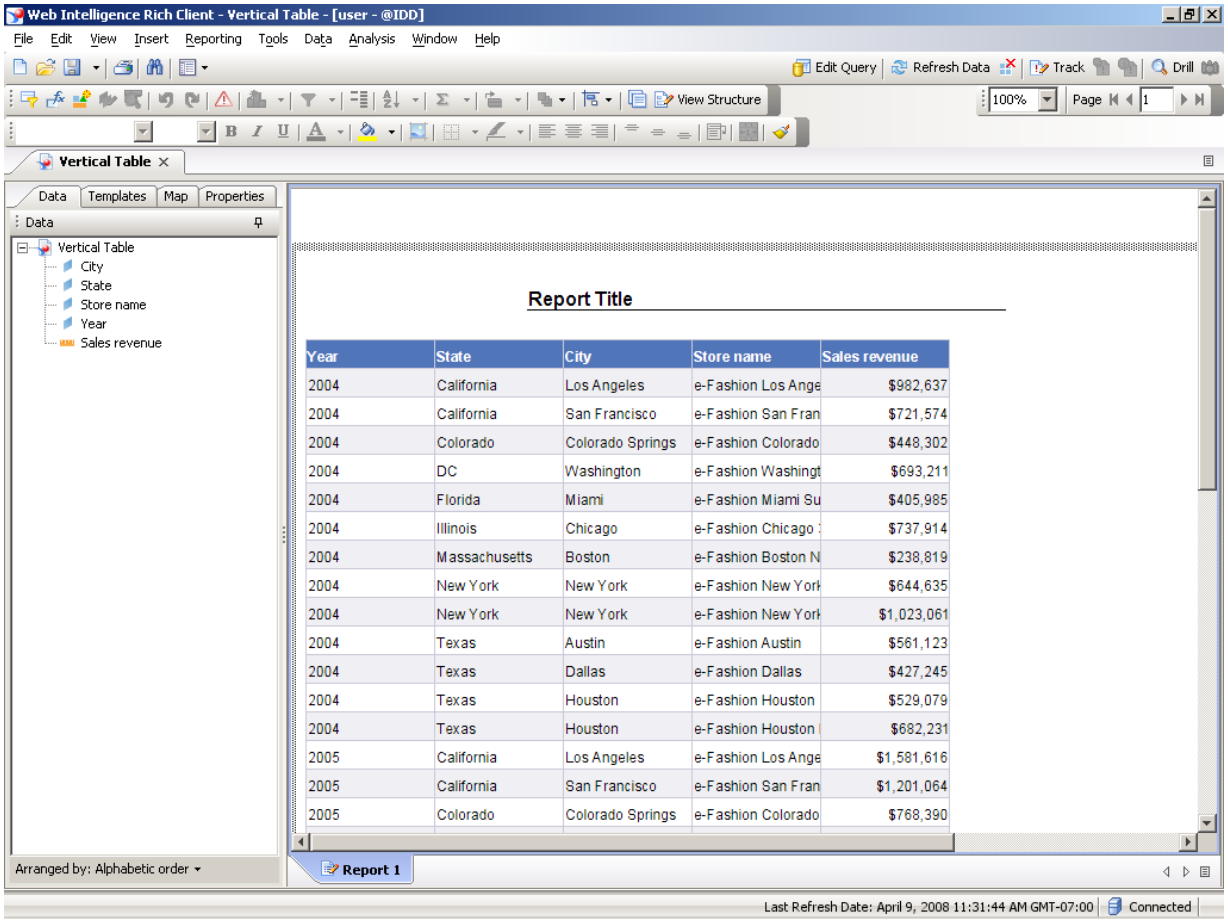
Procedure

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

Web Intelligence Rich Client - Vertical Table - [user - @IDD]



Year	State	City	Store name	Sales revenue
2004	California	Los Angeles	e-Fashion Los Ange	$982,637
2004	California	San Francisco	e-Fashion San Fran	$721,574
2004	Colorado	Colorado Springs	e-Fashion Colorado	$448,302
2004	DC	Washington	e-Fashion Washingt	$693,211
2004	Florida	Miami	e-Fashion Miami Su	$405,985
2004	Illinois	Chicago	e-Fashion Chicago	$737,914
2004	Massachusetts	Boston	e-Fashion Boston N	$238,819
2004	New York	New York	e-Fashion New York	$644,635
2004	New York	New York	e-Fashion New York	$1,023,061
2004	Texas	Austin	e-Fashion Austin	$561,123
2004	Texas	Dallas	e-Fashion Dallas	$427,245
2004	Texas	Houston	e-Fashion Houston	$529,079
2004	Texas	Houston	e-Fashion Houston	$682,231
2005	California	Los Angeles	e-Fashion Los Ange	$1,581,616
2005	California	San Francisco	e-Fashion San Fran	$1,201,064
2005	Colorado	Colorado Springs	e-Fashion Colorado	$768,390

2. Press [Enter] to continue.

In the Web Intelligence Rich Client Viewing Options, you can personalize specific display settings to help you position the report elements on report pages.

Press **[Enter]** to continue.

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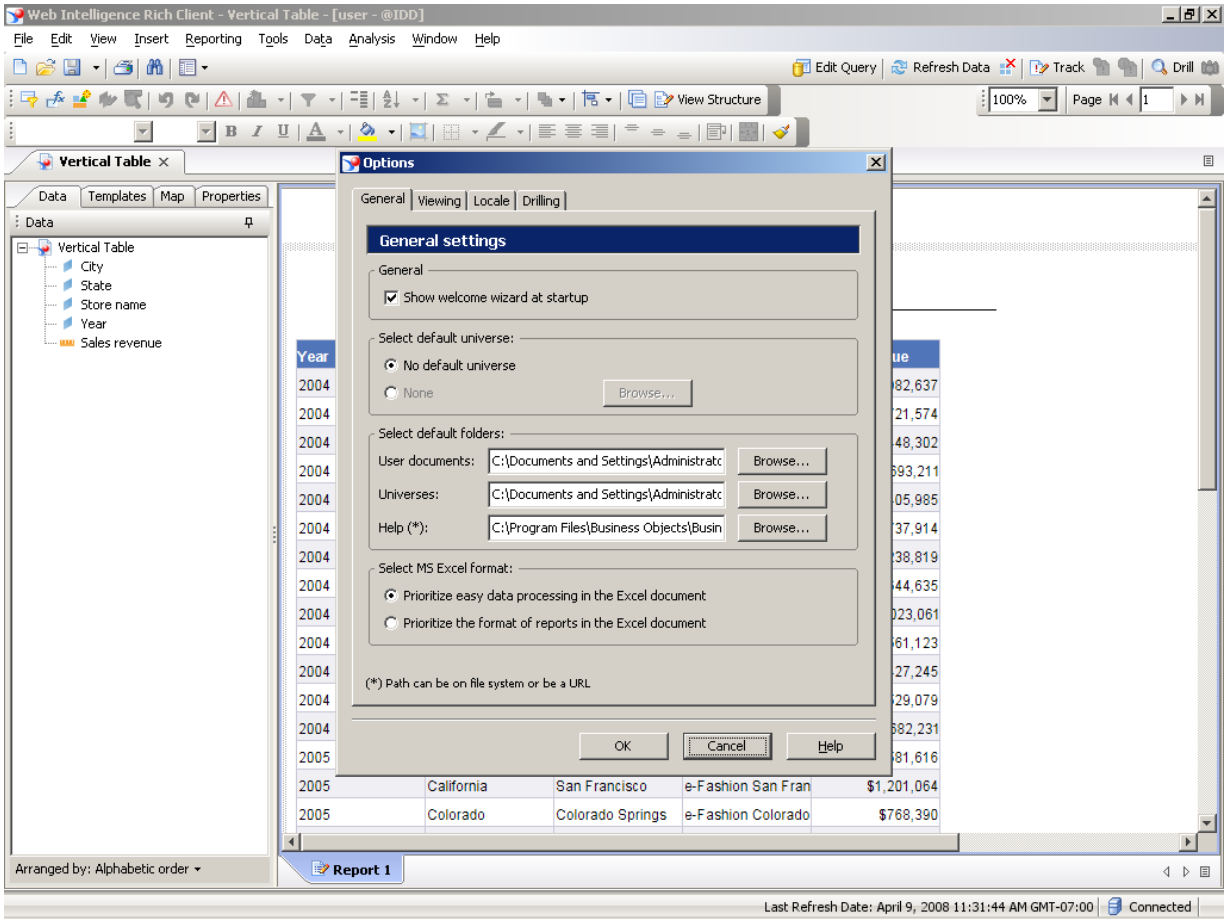
3. Click **Tools**.

4. Click **Options...**.

Options



5. Click the **Viewing** tab.

You specify the measurement settings for the document properties and define the grid settings in the Viewing tab of the Options dialog box.

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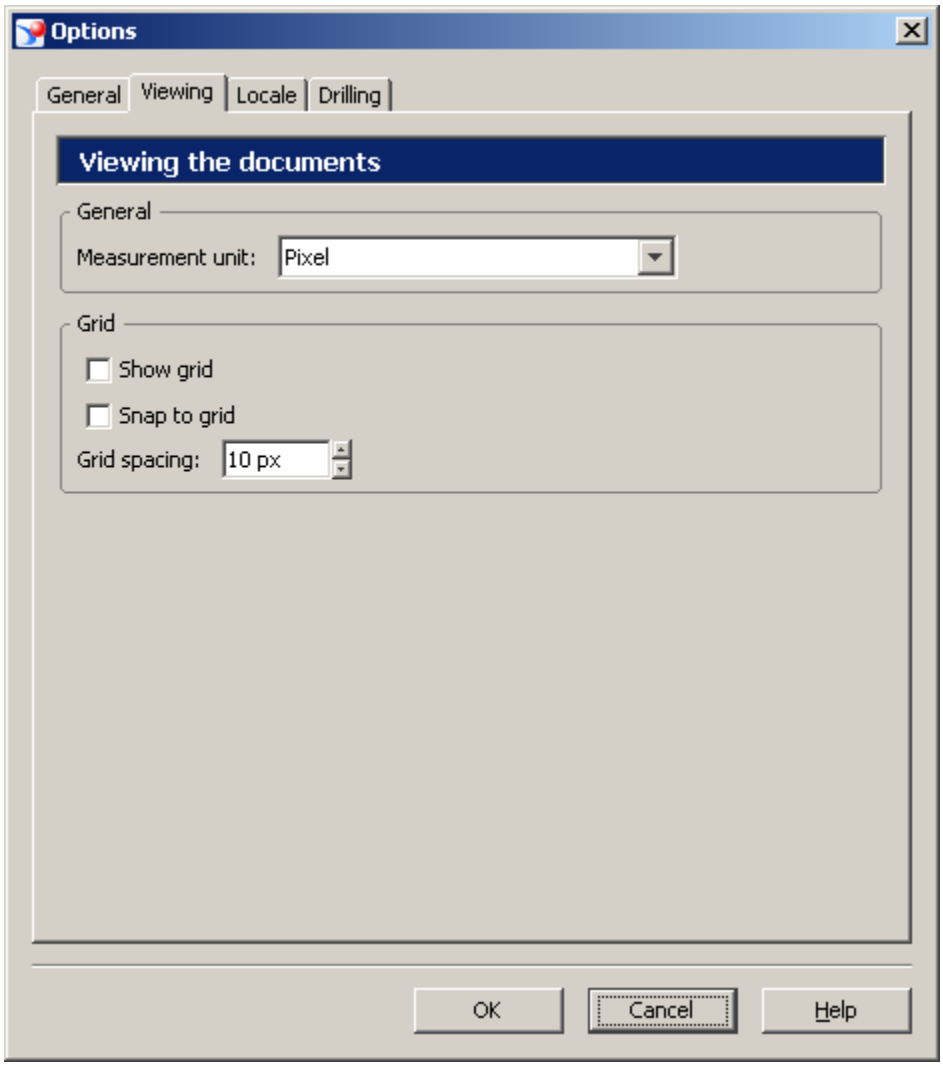
Options



6. Click the button to the right of the **Measurement unit:** field.

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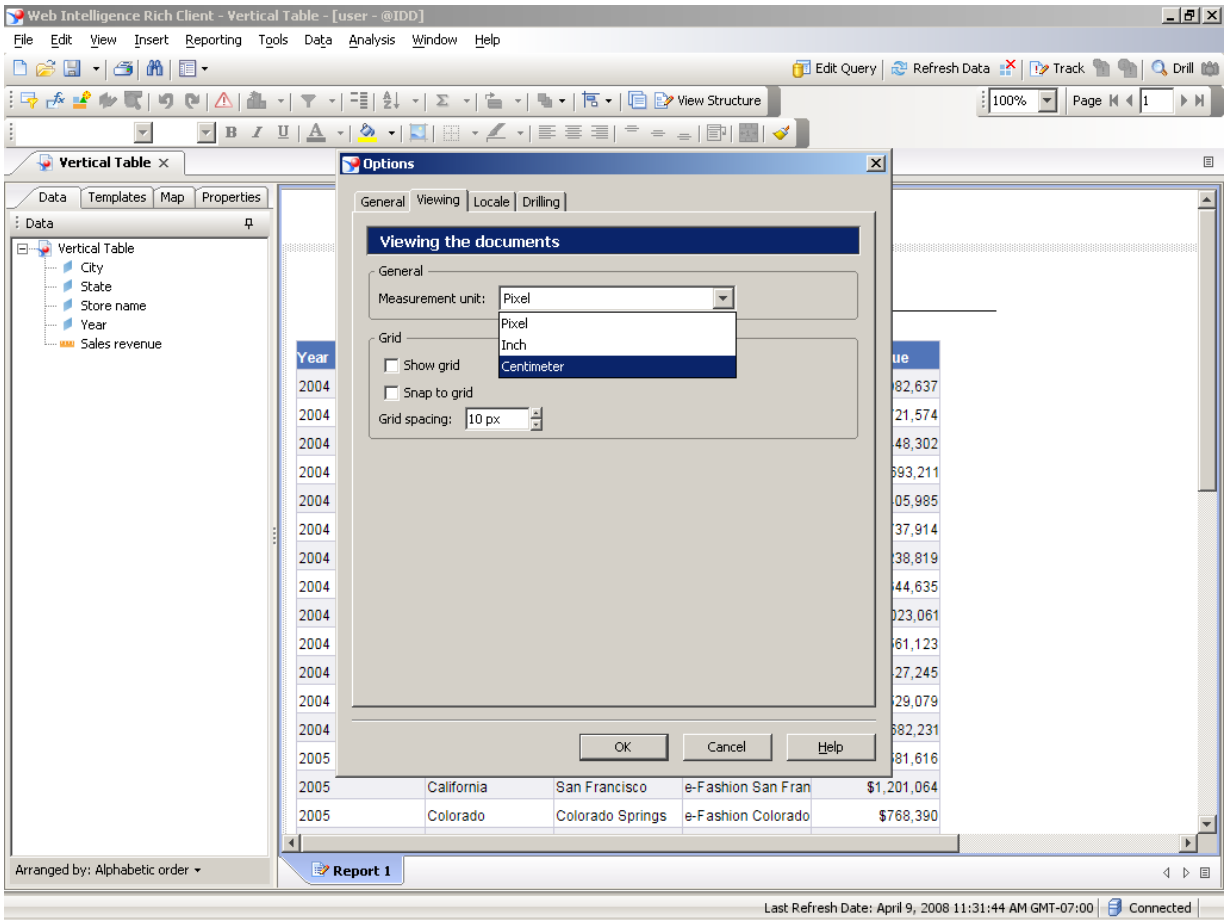
Options



7. Click the **Centimeter** list item.

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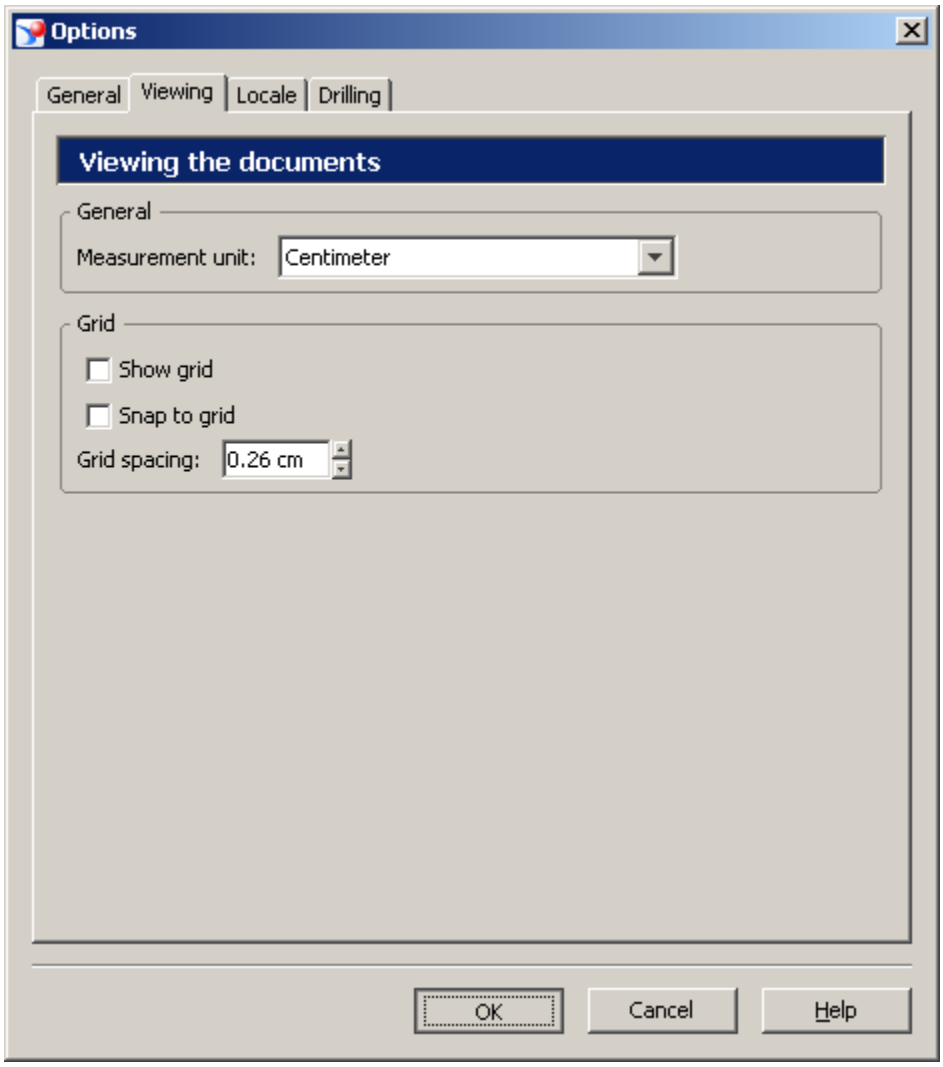
Options



8. Click **OK**.

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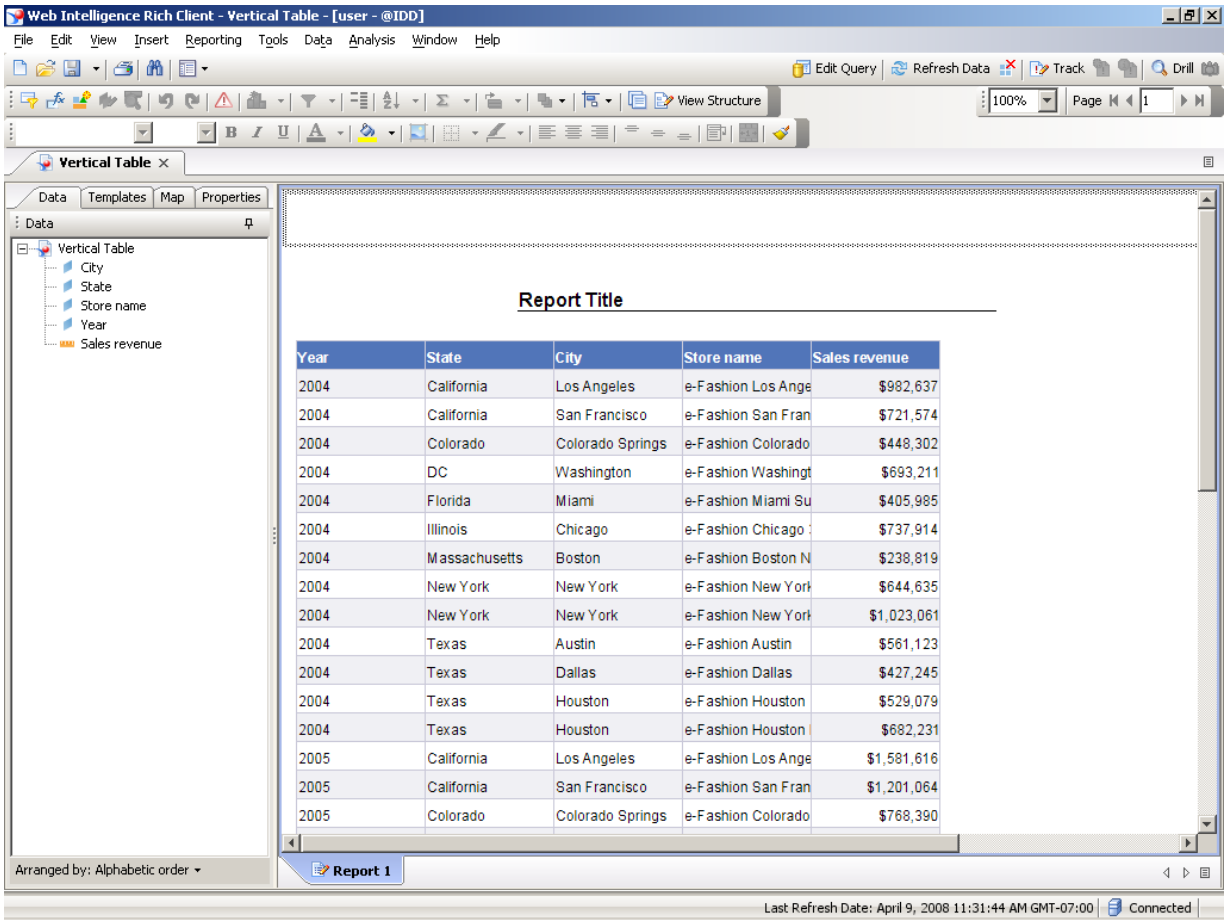
Web Intelligence Rich Client - Vertical Table - [user - @IDD]



9. Press [Enter] to continue.

Web Intelligence saves your new settings. The new settings are applied the next time you launch the Web Intelligence Rich Client.

Press **[Enter]** to continue.

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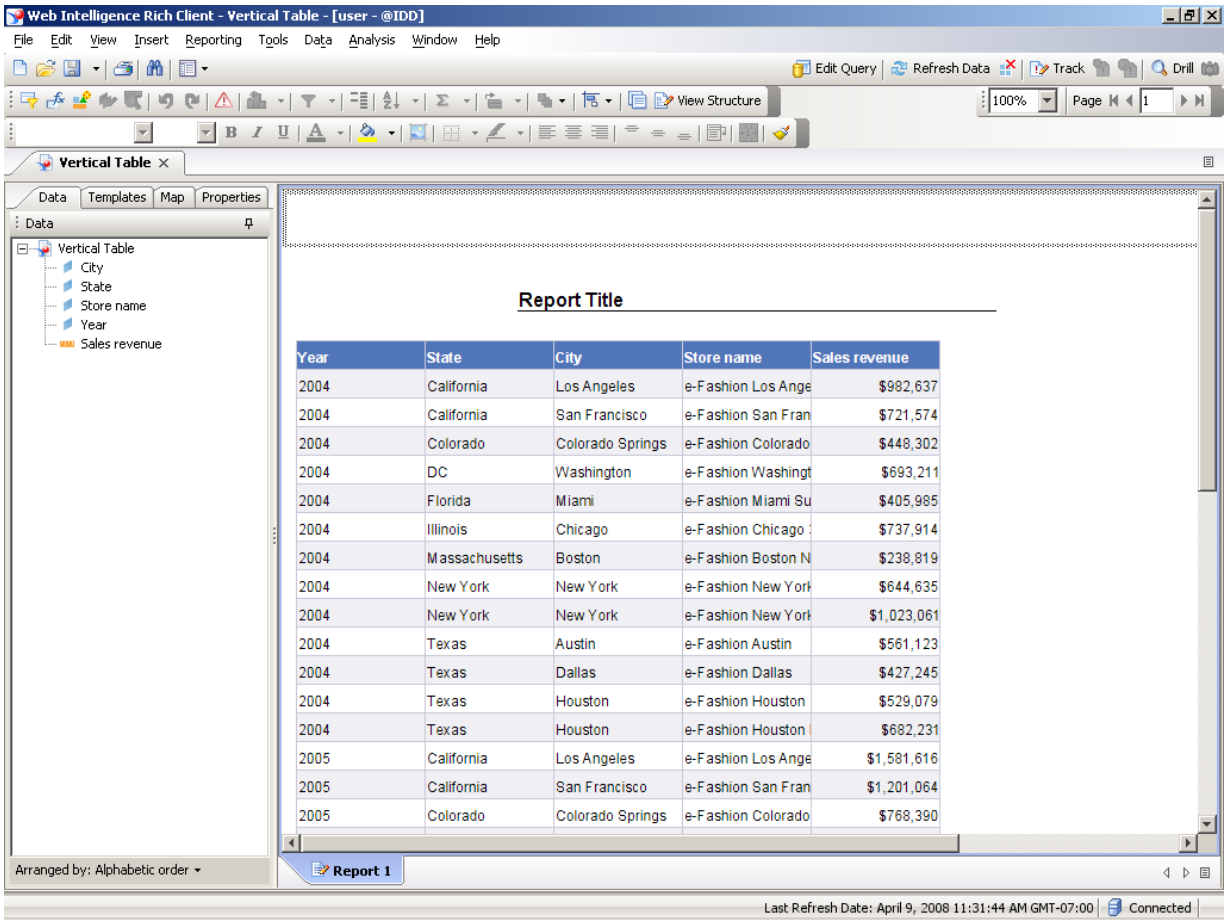
Web Intelligence Rich Client - Vertical Table - [user - @IDD]



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2005	Colorado	Colorado Springs	e-Fashion Colorado	$768,390

10. Click **Help**.

    You can access the online Help system through the menu bar.

11. Press [Enter] to continue.

    You would then select Web Intelligence Help... from the pull-down menu.

    Press **[Enter]** to continue.

12. Click the **Data** tab.

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You can view the document properties in the tabs in the Report Manager.

Verify that the Data tab is visible.

13. Press [Enter] to continue.

The Data tab allows you to view at a glance the data available in the document. Data is organized in a list of Query and Variable classes.

Press **[Enter]** to continue.

14. Click the **Templates** tab.
15. Press [Enter] to continue.

The Templates tab allows you to change the type of blocks in a report by dragging and dropping different templates onto a report block.

Press **[Enter]** to continue.

16. Click the **Map** tab.
17. Press [Enter] to continue.

The Map tab allows you to view and navigate through the reports and sections in a document.

Press **[Enter]** to continue.

18. Click the **Properties** tab.
19. Press [Enter] to continue.

The Properties tab allows you to format the report and blocks within the document.

Press **[Enter]** to continue.

20. Click **Configure Views**.

You can configure how you want the Report Manager to be displayed in the Edit Report panel from the Configure Views menu.

Configure how you want the Report Manager to be displayed.

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21. Click **Collapsed Data/Properties**.
22. Click the **Data** tab.
23. Click the **Templates** tab .

    The Data tab is now visible.

24. Press [Enter] to continue.

    The Templates tab is now visible.

    Press **[Enter]** to continue.

25. Click **Configure Views** .

    Now, return to the original View setting.

26. Click **Reset to default**.
27. Press [Enter] to continue.

    The default view is restored.

    Now, insert a report.

    In the application you would right-click the Report 1 tab below. In this exercise, the right mouse button has been pressed for you.

    Press **[Enter]** to continue.

28. Click **Insert Report**.
29. Press [Enter] to continue.

    Now, rename the report.

    In the application, you would right-click the Report 2 tab.

    In this exercise, the right-click is handled for you.

    Press **[Enter]** to continue.

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

Field	R/O/C	Description
	R	**Example:** My New Report

Enter the new report name into the field.

32. Press **[Enter]**.

You must press [Enter] for the new report name to be retained.

33. Press [Enter] to continue.

The report tab displays the new name for the report.

Press **[Enter]** to continue.

34. Click the **Properties** tab.

Now, display the Document Properties.

35. Click **Document Properties...** ...

36. Press [Enter] to continue.

The Document Properties dialog box appears, displaying the options you can change.

You can change:

- document information such as who created the document, when it was last modified, and any description or keywords that have been assigned to it.

- document options such as automatic refresh, enhanced viewing, and query drill.

- data synchronization options such as automatic merge of dimensions of the same name when the same dimension is used more than once in a query.

- the order that the reports appear in the document.

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Press **[Enter]** to continue.

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