

# Course : SAP BusinessObjects BI 4.3, Web Intelligence, Level 1

Practical course - 2d - 14h00 - Ref. SWT

Price : 1460 € E.T.

★★★★☆ 4,6 / 5

BEST

Version 4.3 of SAP BusinessObjects brings changes and new functionalities that require new learning. This training course will enable you to grasp all the concepts and master all the components of this BI tool, in particular the query, analysis and reporting functions.

## Teaching objectives

At the end of the training, the participant will be able to:

- ✓ Create a simple query from universe data
- ✓ Create and format data tables
- ✓ Filtering and grouping data for output
- ✓ Create and format data diagrams
- ✓ Use calculations, alerts and formulas to analyze and enhance data
- ✓ Organize report distribution
- ✓ Discover Web Intelligence's new, streamlined document development interface

## Intended audience

End-users, reporting managers, people involved in business management with SAP BusinessObjects.

## Prerequisites

Knowledge of the Windows environment and use of an Internet browser.

## Course schedule

### PARTICIPANTS

End-users, reporting managers, people involved in business management with SAP BusinessObjects.

### PREREQUISITES

Knowledge of the Windows environment and use of an Internet browser.

### TRAINER QUALIFICATIONS

The experts leading the training are specialists in the covered subjects. They have been approved by our instructional teams for both their professional knowledge and their teaching ability, for each course they teach. They have at least five to ten years of experience in their field and hold (or have held) decision-making positions in companies.

### ASSESSMENT TERMS

The trainer evaluates each participant's academic progress throughout the training using multiple choice, scenarios, hands-on work and more. Participants also complete a placement test before and after the course to measure the skills they've developed.

## 1 Introducing SAP BusinessObjects BI 4.3

- Web Intelligence environment and architecture.
- Principles and main functions.
- Logging in and out of the new FIORI portal.
- Portal customization.
- Start Web Intelligence application: from the portal, with Rich Client.
- Scheduling document execution with the new instance manager.
- Recording and management of documents, recording in various formats.

### Hands-on work

Getting to grips with the SAP BusinessObjects BI 4.3 environment.

## 2 Query editor

- New query editor interface and new graphic symbols for business objects.
- Data providers and universes.
- Create a simple query on a universe by selecting business objects.
- Operation and use of predefined filters.
- Custom filters and query prompts.
- Combine filters with AND/OR operators.

### Hands-on work

Create queries with different filters.

## 3 Using reports and tables

- New development interface in HTML format.
- New side control panel for formatting.
- Report creation in a document.
- Add and format cells.
- Add vertical tables to a report.
- Add horizontal and cross tables.
- Table formatting.

### Hands-on work

Create reports. Add tables.

## 4 Sections, jumps, sorting and ranking, alerts

- Group report data by section.
- Group data in a table by jumps (breaks).
- Section and jump formatting.
- Organize sections and data.
- Data sorting: ascending, descending, customized.
- Creation of a classification.
- Conditional data formatting (alerts).

### Hands-on work

Handling data and various presentation elements.

### TEACHING AIDS AND TECHNICAL RESOURCES

- The main teaching aids and instructional methods used in the training are audiovisual aids, documentation and course material, hands-on application exercises and corrected exercises for practical training courses, case studies and coverage of real cases for training seminars.
- At the end of each course or seminar, ORSYS provides participants with a course evaluation questionnaire that is analysed by our instructional teams.
- A check-in sheet for each half-day of attendance is provided at the end of the training, along with a course completion certificate if the trainee attended the entire session.

### TERMS AND DEADLINES

Registration must be completed 24 hours before the start of the training.

### ACCESSIBILITY FOR PEOPLE WITH DISABILITIES

Do you need special accessibility accommodations? Contact Mrs. Fosse, Disability Manager, at [psh-accueil@orsys.fr](mailto:psh-accueil@orsys.fr) to review your request and its feasibility.

## 5 Filtering by input controls

- New filter bar via input controls.
- Use input controls to filter a report or document.
- Create an input control on dimensions and indicators.
- Creation of an entry control group.

### Hands-on work

Manipulate document input controls and a report.

## 6 Diagrams

- Diagrams and diagram templates.
- Create, use and format diagrams.
- Formatting shortcuts.

### Hands-on work

Creating and configuring diagrams. Work on formatting.

## 7 Multi-query documents

- Create multi-survey documents on different universes.
- Manual merging of dimensions.
- Create a summary report with data from different queries.
- Create a query on an Excel file from the portal.
- New data source: Web Intelligence document using the new Web Intelligence data model.

### Hands-on work

Multi-query management. Data merging. Handling various data sources.

## 8 Calculations and variables

- Insert standard calculations in tables.
- View and modify formulas.
- Create variables.
- Grouping of data and calculation of variation.

### Hands-on work

Create standard calculations and formulas. Use of variables.

## Dates and locations

### REMOTE CLASS

2026 : 18 June, 24 Sep., 16 Nov.

### PARIS LA DÉFENSE

2026 : 18 June, 24 Sep., 16 Nov.