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 WebI 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.
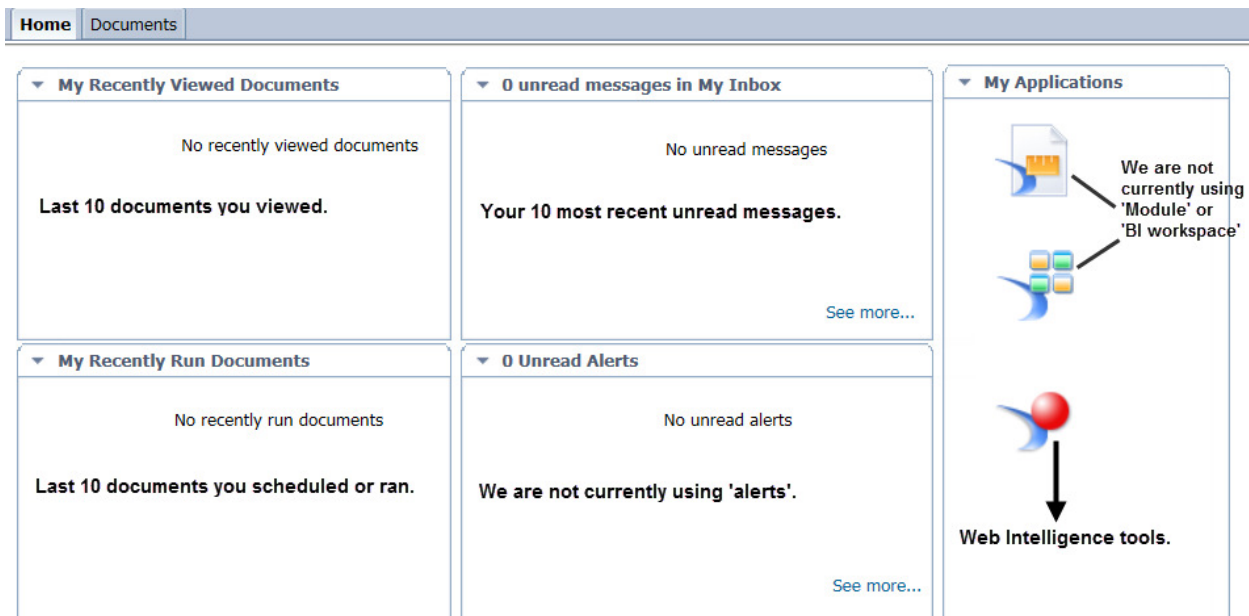

Sample - BI Launch Pad
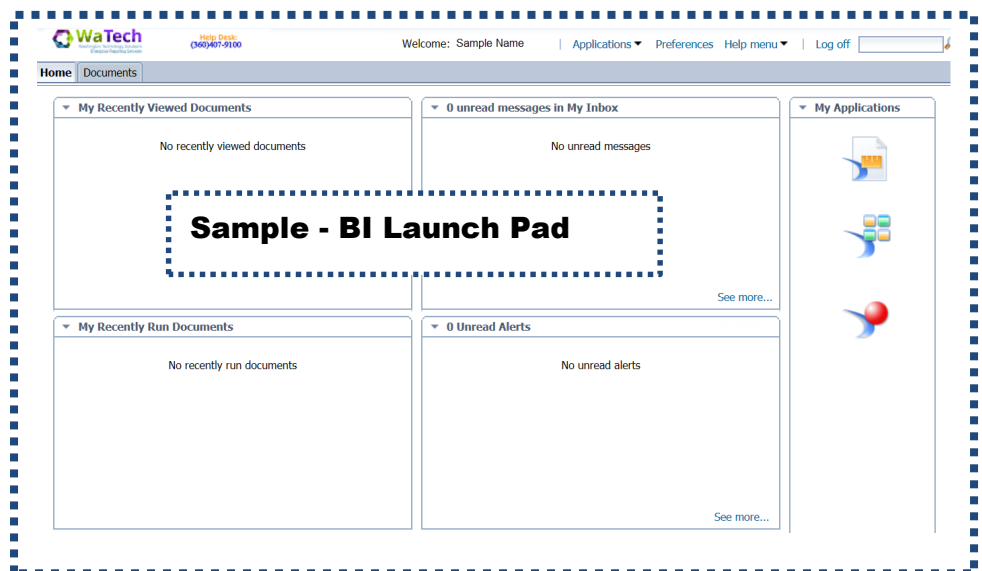
BI Launch Pad - Header Banner
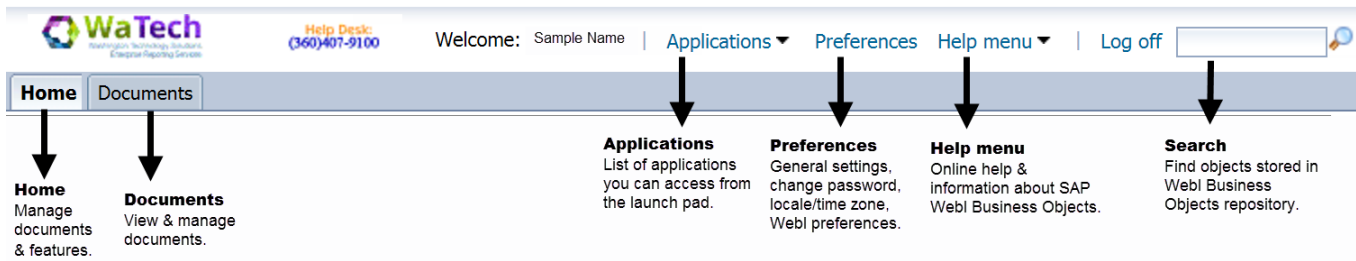
BI Launch Pad - Home Tab

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.

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**.	
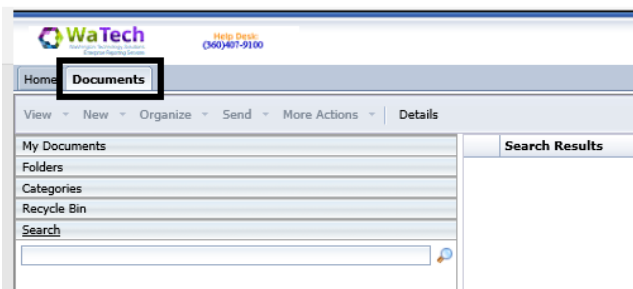
Standard Reports (Public Folders)

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:
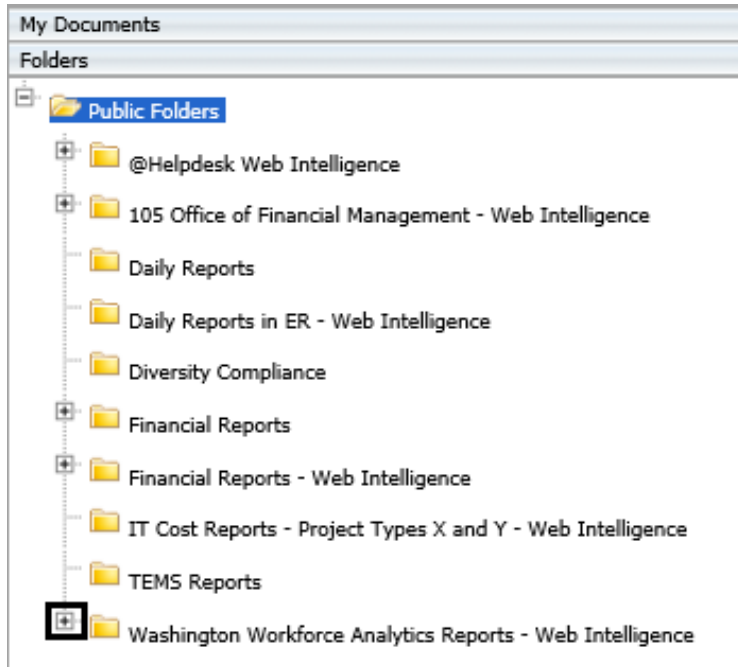
1. Select: **Folders**.
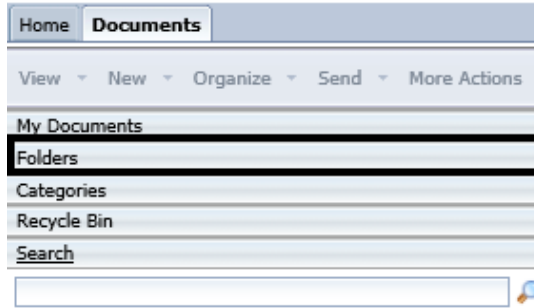
2. Expand: **Public Folders**.
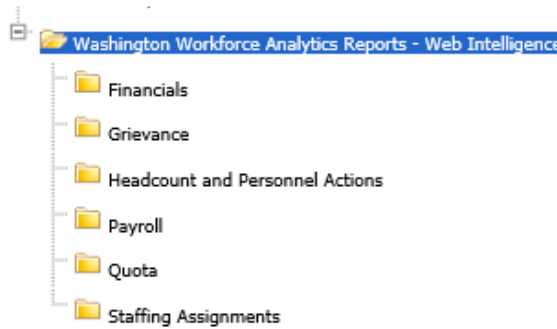➔ Use the ⊞ plus icon to expand the folder.
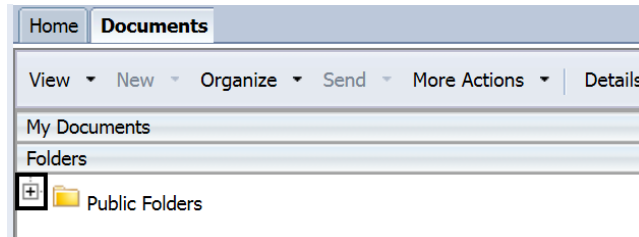
3. Expand: **Washington Workforce Analytics Reports – Web Intelligence**.
➔ Use the ⊞ plus icon to expand the folder.

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

4. Select: **Folder for the subject area**.

➔ Access to these folders is based on your security/permission levels.

**In this example, the SA-001 - Position Detail report is located in the Staffing Assignments folder.**

➔ To display the report description, use your cursor to hover over the report title.
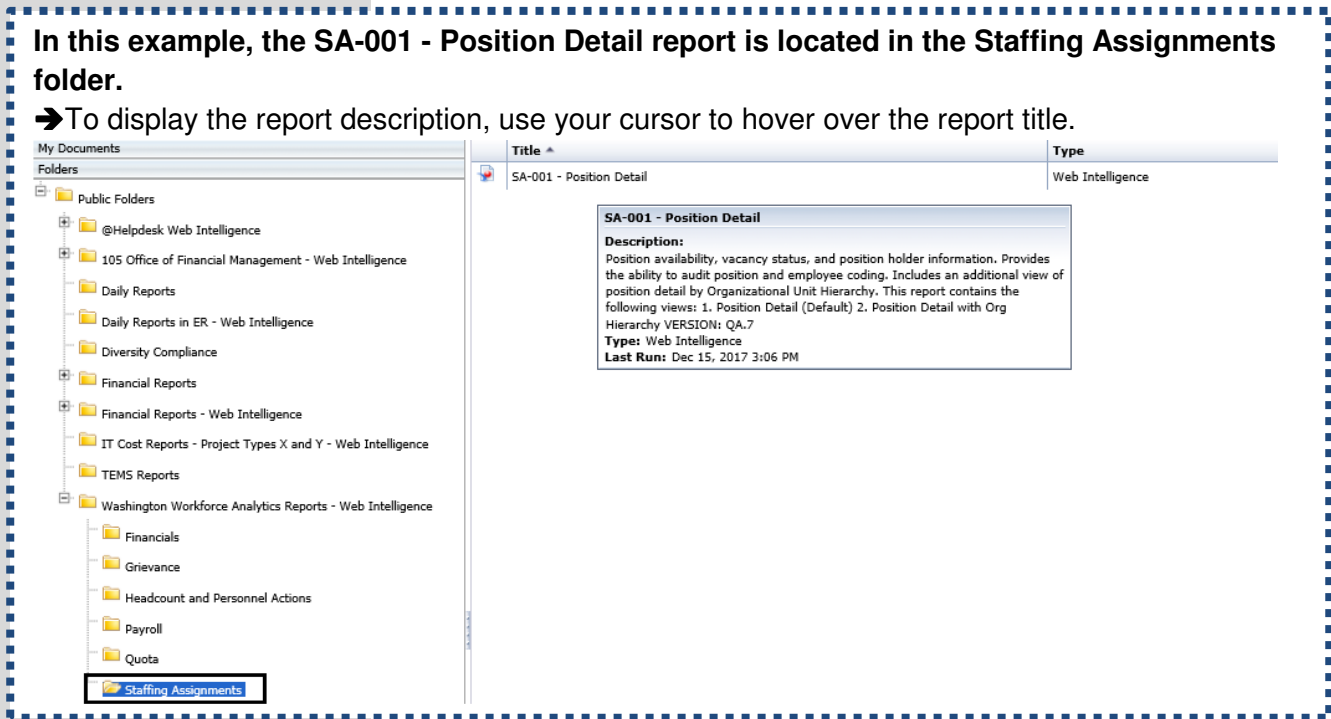
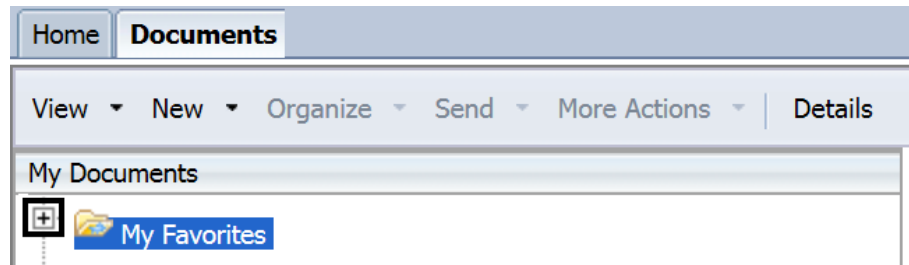## Ad Hoc Query - My Documents/My Favorites (Personal Folders)

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 WebI document. To locate your personal folders from the Documents tab:
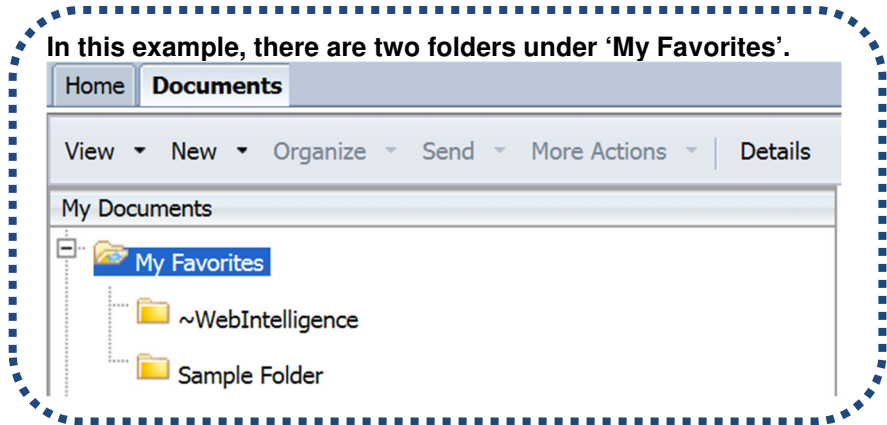
1. Select: **My Documents**.
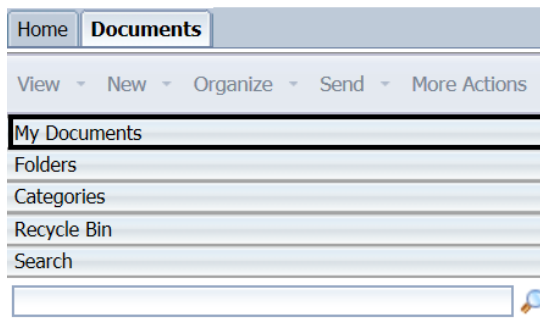
2. Expand: **My Favorites**.

➔ Use the ⊞ plus icon to expand the folder.

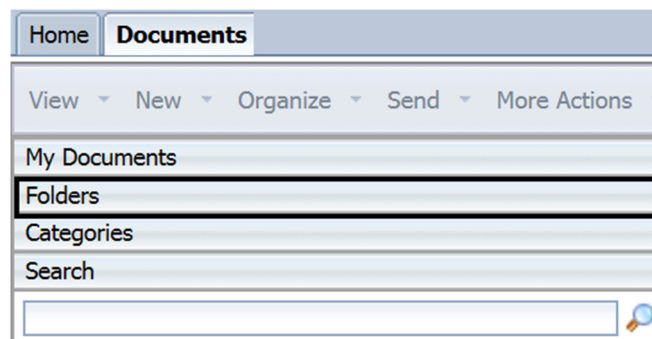➔ Other users will not have access to folders and subfolders in your My Favorites folder.

Home	Documents

View ▾ New ▾ Organize ▾ Send ▾ More Actions ▾ | Details

My Documents

⊞ 📁 My Favorites

In this example, there are two folders under 'My Favorites'.

Home	Documents

View ▾ New ▾ Organize ▾ Send ▾ More Actions ▾ | Details

My Documents

⊟ 📁 My Favorites
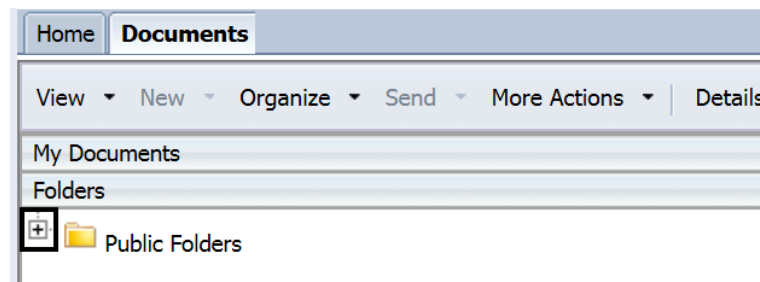- 📁 ~WebIntelligence
- 📁 Sample Folder

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 the ⊞ plus icon to expand the folder.

Home	Documents

View ▾ New ▾ Organize ▾ Send ▾ More Actions ▾ | Details

My Documents

Folders

⊞ 📁 Public Folders

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

➔ Use the ⊞ 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 ▾ | Details

My Documents

Folders

⊟ 📁 Public Folders
   ⊞ 📁 @Helpdesk Web Intelligence
   ⊞ 📁 163 Washington Technology Solutions - Web Intelligence
      📁 Washington Workforce Analytics - UAT
   ⊞ 📁 Washington Workforce Analytics Reports