**BusinessObjects Upgrade 4.2.5**

**Video Tutorials, Webi**

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# SAP BusinessObjects 4.2.5, Official Video Tutorials

This document has been prepared to assist BusinessObjects users with the transition and training for the new Web Intelligence (Webi) 4.2 platform. Many links are embedded throughout this document which will navigate users to the official SAP Webi video tutorials. These videos were professionally created by SAP and are available for public consumption on SAPs YouTube channel.

See the following URL for a comprehensive list of all Webi 4.X tutorials.

* <https://wiki.scn.sap.com/wiki/display/BOBJ/Tutorials+-+SAP+Web+Intelligence>
* Several videos listed in the tutorials web page (see above) are not listed in this document.
* Only videos that are applicable to the BO 4.2.5 installation have been represented here.

#### Important Notes

* The installation for the BO Upgrade project is Webi 4.2 SP5 (4.2.5); only videos applicable to this installation are listed.
* Two (2) interfaces are supported with this implementation: HTML and Webi Rich Client.
  + HTML is the default Webi interface and is available for all users.
  + Webi Rich Client is a desktop-based application and is available only for Deski users at this time.
  + These interfaces are identical, Webi Rich Client merely has offline capabilities and supports larger reports.
* Unless specifically indicated in this document, where a video was created using Webi Rich Client the feature is identical for the HTML interface.

# Webi 4.2, Overview

The following videos provide a comprehensive overview of the new Webi interface and workflow. Watch these videos before proceeding with the remainder of this document.

## Video: [Navigate the interface](http://youtu.be/4rIwW1yeohU)(6:24)

## Video: [Scenario: Creating reports with tables, charts and images](https://www.youtube.com/watch?v=IZMhVUG2HYo&feature=youtu.be) (9:35)

# Getting Started

| **Video** | **Length** | **Notes** |
| --- | --- | --- |
| [Create a query](https://www.youtube.com/watch?v=VGBn_8dHxVA&feature=youtu.be) | 1:24 | Beginner |
| [Run and save a query](https://www.youtube.com/watch?v=Z2qITSz38tw&feature=youtu.be) | 1:30 | Beginner |
| [Edit a query](https://www.youtube.com/watch?v=--wc7zmSeJg&feature=youtu.be) | 0:59 | Beginner |
| [View or change the properties for a query](https://www.youtube.com/watch?v=AMsx4amBtBo&feature=youtu.be) | 1:06 | Beginner |
| [View the SQL or MDX script for a query](https://www.youtube.com/watch?v=M5wpPTE_jBo&feature=youtu.be) | 1:00 | Beginner |
| [Set up preferences for the Web Intelligence Rich Client interface](https://www.youtube.com/watch?v=k6KjbLMuPyY&feature=youtu.be) | 1:01 | Rich Client only |
| [View the properties of a document](https://www.youtube.com/watch?v=yUTs8S10I2o&feature=youtu.be) | 1:20 | Beginner |
| [Drag and drop objects to create a report](https://www.youtube.com/watch?v=BdRM55BybyA&feature=youtu.be) | 1:33 | Beginner |
| [Duplicate a report object](https://www.youtube.com/watch?v=KIe-xqkVDCw&feature=youtu.be) | 1:19 | Beginner |
| [Add a report to a document](https://www.youtube.com/watch?v=jqxQwVKgbHM&feature=youtu.be) | 0:40 | Beginner |
| [Add a row or column in a table](https://www.youtube.com/watch?v=Pnam2dFVoWU&feature=youtu.be) | 0:56 | Beginner |
| [View the metadata for objects](https://www.youtube.com/watch?v=xLlw_hCmOY4&feature=youtu.be) | 0:32 | Beginner |
| [Publish a document to the repository](https://www.youtube.com/watch?v=brb3Zwr3-l8&feature=youtu.be) | 1:22 | Beginner |
| [Save a document as other formats](https://www.youtube.com/watch?v=ULhAbnDMfIg&feature=youtu.be) | 1:51 | Beginner |
| [Copy and paste content in Web Intelligence and other documents](https://www.youtube.com/watch?v=ziZLXzWWO0A&feature=youtu.be) | 2:01 | Beginner |

# Connecting to Data Sources

| **Video** | **Length** | **Notes** |
| --- | --- | --- |
| [Freehand SQL Scripts for Relational Connections](https://www.youtube.com/watch?v=QWnbUQiaAkM) | 2:05 | Advanced |
| [Add another query to a document](https://www.youtube.com/watch?v=KP6tWocuISQ&feature=youtu.be) | 1:22 | Beginner |
| [Change the data source on which a query is based](https://www.youtube.com/watch?v=Ngki9lZapcc&feature=youtu.be) | 1:27 | Beginner |
| [Combine multiple queries](https://www.youtube.com/watch?v=wqMuk4yQwYk&feature=youtu.be) | 2:20 | Intermediate |
| [Create a query within a query](https://www.youtube.com/watch?v=KeUCRPXbktk&feature=youtu.be) | 1:48 | Advanced |
| [Merge dimensions from different universes](https://www.youtube.com/watch?v=TzdA-7OG6HM&feature=youtu.be) | 1:47 | Advanced |

# Working with Tables and Crosstabs

| **Video** | **Length** | **Notes** |
| --- | --- | --- |
| [Create a table](https://www.youtube.com/watch?v=3a9Gp4Rh8GI&feature=youtu.be) | 2:07 | Beginner |
| [Change the layout of a table](https://www.youtube.com/watch?v=_VGVW9vZiQA&feature=youtu.be) | 1:24 | Beginner |
| [Delete columns and rows from a table](https://www.youtube.com/watch?v=AThn-cM5EEc&feature=youtu.be) | 1:05 | Beginner |
| [Using Shared Elements](https://www.youtube.com/watch?v=Ces7ZMMGh_w) | 2:10 | Intermediate |

# Working with Charts

| **Video** | **Length** | **Notes** |
| --- | --- | --- |
| [Using Gauge Charts: SAP BusinessObjects Web Intelligence](https://www.youtube.com/watch?v=vmrqMiLqbfo) | 2:52 | Intermediate |
| [Create a chart](https://www.youtube.com/watch?v=rCn68CxGpp4&feature=youtu.be) | 1:51 | Beginner |
| [Turn a table into a chart](https://www.youtube.com/watch?v=F86ZSnt6MbU&feature=youtu.be) | 1:12 | Beginner |
| [Set default chart series colors](https://www.youtube.com/watch?v=jn6wMPN0Vxg&feature=youtu.be) | 1:34 | Beginner |
| [Format a data series in a chart](https://www.youtube.com/watch?v=S47O9gMn5EM&feature=youtu.be) | 1:03 | Beginner |

# Setting up Interactive Elements

| **Video** | **Length** | **Notes** |
| --- | --- | --- |
| [Add a hyperlink to a document](https://www.youtube.com/watch?v=eXTdL1HGh-A&feature=youtu.be) | 1:03 | Beginner |
| [Create a link between documents](https://www.youtube.com/watch?v=rD9mbqAUmS0&feature=youtu.be) | 1:33 | Beginner |
| [Drill down into a table](https://www.youtube.com/watch?v=HW-dqODJufA&feature=youtu.be) | 2:48 | Intermediate |
| [Drill down into a chart](https://www.youtube.com/watch?v=hBp6_6y5Tso&feature=youtu.be) | 2:11 | Intermediate |
| [Fold and unfold sections in a document](https://www.youtube.com/watch?v=OUSnwIQkfmg&feature=youtu.be) | 1:09 | Beginner |
| [Create an input control for a document](https://www.youtube.com/watch?v=QstmIvDKPHE&feature=youtu.be) | 1:46 | Intermediate |

# Selecting, Sorting, Grouping, and Summarizing Data

| **Video** | **Length** | **Notes** |
| --- | --- | --- |
| [Using value-based breaks](https://www.youtube.com/watch?v=52-rYGPY6B4) | 1:41 | Intermediate |
| [Using same-level breaks](https://www.youtube.com/watch?v=dQIhVNjzmwk) | 1:48 | Intermediate |
| [Select a subset of data based on a predefined filter](https://www.youtube.com/watch?v=gBLh9I-K-lU&feature=youtu.be) | 1:00 | Intermediate |
| [Select a subset of data based on a custom filter](https://www.youtube.com/watch?v=rY7xy7l57U0&feature=youtu.be) | 1:16 | Intermediate |
| [Remove a filter from a document](https://www.youtube.com/watch?v=XwmTgaWqUig&feature=youtu.be) | 0:45 | Beginner |
| [Create a prompt to select a subset of data](https://www.youtube.com/watch?v=6RP9NkGnCSY&feature=youtu.be) | 1:31 | Beginner |
| [Select a subset of data based on multiple filters](https://www.youtube.com/watch?v=8XB-FWe1i54&feature=youtu.be) | 2:17 | Intermediate |
| [Define the order in which multiple filters are applied](https://www.youtube.com/watch?v=IO0-cUBUyWg&feature=youtu.be) | 2:07 | Intermediate |
| [Create breaks between groups of data](https://www.youtube.com/watch?v=JMhAfTHFvMw&feature=youtu.be) | 0:55 | Beginner |
| [Calculate totals and subtotals for data](https://www.youtube.com/watch?v=rqStRgXQFAU&feature=youtu.be) | 1:10 | Beginner |
| [Sort the data in a document](https://www.youtube.com/watch?v=B08_wbOWlA0&feature=youtu.be) | 2:05 | Beginner |
| [Change the order and format of breaks between groups of data](https://www.youtube.com/watch?v=fmROyLyQme4&feature=youtu.be) | 1:53 | Intermediate |
| [Select a subset of data in a report](https://www.youtube.com/watch?v=uwtm6VR5wWs&feature=youtu.be) | 0:59 | Intermediate |
| [Add a ranking to data](https://www.youtube.com/watch?v=1Sq31YC29VY&feature=youtu.be) | 1:01 | Intermediate |
| [Divide a report into sections](https://www.youtube.com/watch?v=U7MxrhA8yZ8&feature=youtu.be) | 1:22 | Beginner |
| [Calculate totals and subtotals for sections in a report](https://www.youtube.com/watch?v=5oIzbtlPqPw&feature=youtu.be) | 1:08 | Beginner |
| [Navigate a document using the Report Map pane](https://www.youtube.com/watch?v=DqRUtRmZDn0&feature=youtu.be) | 0:51 | Intermediate |
| [Set a filter on a section or a block in a document](https://www.youtube.com/watch?v=9h7Ow2hzxE0&feature=youtu.be) | 1:53 | Advanced |
| [Sort the sections in a document](https://www.youtube.com/watch?v=v7ljSeu7QvY&feature=youtu.be) | 0:56 | Intermediate |
| [Apply simple and complex sorting](https://www.youtube.com/watch?v=0tNRlF9dJYQ&feature=youtu.be) | 1:44 | Intermediate |
| [Group the values of a dimension](https://www.youtube.com/watch?v=weF2MmJkeqw&feature=youtu.be) | 1:43 | Intermediate |
| [Creating groups of Input Controls](https://www.youtube.com/watch?v=Okmz5VutqgY) | 2:30 | Advanced |
| [Commenting on tables, charts, and cells](https://www.youtube.com/watch?v=Wag3H0OYBes) | 4:22 | Beginner |

# Working with Formulas

|  |  |  |
| --- | --- | --- |
| **Video** | **Length** | **Notes** |
| [Create a formula to display a filter selection](https://www.youtube.com/watch?v=FCYWn8lTYOc&feature=youtu.be) | 1:48 | Advanced |
| [Create a formula to calculate a value](https://www.youtube.com/watch?v=_Ne688PXN5w&feature=youtu.be) | 1:22 | Intermediate |
| [Create a variable based on a formula](https://www.youtube.com/watch?v=5v6_CeIhyCU&feature=youtu.be) | 0:59 | Advanced |

# Applying Formatting

| **Video** | **Length** | **Notes** |
| --- | --- | --- |
| [Formatting multiple report elements simultaneously](https://www.youtube.com/watch?v=QIwO5RJPcRE) | 1:35 | Intermediate |
| [Add text to a document](https://www.youtube.com/watch?v=91CFzCrOvgA&feature=youtu.be) | 0:59 | Intermediate |
| [Change the format of text or numbers in a document](https://www.youtube.com/watch?v=R9ZqDRTdfeU&feature=youtu.be) | 0:54 | Beginner |
| [Track changes to data](https://www.youtube.com/watch?v=ln1w1JWgxwA&feature=youtu.be) | 1:28 | Intermediate |
| [Conditionally format data based on defined thresholds](https://www.youtube.com/watch?v=IOjpbZ3xqz4&feature=youtu.be) | 1:37 | Intermediate |
| [Add a background to a document](https://www.youtube.com/watch?v=suT_TyvaDIM&feature=youtu.be) | 1:22 | Intermediate |
| [Add page numbers to a document](https://www.youtube.com/watch?v=j00lceLVtzY&feature=youtu.be) | 0:50 | Beginner |
| [Change the formatting for a table](https://www.youtube.com/watch?v=doYvfWtvtFA&feature=youtu.be) | 1:50 | Beginner |
| [Change the formatting for a cell](https://www.youtube.com/watch?v=xcQOvcWQLpY&feature=youtu.be) | 2:21 | Beginner |
| [Change the formatting for sections](https://www.youtube.com/watch?v=jUIoPknJESA&feature=youtu.be) | 1:59 | Beginner |
| [Change the formatting for a chart](https://www.youtube.com/watch?v=-YSLHlQlwm4&feature=youtu.be) | 5:04 | Intermediate |
| [Modify the default style sheet](https://www.youtube.com/watch?v=G8EYjRX99BY&feature=youtu.be) | 2:30 | Advanced |
| [Format charts](https://www.youtube.com/watch?v=SKxyn_ptgEQ&feature=youtu.be) | 2:11 | Beginner |
| [Freeze header rows or columns](https://www.youtube.com/watch?v=vF5XE_OTfdg&feature=youtu.be) | 0:56 | Beginner |
| [Create a custom color palette](https://www.youtube.com/watch?v=j11VlPu1wCk&feature=youtu.be) | 1:27 | Beginner |