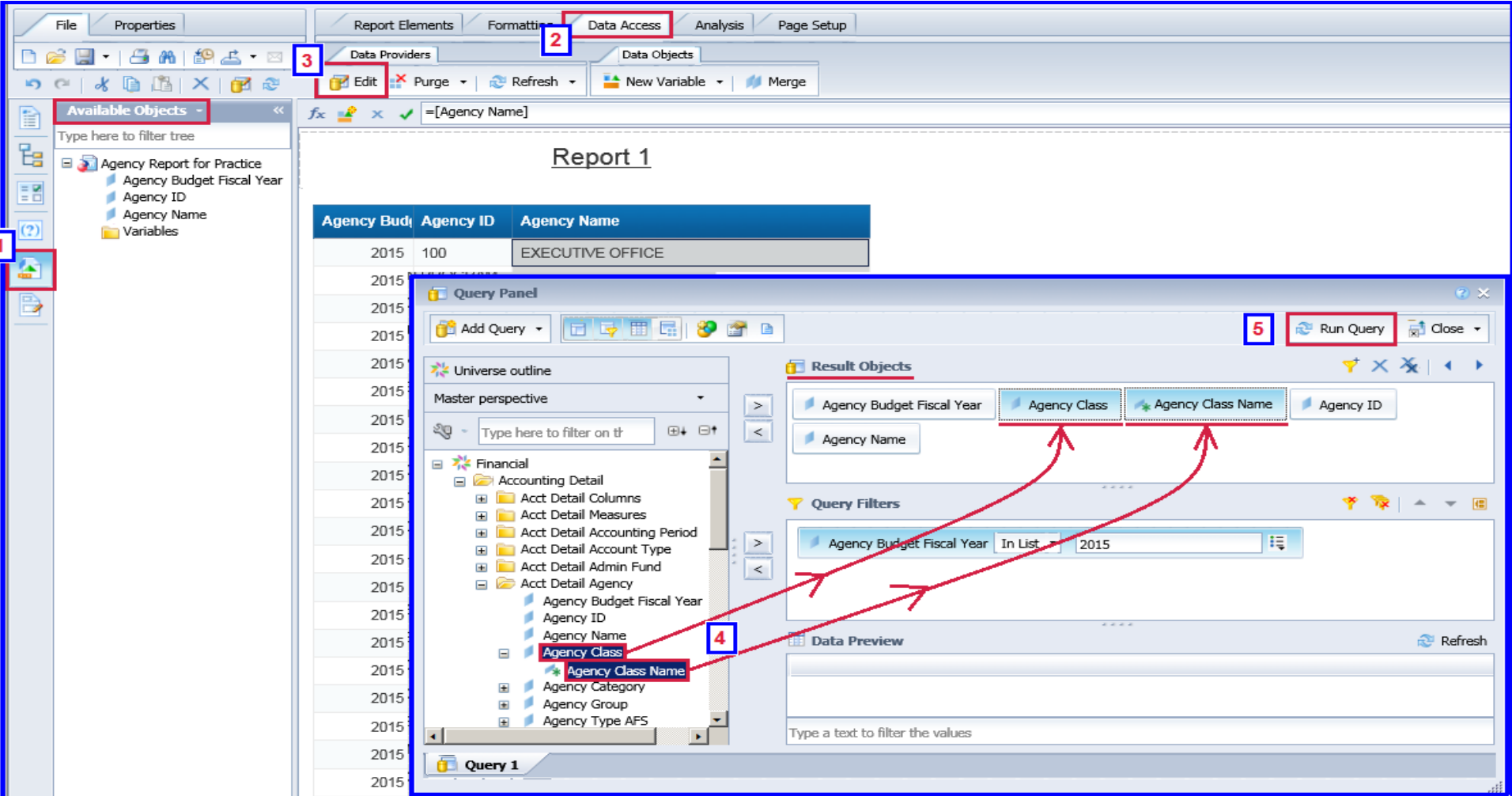
Double Click

Last Revised Date: 02/04/2015

Let's widen the last column to display the entire **Agency Name**. **3** Click the **Design** button (if it is not already highlighted). On the top row of tabs **4** click the **Formatting** tab. On the second row of tabs, **5** click the **Size** tab. **6** Click on any of the cells under the last column heading. **7** Change the **Width:** value from **0.83** to **3.00** to widen the **Agency Name** column. To make your report changes permanent, **8** click the 'Save' icon .



Let's add another field to the report. **1** Click on the  icon (far left side panel) to open the **Available Objects** panel. Since the field we want is not here, we will need to **2** click **Data Access** and then **3** click **Edit**. **4** Click and drag **Agency Class** and **Agency Class Name** to the **Result Objects** panel and release. **5** Click **Run Query**.



The screenshot shows the Webi software interface with the following components and annotations:

- 1**: Points to the **Available Objects** icon in the far left side panel.
- 2**: Points to the **Data Access** tab in the top menu bar.
- 3**: Points to the **Edit** button in the **Data Providers** toolbar.
- 4**: Points to the **Agency Class** and **Agency Class Name** fields in the **Universe outline** panel.
- 5**: Points to the **Run Query** button in the **Query Panel** toolbar.

The **Report 1** table displays the following data:

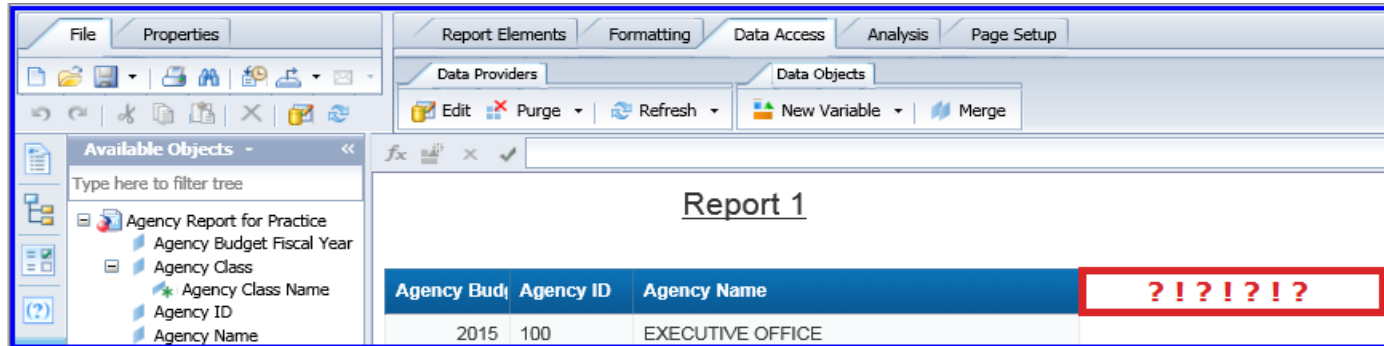
Agency Bud	Agency ID	Agency Name
2015	100	EXECUTIVE OFFICE

The **Query Panel** shows the **Result Objects** list containing:

- Agency Budget Fiscal Year
- Agency Class
- Agency Class Name
- Agency ID
- Agency Name

The **Query Filters** panel shows a filter for **Agency Budget Fiscal Year** set to **In List** with a value of **2015**.

So why isn't the field you added displaying on the report? ! ? ! ? ! ? You only added to the query. Now it has to be added to the report itself.



- 1 Click and drag the field from the **Available Objects** panel to the report header and drop/release it. To make your report changes permanent, 2 click the 'Save' icon .

