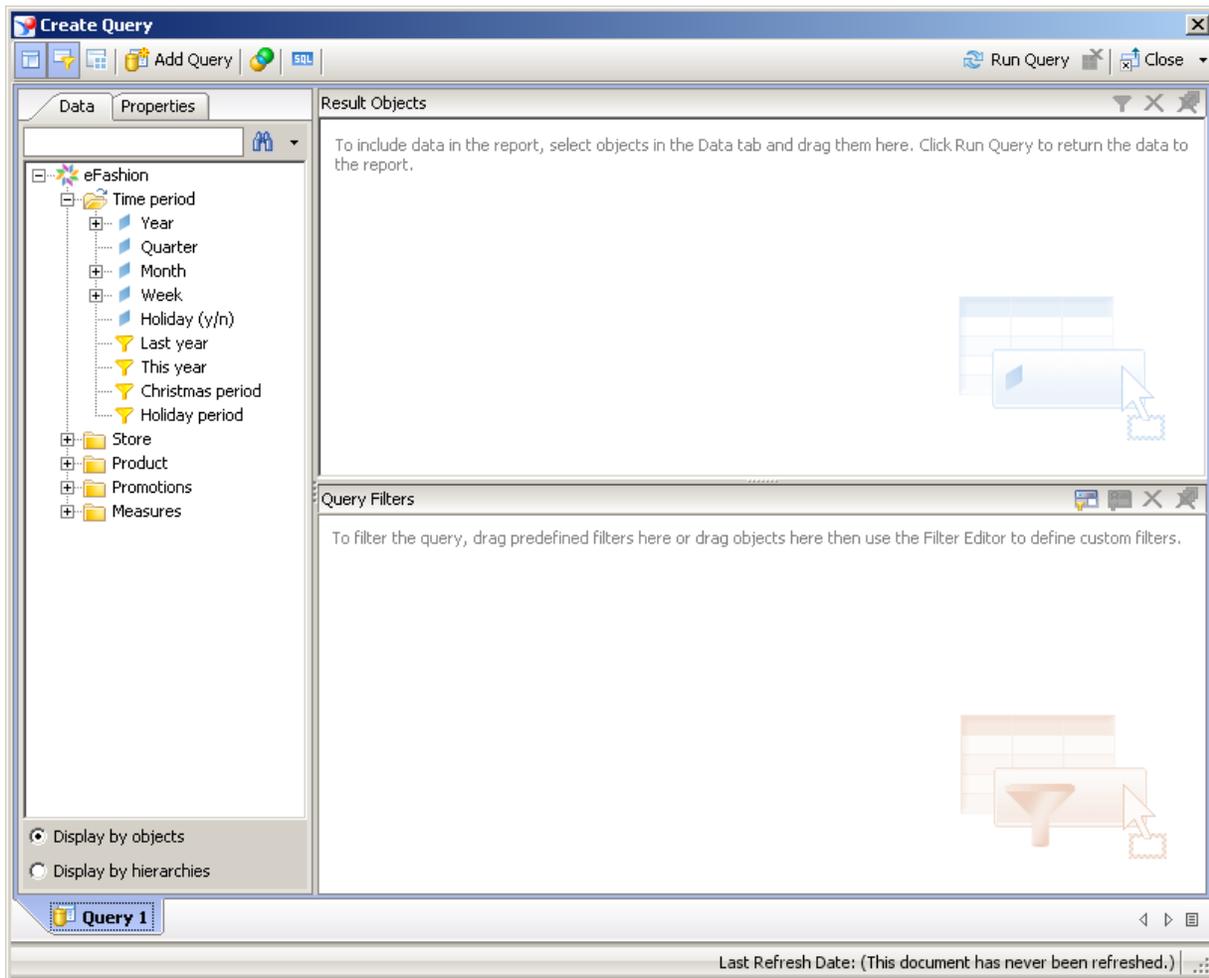


Procedure

1. Start the transaction using the menu path or transaction code.

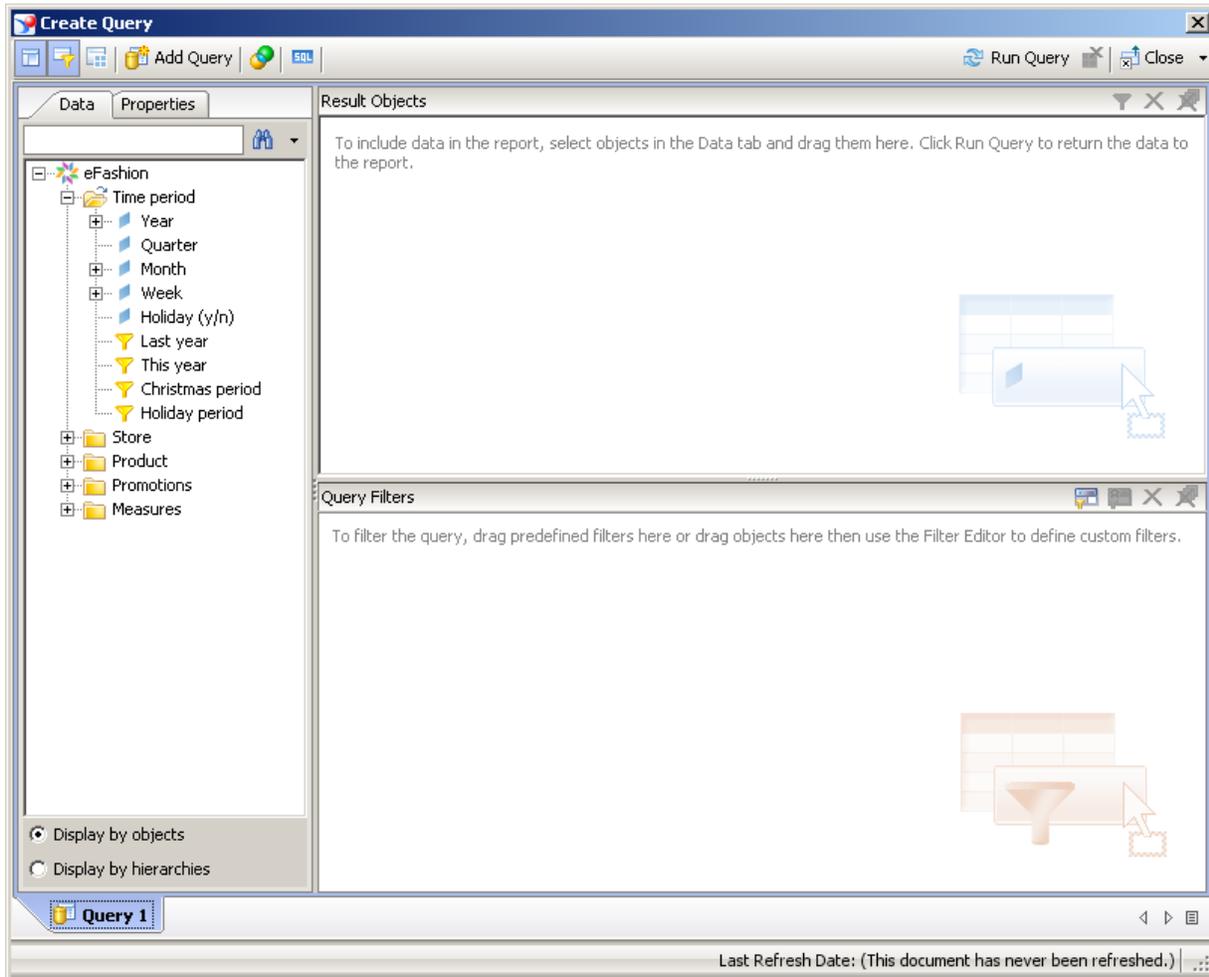
Create Query



2. Double-click **Year**.

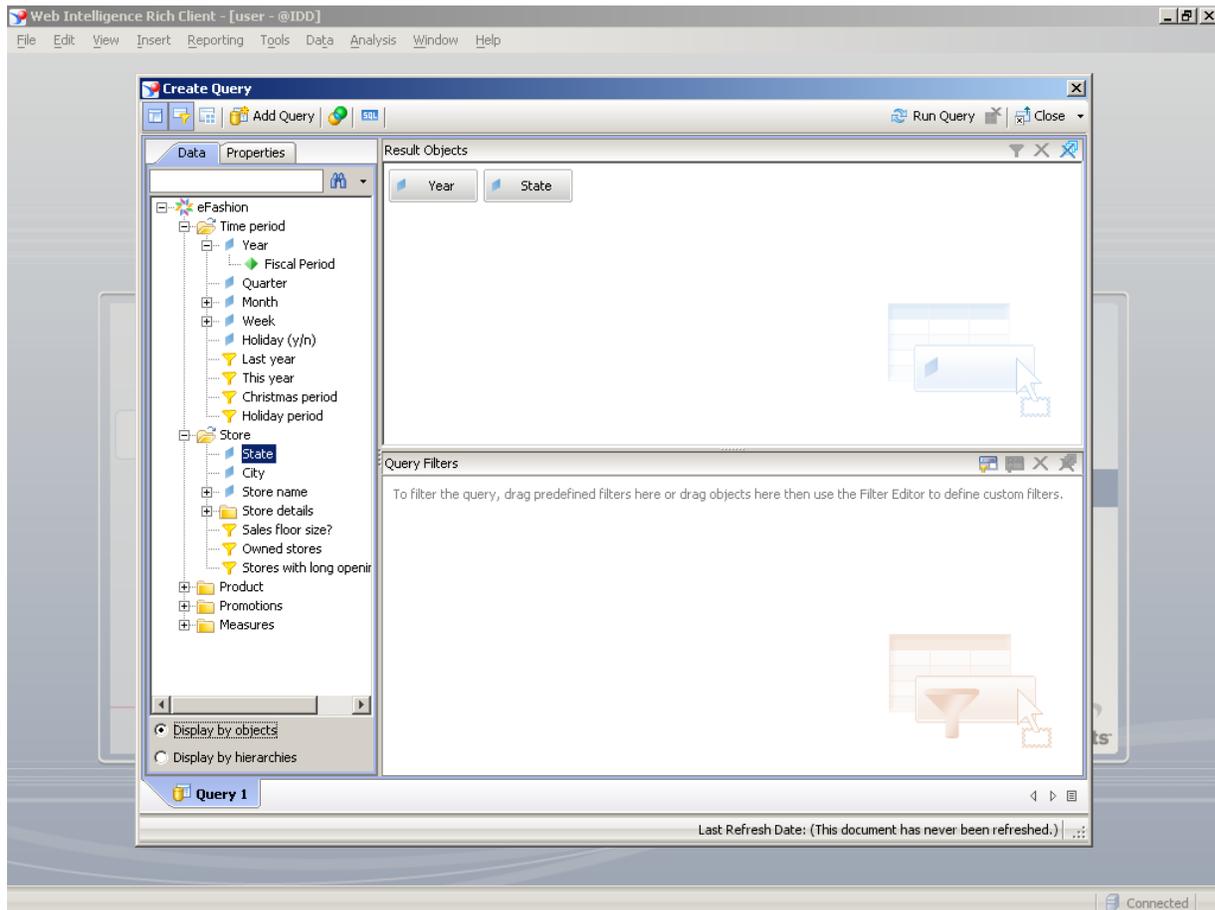
You will be creating a drillable document based on State and Sales Revenue.

Create Query



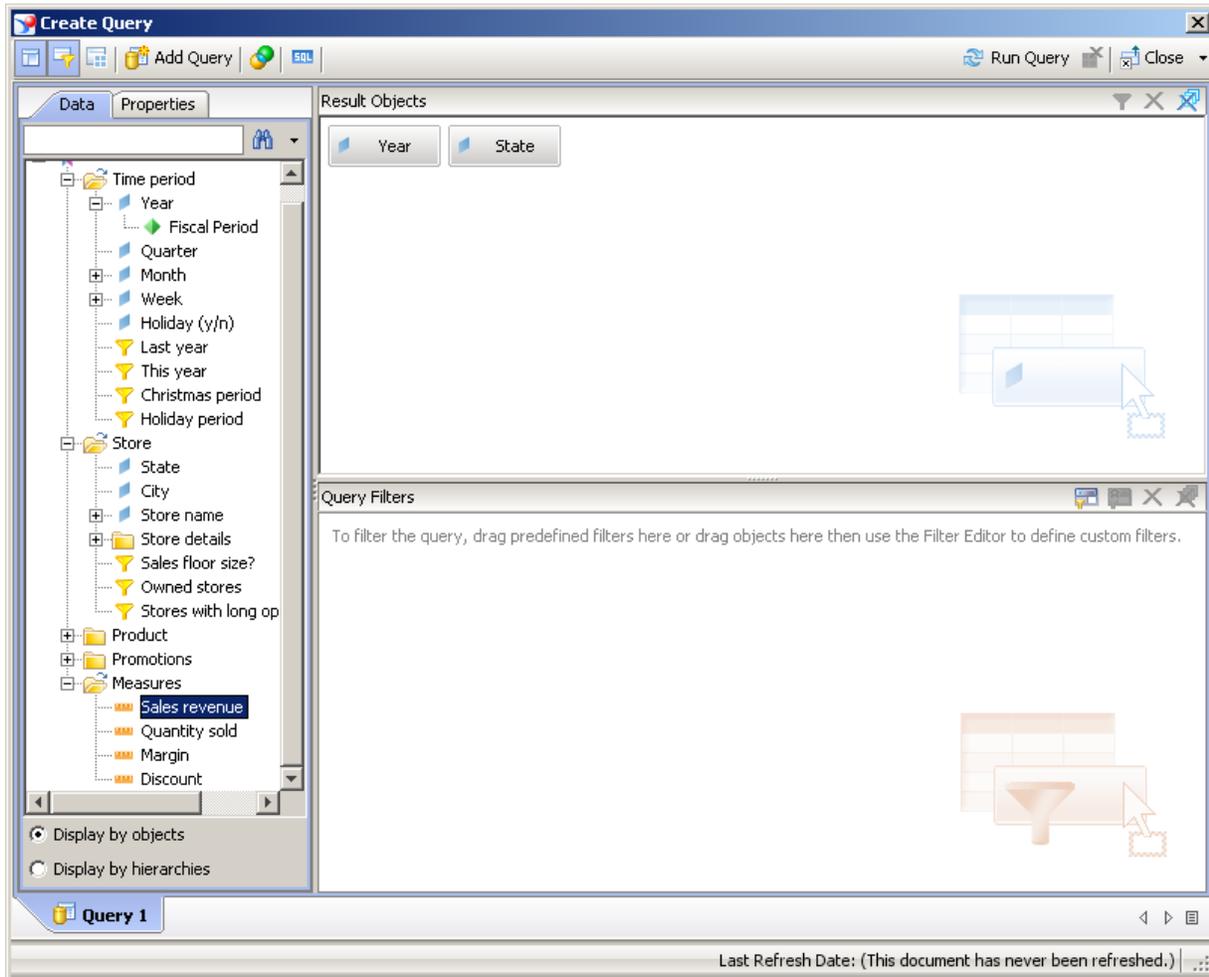
3. Click the + before the **Store** tree item.
4. Double-click **State**.

Create Query



5. Click the + before the **Measures**tree item.

Create Query



6. Double-click **Sales revenue**.
7. Click **Display by hierarchies**.

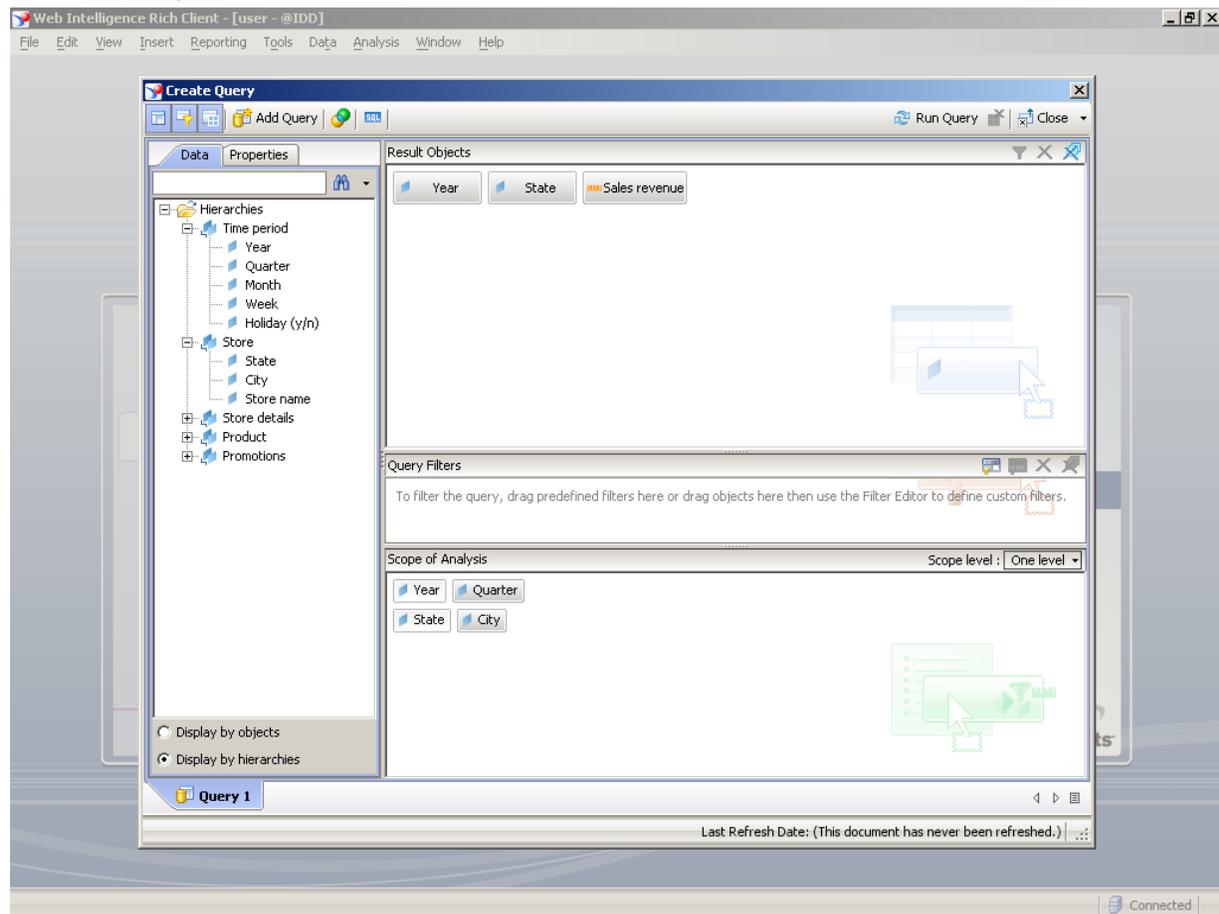
You want to see the hierarchies that are defined in this universe for drilling.

8. Click **Show/Hide Scope of Analysis Pane** .
9. Click the **Scope level:** drop down list.

You can now define how many levels of detail you want to include in the data that is retrieved by the query for both the Year and State objects.

10. Click **One level**.

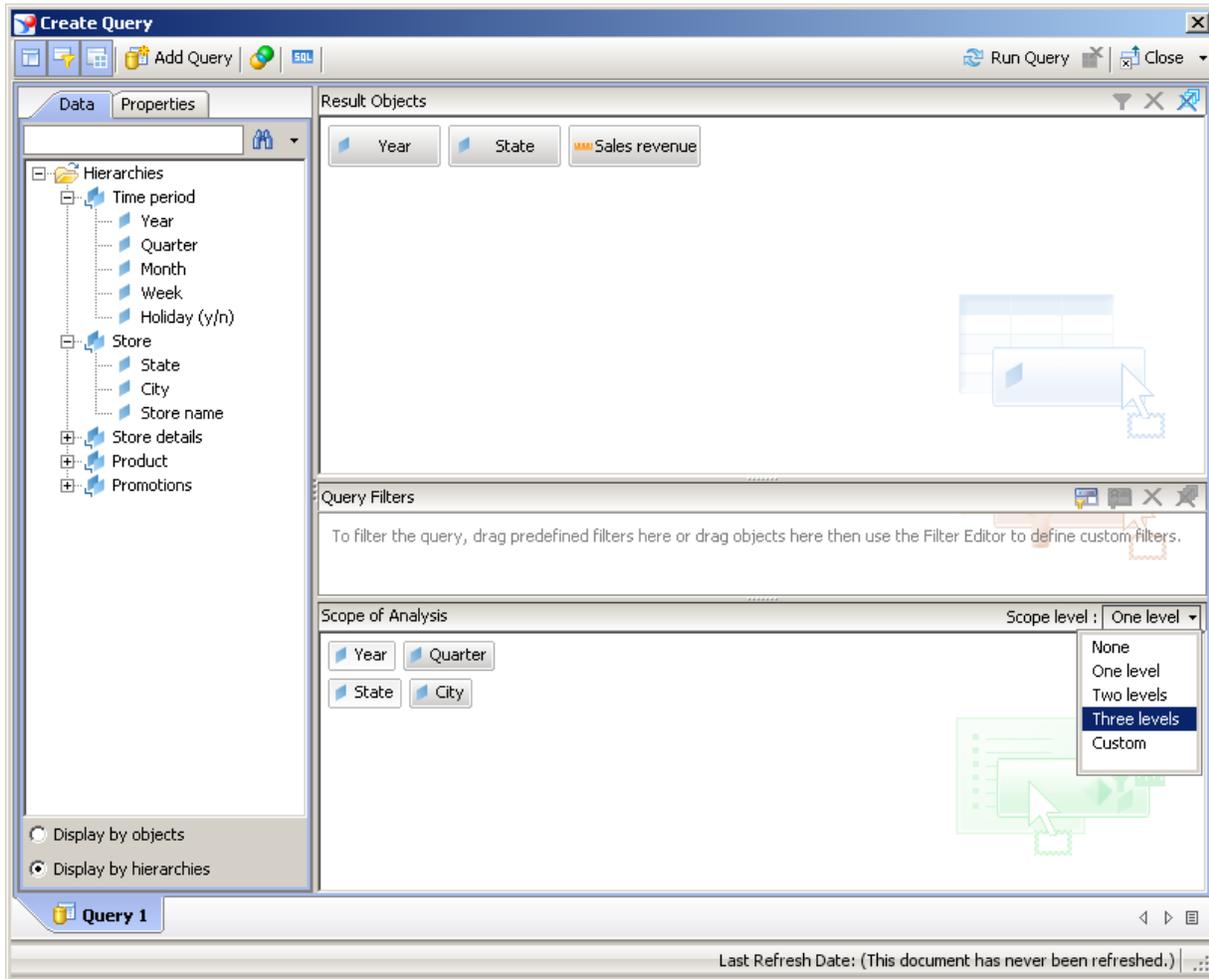
Create Query



11. Click the **Scope level:** drop down list.

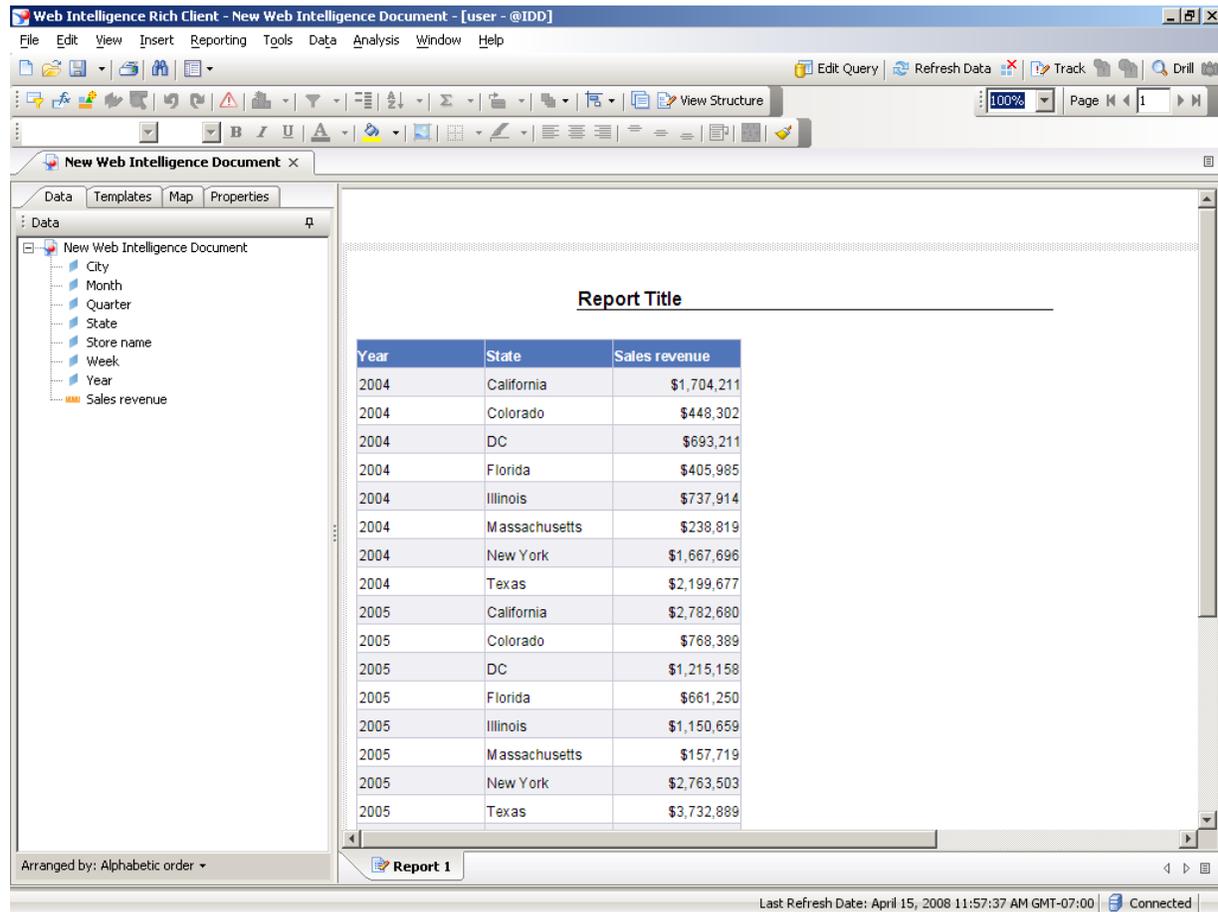
New dimensions appear in the Scope of Analysis pane. The more levels you select, the more dimensions will appear and can be used to drill into your report.

Create Query



12. Click **Three levels**.
13. Click **Run Query**.

Web Intelligence Rich Client



The screenshot shows the Web Intelligence Rich Client interface. The main window displays a report titled "Report Title" with a table of sales revenue data. The table has three columns: Year, State, and Sales revenue. The data is sorted by Year and State. The left pane shows the Data tab with a tree view of objects including City, Month, Quarter, State, Store name, Week, Year, and Sales revenue. The bottom status bar indicates the last refresh date and connection status.

Year	State	Sales revenue
2004	California	\$1,704,211
2004	Colorado	\$448,302
2004	DC	\$693,211
2004	Florida	\$405,985
2004	Illinois	\$737,914
2004	Massachusetts	\$238,819
2004	New York	\$1,667,696
2004	Texas	\$2,199,677
2005	California	\$2,782,680
2005	Colorado	\$768,389
2005	DC	\$1,215,158
2005	Florida	\$661,250
2005	Illinois	\$1,150,659
2005	Massachusetts	\$157,719
2005	New York	\$2,763,503
2005	Texas	\$3,732,889

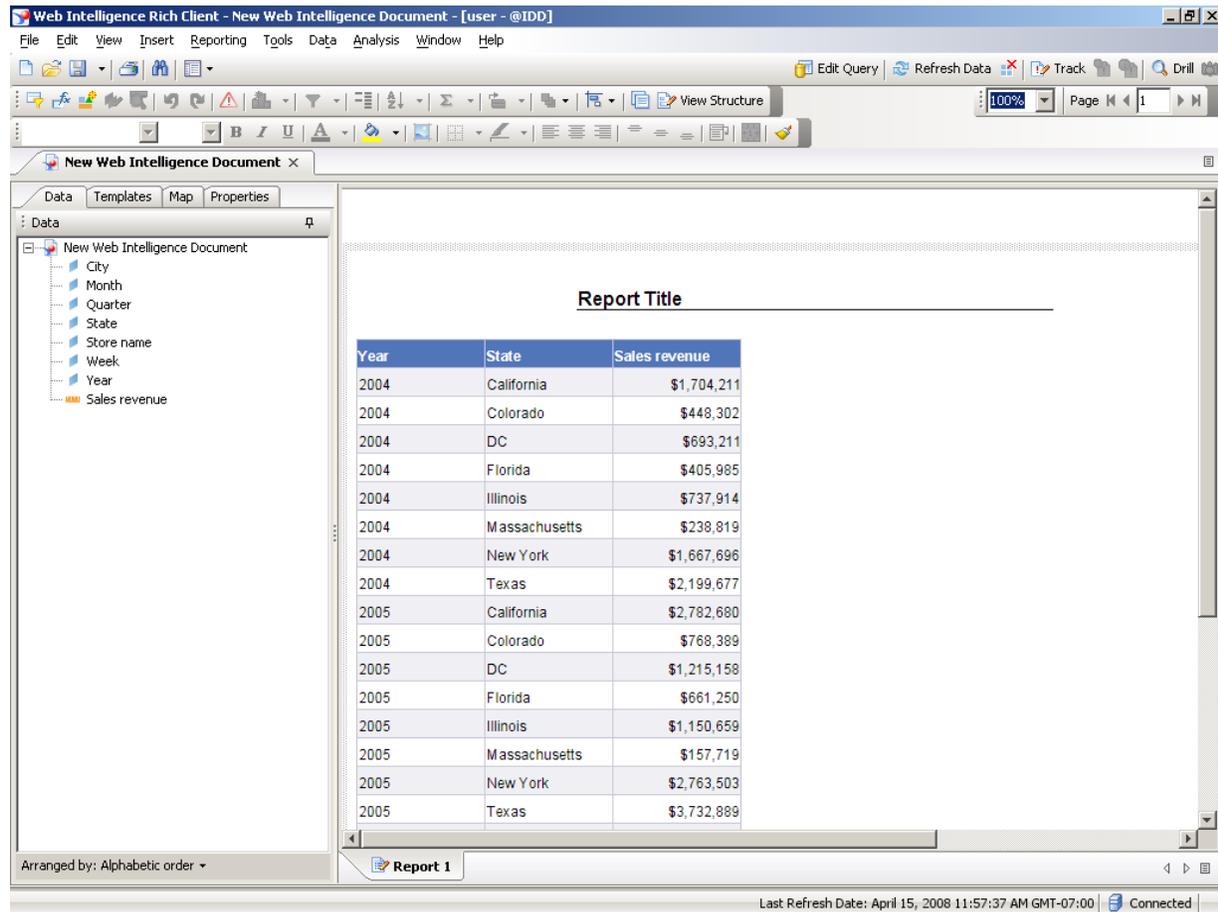
14. Press [Enter] to continue.

The table displays the data that was retrieved by the three objects that were in your query: Year, State, and Sales revenue.

The objects listed in the document's Data tab include all objects referenced by the level chosen for the scope of analysis. The values returned by those objects are not yet projected in the report, but are available in the document for drill down.

Press **[Enter]** to continue.

Web Intelligence Rich Client



The screenshot shows the Web Intelligence Rich Client interface. The main window displays a report titled "Report Title" with a table of sales revenue data. The table has three columns: Year, State, and Sales revenue. The data is sorted by Year and State. The status bar at the bottom indicates the last refresh date as April 15, 2008 11:57:37 AM GMT-07:00 and the connection status as Connected.

Year	State	Sales revenue
2004	California	\$1,704,211
2004	Colorado	\$448,302
2004	DC	\$693,211
2004	Florida	\$405,985
2004	Illinois	\$737,914
2004	Massachusetts	\$238,819
2004	New York	\$1,667,696
2004	Texas	\$2,199,677
2005	California	\$2,782,680
2005	Colorado	\$768,389
2005	DC	\$1,215,158
2005	Florida	\$661,250
2005	Illinois	\$1,150,659
2005	Massachusetts	\$157,719
2005	New York	\$2,763,503
2005	Texas	\$3,732,889

15. Press [Enter] to continue.

Next you will convert the table into a Crosstab.

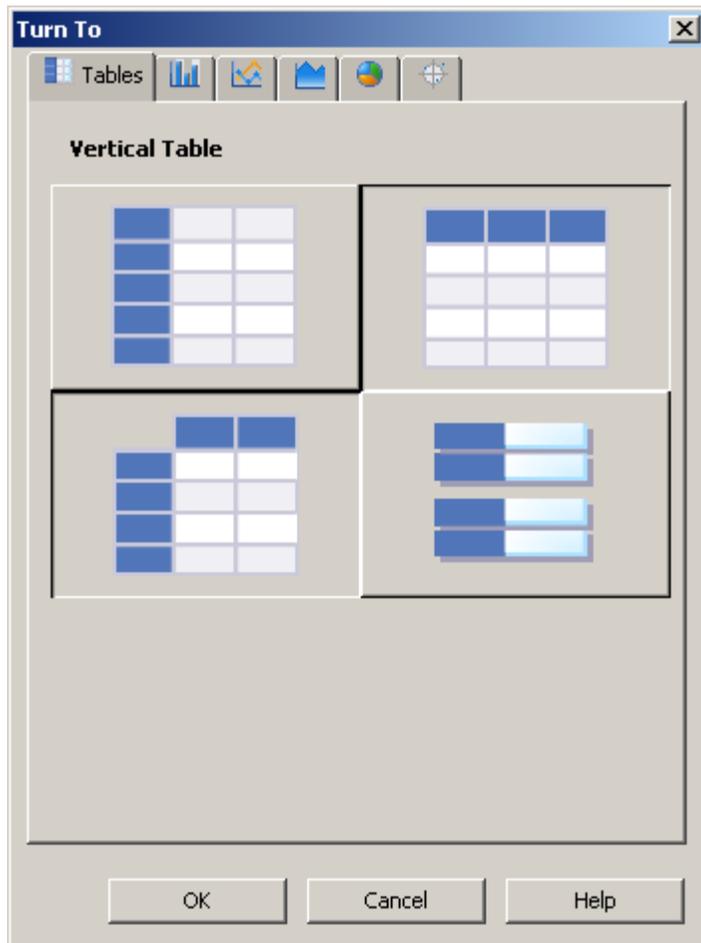
In the application you would right click the table.

In this exercise the right mouse button has been pressed for you.

Press **[Enter]** to continue.

16. Click **Turn To**.

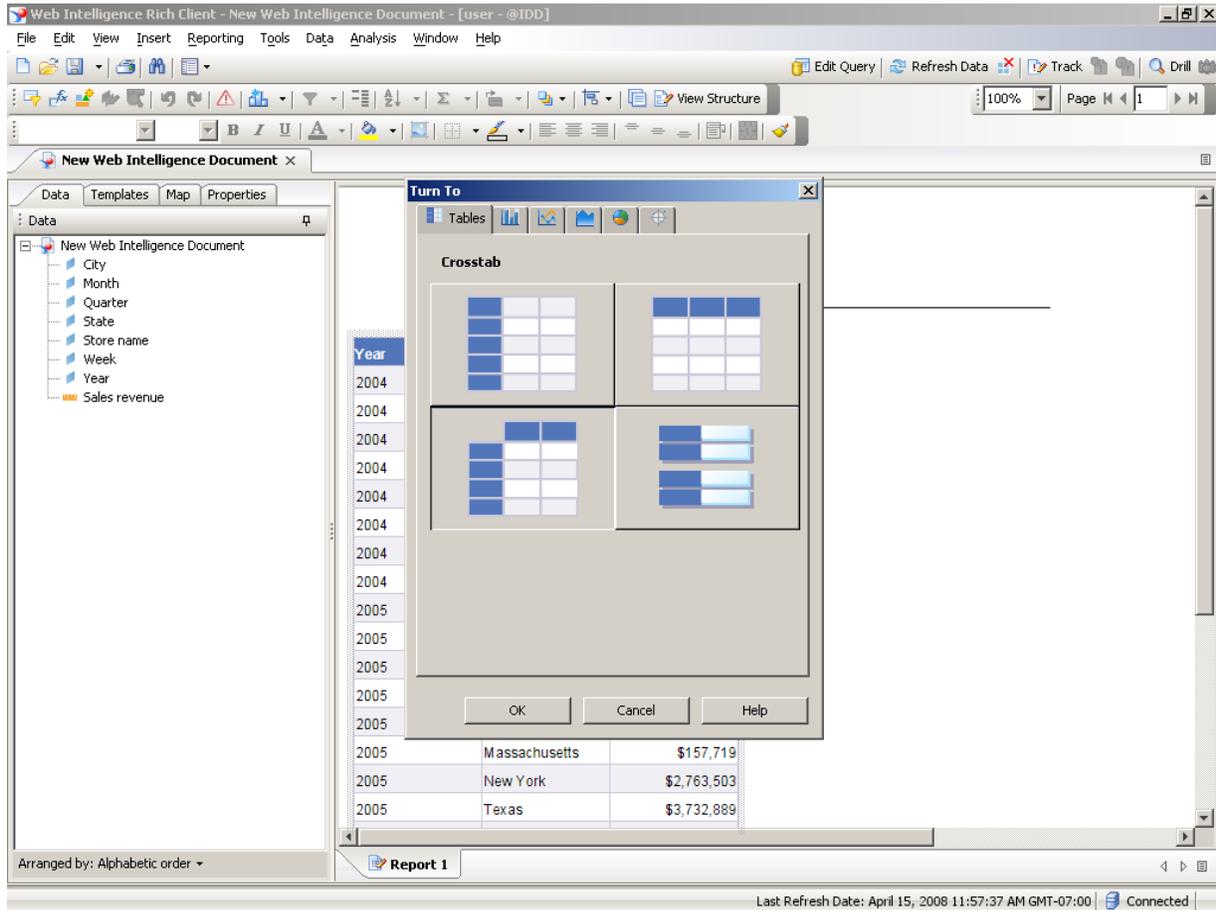
Turn To



17. Click **Crosstab**.

Building a drillable document in Web Intelligence

Turn To

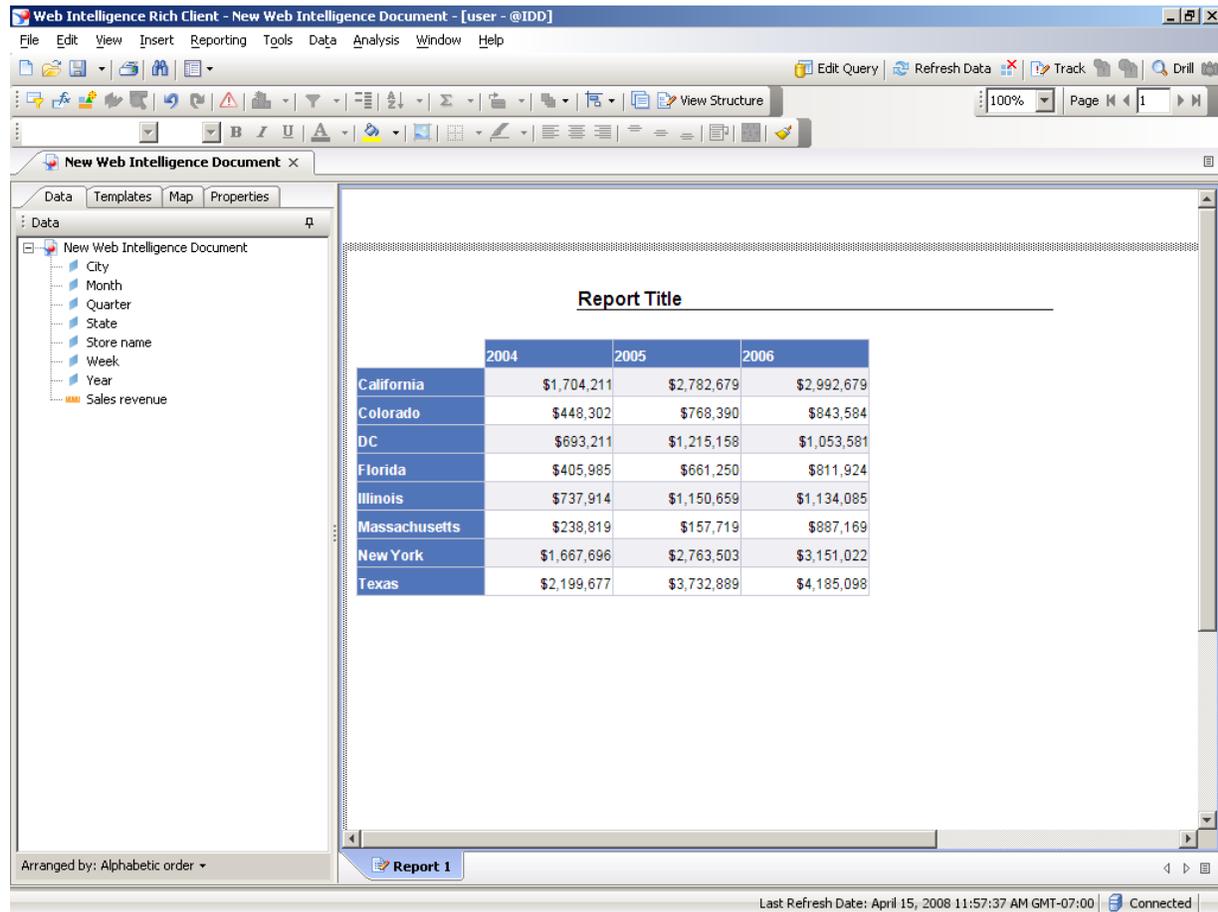


The screenshot shows the Business Objects Web Intelligence Rich Client interface. A 'Turn To' dialog box is open, displaying a 'Crosstab' view of a report. The report is filtered by 'Year' and shows data for 2004 and 2005. The 'Turn To' dialog has 'OK', 'Cancel', and 'Help' buttons. The report data is as follows:

Year	State	Sales revenue
2004		
2004		
2004		
2004		
2004		
2004		
2004		
2004		
2004		
2004		
2005		
2005		
2005		
2005		
2005		
2005		
2005	Massachusetts	\$157,719
2005	New York	\$2,763,503
2005	Texas	\$3,732,889

18. Click **OK**.

Web Intelligence Rich Client



The screenshot shows the Web Intelligence Rich Client interface. The main window displays a report titled "Report Title" which is a crosstab table showing sales revenue by state for the years 2004, 2005, and 2006. The table is arranged in a vertical orientation. The left pane shows the data hierarchy with "Sales revenue" selected. The status bar at the bottom indicates the last refresh date and connection status.

	2004	2005	2006
California	\$1,704,211	\$2,782,679	\$2,992,679
Colorado	\$448,302	\$768,390	\$843,584
DC	\$693,211	\$1,215,158	\$1,053,581
Florida	\$405,985	\$661,250	\$811,924
Illinois	\$737,914	\$1,150,659	\$1,134,085
Massachusetts	\$238,819	\$157,719	\$887,169
New York	\$1,667,696	\$2,763,503	\$3,151,022
Texas	\$2,199,677	\$3,732,889	\$4,185,098

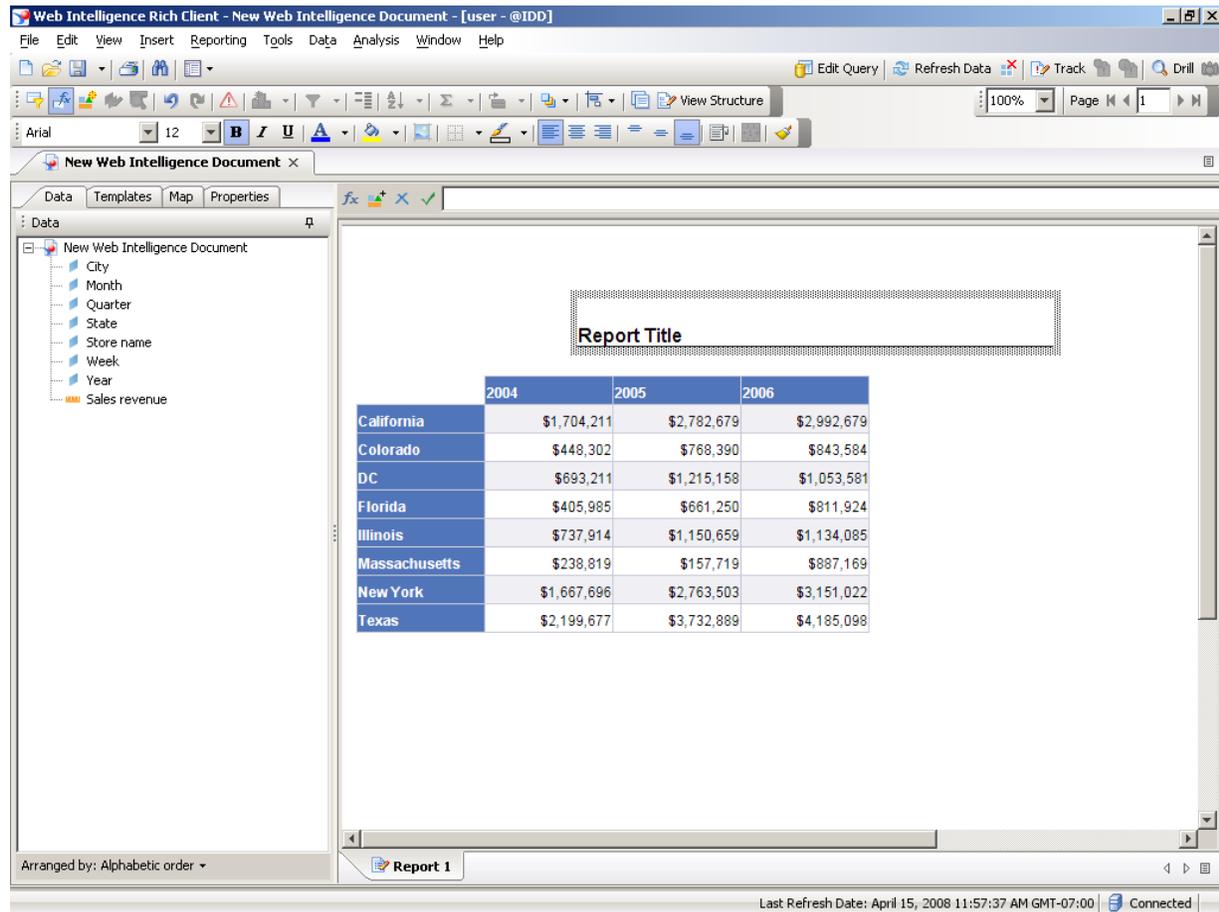
19. Click the **Report Title**.

The vertical table has been changed to a crosstab table.

20. Click **Show/Hide Formula Toolbar** .

Building a drillable document in Web Intelligence

Web Intelligence Rich Client



The screenshot shows the Web Intelligence Rich Client interface. The main window displays a report titled "Report 1" with a table of sales revenue by state for the years 2004, 2005, and 2006. The table is as follows:

	2004	2005	2006
California	\$1,704,211	\$2,782,679	\$2,992,679
Colorado	\$448,302	\$768,390	\$843,584
DC	\$693,211	\$1,215,158	\$1,053,581
Florida	\$405,985	\$661,250	\$811,924
Illinois	\$737,914	\$1,150,659	\$1,134,085
Massachusetts	\$238,819	\$157,719	\$887,169
New York	\$1,667,696	\$2,763,503	\$3,151,022
Texas	\$2,199,677	\$3,732,889	\$4,185,098

The interface also shows a left-hand pane with a tree view of the data structure, including fields like City, Month, Quarter, State, Store name, Week, Year, and Sales revenue. The status bar at the bottom indicates the last refresh date as April 15, 2008, 11:57:37 AM GMT-07:00 and the connection status as Connected.

21. As required, complete/review the following fields:

Field	R/O/C	Description
	R	Example: Sales Revenue