

SAP Business Objects Web Intelligence (WebI) Overview

SAP Business Objects Web Intelligence (WebI) is a web-based reporting and analysis tool. It provides an interactive way for you to analyze workforce-related data as part of the Washington Workforce Analytics (WWA) Enterprise Data Warehouse (EDW). WebI features include:

- Drag-and-drop features to view data from different perspectives.
- Drilldown for more details into or across data to perform strategic analysis.
- ✓ Functions to merge reports, create formulas, sort, filter, and change page layouts.
- Multiple options to display data using a web browser or exporting to other formats.
- Search options to find objects, reports, and queries.
- Scheduling options for report execution and delivery.
- Folder structures to save/store and quickly retrieve reports and queries.

What is the Difference Between a Standard Report and an Ad Hoc Query?

WWA's Webl reporting and analysis tool provides the ability to run standard, pre-developed reports or create, run, and save ad hoc queries.

- Standard reports are created and managed by the OFM Enterprise Reporting team. They are based on common business scenarios to meet data needs across state agencies. Standard reports reside in the Washington Workforce Analytics Reports folder and are available to agency users.
- Ad hoc queries are created and managed by agency users. They are based on agency-specific scenarios to meet agency business data needs. Agency users can save these queries in their personal folders or agency-specific folders based on their security/permission levels.

Standard reports and ad hoc queries are referred to as 'documents' or web intelligence documents (WID files) in WebI. A WebI document includes a query/report and related objects/formulas/variables.

What is the BI Launch Pad?

The BI launch pad is a portal containing SAP Business Objects Web Intelligence tools and objects. The launch pad will display after you log on. You will use the launch pad to access and organize reports and ad hoc queries, as well as launch the Web Intelligence ad hoc reporting tool.

Home Docum	nents		
▼ My Re	cently Viewed Documents	▼ 0 unread messages in My Inbox	My Applications
	No recently viewed documents	No unread messages	-
	Sample - B	l Launch Pad	
	·	See more	
• му ке	No recently run documents	V Unread Alerts No unread alerts	
		See more	



BI Launch Pad - Header Banner



BI Launch Pad - Home Tab

In I

The Home tab will display recent documents you viewed, unread messages, and recent documents that you scheduled or ran. We are not currently using the 'alerts' feature.

The My Applications area includes a quick link to additional Web Intelligence tools. We are not currently using the 'Module' feature or 'BI workspace' feature.

Home Documents		
My Recently Viewed Documents	• O unread messages in My Inbox	My Applications
No recently viewed documents	No unread messages	We are not
Last 10 documents you viewed.	Your 10 most recent unread messages.	'Module' or 'Bl workspace'
	See more	7
My Recently Run Documents	▼ 0 Unread Alerts	
No recently run documents	No unread alerts	`
Last 10 documents you scheduled or ran.	We are not currently using 'alerts'.	
		Web Intelligence tools.
	See more	

BI Launch Pad - Documents Tab

The Documents tab allows you to navigate through the available folders and documents based on your security/permission levels, as well as restore recently deleted reports from the Recycle Bin.

1. Select: Documents.	WaTech Marchanet States Control and States	
	Home Documents	
	View * New * Organize * Send * More Actions * Details	
	My Documents	Search Results
	Folders	
	Categories	
	Recycle Bin	
	Search	
	•	



Standard Reports (Public Folders)

WWA standard reports are created and managed by the OFM Enterprise Reporting team. These reports are located in the Washington Workforce Analytics Reports – Web Intelligence folder. This folder includes several subject areas to help organize the reports. To locate standard reports from the Documents tab:

1. Select: Folders.	Home Documents
	View - New - Organize - Send - More Actions
	My Documents
	Categories
	Recycle Bin
	Search
	Q
2. Expand: Public Folders.	Home Documents
→ Use the	View - New - Organize - Send - More Actions - Details
	My Documents
	Folders
	😐 💼 Public Folders
3 Expand: Washington	My Documents
Workforce Analytics Reports	Folders
– Web Intelligence.	
\rightarrow Use the \blacksquare plus icon to expand	Public Folders
the folder.	🖲 📴 @Helpdesk Web Intelligence
	🖲 🔝 105 Office of Financial Management - Web Intelligence
	Daily Reports
	Daily Reports in ER - Web Intelligence
	Diversity Compliance
	🐨 阿 Financial Reports
	💼 💼 Financial Reports - Web Intelligence
	IT Cost Reports - Project Types X and Y - Web Intelligence
	TEMS Reports

WWA standard reports are located in folders based on the subject area.



Select: Folder for the subject area. ccess to these folders is based our security/permission levels.	Washington Financial Finan	Norkforce Analytics Reports - Web Intelligence s e nt and Personnel Actions Assignments	
In this example, the SA-O folder. To display the report des My Documents Folders Public Folders Public Fo	01 - Position De scription, use you Title * SA-001 - Posit	Atail report is located in the S ar cursor to hover over the report ion Detail SA-001 - Position Detail Description Position availability, vacancy status, and position holder informatio the ability to audit position and employee coding. Includes an addi position detail by Organizational Unit Hierarchy. This report contair following views: 1. Position Detail (Default) 2. Position Detail with the Hierarchy VERSION: QA.7 Type: Web Intelligence Last Run: Dec 15, 2017 3:06 PM	Staffing Assignments ort title. Type Web Intelligence w.n. Provides titonal view of ins the Org
FIMS Reports Washington Workforce Analytics Reports - Web In Financials Grievance Headcount and Personnel Actions Payroll Quota Staffing Assignments	telligence		

Ad Hoc Query - My Documents/My Favorites (Personal Folders)

Ad hoc queries created and managed by agency users can be stored in their personal folders. When an ad hoc query is saved, it becomes a Webl document. To locate your personal folders from the Documents tab:

1. Select: My Documents.	Home Documents
	View • New • Organize • Send • More Actions •
	My Documents
	Folders
	Categories
	Recycle Bin
	Search
	₽



 2. Expand: My Favorites. → Use the plus icon to expand the folder. → Other users will not have 	Home Documents View New Organize Send More Actions Details
access to folders and subfolders in your My Favorites folder.	My Documents In this example, there are two folders under 'My Favorites'. Home Documents View New Organize View New Organize My Documents Image: Comparison of the state of the s

Ad Hoc Query - Agency Folders (Public Folders)

Ad hoc queries created and managed by agency power users can be stored in their personal folders or in agency-specific folders (public folders) based on their security/permission levels. When the ad hoc query is saved, it becomes a WebI document. To locate agency folders from the Documents tab:

1. Select: Folders.	Home Documents
	View • New • Organize • Send • More Actions •
	My Documents
	Folders
	Categories
	Search
	↓
2. Expand: Public Folders. Use	Home Documents
folder.	View - New - Organize - Send - More Actions - Details
	My Documents
	Folders
	🔃 间 Public Folders



3. Expand: Folder. This is your agency folder.

→ Use the
¹ plus icon to expand the folder.

→ Other users may have access to ad hoc queries in the agency folders based on their security/permission levels.

In this example, the agency folder is named "163 Washington Technology Solutions - Web Intelligence".

Home Documents		
View • New • Organize • Send • More Actions • Detail	s	
My Documents		
Folders	_	
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💼 💼 @Helpdesk Web Intelligence		
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😳 🛄 Washington Workforce Analytics - UAT		
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