BusinessObjects Advanced Analysis for OLAP (AAO) Report Navigation Quick Reference

Accessing Reports

1. From the *SAP Enterprise Portal*, click the Business Objects **Business Objects** tab.
2. Click the Documents tab.
3. Click Folders to display folder options
4. Double-click the **Company** folder structure
5. Double-click the desired business area folder option.

Note: Folder options displayed are based on security authorization

Entering Prompts

1. You have the ability to view **required** prompts only, **optional** prompts only, or **all** prompts by selecting one of the following tabs:

Tab	Description
Required	Displays required fields expanded, so you can easily enter prompt values.
Optional	Displays optional fields collapsed. You must expand an optional field to enter values.
All	Displays both required and optional fields.

2. To enter prompt values, type or click (**Display Member Selector**) within the field to display available members.

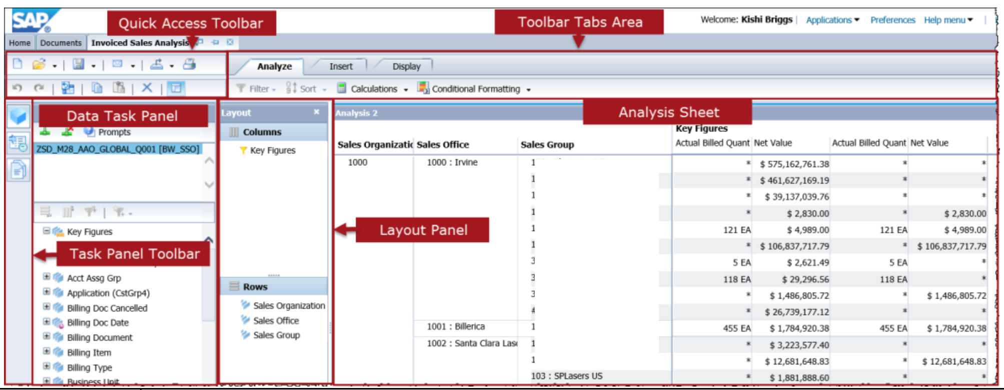
Note: If you type your entries, click Validate to verify your values. Multiple values can be entered separated by a semi-colon.

Saving Variants

1. Populate the desired values in required and optional fields within the *Prompts* dialog box.
2. In the upper right corner of the screen, click the drop-down in the **Variants** field and select **Save as**.
3. Type a name for the variant in the **Description** and click Save.

Note: To access a variant after it has been saved, from the *Prompts* dialog box, click the drop-down in the **Variants** field, select **Personal variants**, and then click on the applicable variant name.

Screen Elements



Element	Description
Quick Access Toolbar	Provides icons for general report workspace functionality
Toolbar Tabs Area	Provides three tabs to **Analyze**, **Insert** and **Display** data
Task Panel Toolbar	Determines which of the three core task panels are displayed: Data, Properties, Outline
Analysis Sheet	Contains the actual data visualizations in the form of crosstabs or charts.
Data Task Panel	Allows you to add or remove data sources from the *Analysis Sheet.* To display the *Data Task Panel*, click (**Data**) on the *Task Panel Toolbar*
Layout Panel	Shows the columns, rows, and background filters of the selected analysis. To display the *Layout Panel*, click (**Show Layout Panel**) on the *Quick Access Toolbar.*

Applying Filters

Note: Pause Auto Update if multiple filters or report layout changes are being applied.

Applying Member Filters:

1. Double-click the field name within the *Column* or *Row* section of the *Layout Panel*
2. De-select the checkbox for **Select Everything** to de-select all members.
3. Select the checkbox for the member(s) you want to appear within the report and click OK.

Note: You can enter search criteria to find member values. **Search criterion is case sensitive**. If you do not know the full name or the exact spelling of a name, you can enter part of the name.

Applying Measure Filters:

1. Right-click the field name within the *Column* or *Row* section or within the *Analysis Sheet*.
2. Select the **Filter > By measure** menu options
3. Enter the measure rule
4. Click Add and then click OK.

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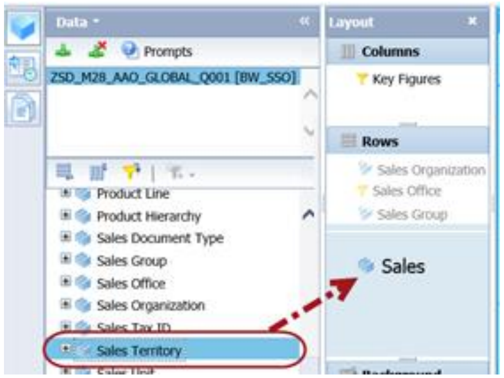
Adding Columns and Rows

Note: Pause Auto Update if multiple columns/rows are being added or report layout changes are being applied.

1. To add columns and rows, drag the desired fields from the *Design Task Panel* and drop the field into the *Layout Panel* under the *Column* or *Row* section.



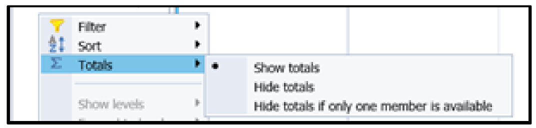
2. Repeat step **2** to add additional columns or rows

Showing/Hiding Totals

1. Right-click the field name within the *Column* or *Row* section of the *Layout Panel* in which you want to show or hide totals.

Note: You can also right-click on the field name within the *Analysis Sheet* to access the **Totals** menu item

2. Click the **Totals** menu item and select **Show totals** to display totals for the field or **Hide totals** to hide totals for the field.



Note: When showing totals the results total line item can appear at the top before the members or after the members at the bottom.

To change the position of the total line item, you must click the **Display** tab and select the applicable option under the **Totals** menu option.

Changing Member Values

1. Right-click the field name within the *Column* or *Row* section of the *Layout Panel* in which you want to change member values.

Note: You can also right-click on the field name within the *Analysis Sheet* to access the **Display as** menu item.

2. Click the **Display as** menu item and select one of the following options:

Option	Description
Key	Displays the member unique identifier only.
Text	Displays the member short description only.
Long description	Displays the member long description.
Key : Text	Displays the member unique identifier and short description.
Key : Long description	Displays the member unique identifier and long description.
Text : Key	Displays the short description and unique identifier.

Sorting Data

1. Right-click the field name within the *Analysis Sheet* in which you want to sort.
2. Click the **Sort** menu item and select **A to Z** or **Z to A** to sort alphabetically in ascending or descending order. Select **0 to 9** or **9 to 0** to sort numerically in ascending or descending order.

Notes:

- The sort icon ( ) appears in the column heading indicating the column has been sorted.
- You can click the sort icon ( ) to toggle between descending and ascending sort orders.
- To remove the sort order, right-click the field name and select **Remove Sort**.

Exporting Reports to Excel

1. From the *Quick Access Toolbar*, click the (**Export Data to Excel**) drop-down menu.
2. Select the **XLSX** or **XLS** option based on your version of Microsoft Excel and click OK.

Notes:

- Select the **Repeat outer header members** checkbox, if you want repeat outer header members in the report.
- Select the **Include linked crosstabs and charts** checkbox, if you want to download a chart.
- Select **Export Key and Text values as separate columns** checkbox, if you want the key and text values in separate columns.

Saving Reports as Favorites

1. From the *Quick Access Toolbar*, click the (**Save**) drop-down menu.
2. Select the **Save As** menu option.
3. Type a name for the report in the **File Name** field and click Save.

Notes:

- Saved reports are stored under the Documents tab in the My Favorites folder.
- This functionality saves the report layout customization and format only, each time you open the report you will still be asked to enter your desired prompts

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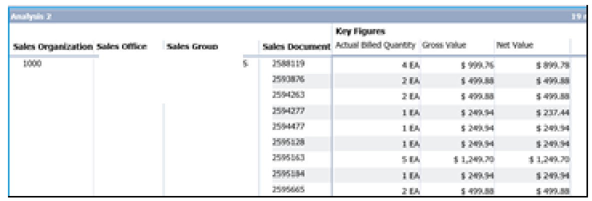
Applying Conditional Formatting

1. Select the column in which you want to apply the conditional formatting.
2. Click [Conditional Formatting] within the **Analyze** tab
3. Complete the following fields on the *Conditional Formatting* screen:

Field	Description
Name	Type a name for the conditional format.
Based On	Defaults to the column selected to apply conditional formatting.
Format	Click the drop-down to select the type of formatting you want to apply.
Definition	Click the drop-down to select the desired format color or symbol in the first field. Valid values are: • Cell Background – the background color of the cells is changed • Value – the color of the values is changed • Symbol – symbols are added to the cells, besides the values Click the drop-down in the second field to select the format operator (i.e. Between, Equal to, Greater Than, etc.). Enter the value(s) you want to apply the format to in the third field.

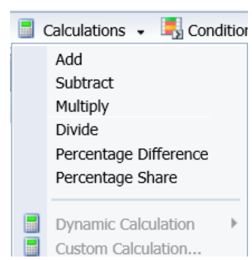
4. Click [Add] to review the rule applied.
5. Click [OK].

Applying Simple Calculations



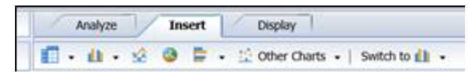
Note: Calculations are read left to right. In the above example, the **Gross Value** column appears before the **Net Value** column. Therefore, if we perform a percentage share calculation it will calculate the percentage share of the **Gross Value** based on the **Net Value**. In order to get an accurate calculation of the percentage share of the **Net Value** based on the **Gross Value**, we must move the **Net Value** column to opposite side of the **Gross Value** column by dragging and dropping the column heading.

1. Select the columns you want to calculate by holding down the **Shift** key on your keyboard.
2. Click the [Calculations] drop-down menu to display a list of calculation options.
3. Select the desired calculation option from the menu.

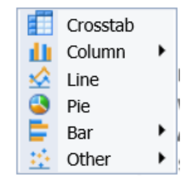


Inserting Charts

1. From the **Insert** tab, click the icon for the desired chart type



2. The selected chart displays based on the data within the cross-tab. You can have a maximum of 4 crosstabs or charts per *Analysis* sheet.
3. To change the chart type, right-click within the chart and select the desired chart type.



Send a Report Using the BusinessObjects Inbox

1. From the *Quick Access Toolbar*, click the (**Send**) drop-down menu.
2. Select the **SAP BusinessObjects Inbox** menu item.
3. Ensure the **User List** option is highlighted on the left side of the screen and type the recipient's SAP ID number into the **Find Title** field.

Note: A user's SAP ID number can be found using SAP ECC transaction su01d.

4. Click (**Find**) or press the **Enter** key.
5. Select recipient's name and click [>] (**Add to selection**).
6. Click [Send]. The recipient can view the report from the *My Inbox* section on the [Home] tab.