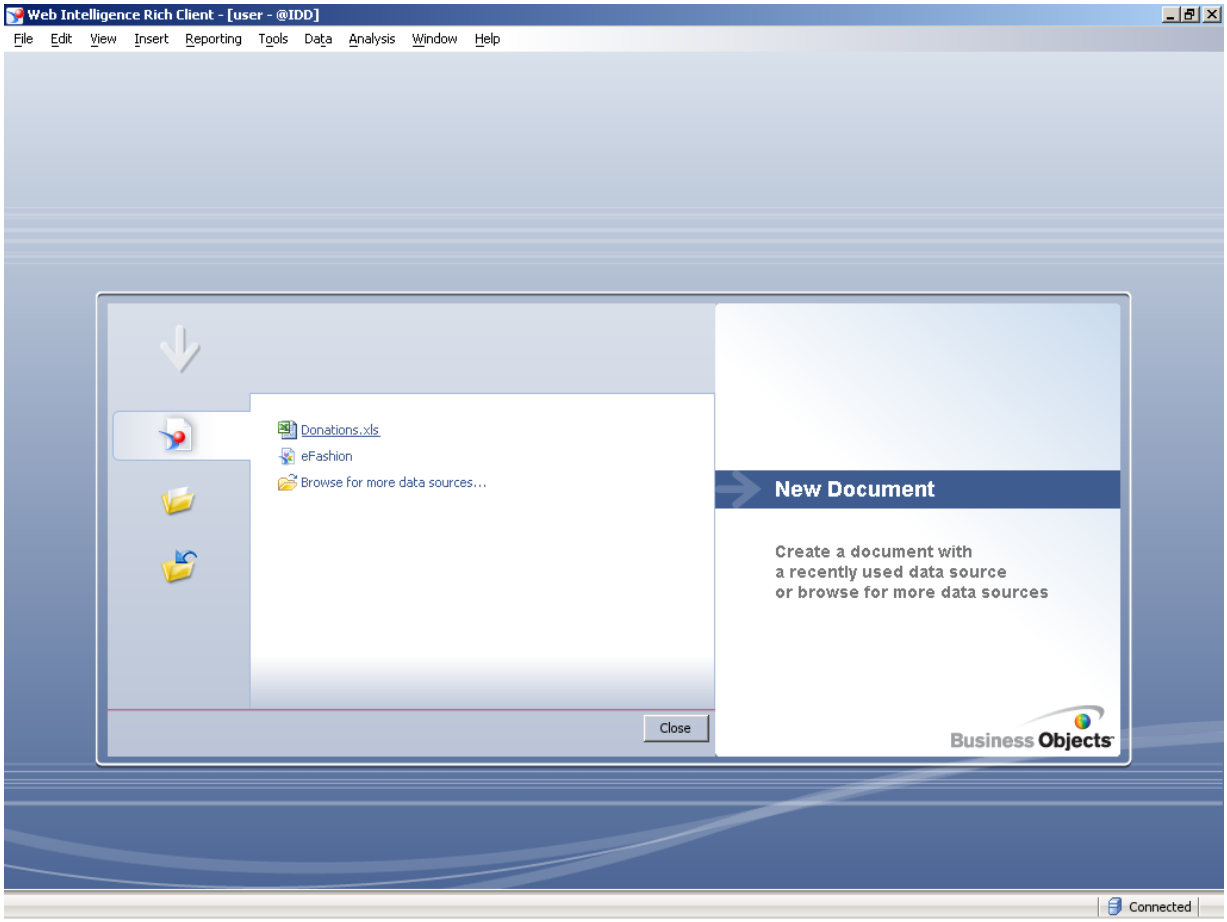
Procedure

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

Web Intelligence Rich Client



2. Click **Donations.xls**.

In this lesson you will create a report using data from both the donations.xls workbook and data from the eFashion universe.

Begin by creating a query to display donations.

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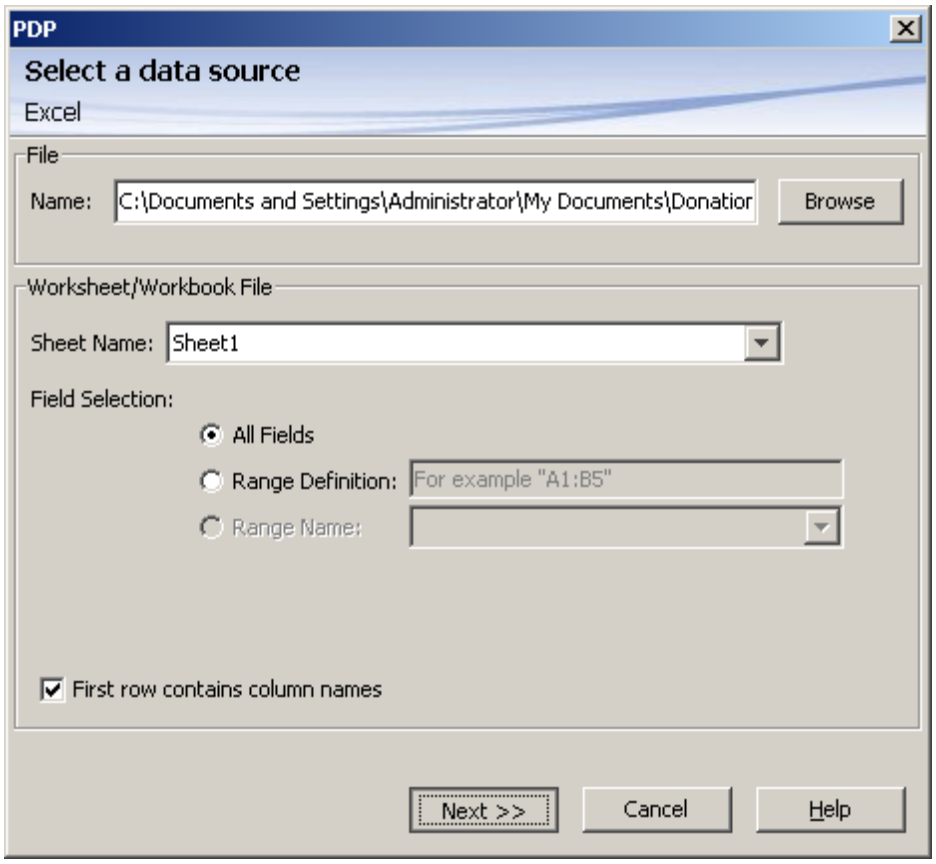
PDP



3. Click **Next >>**.

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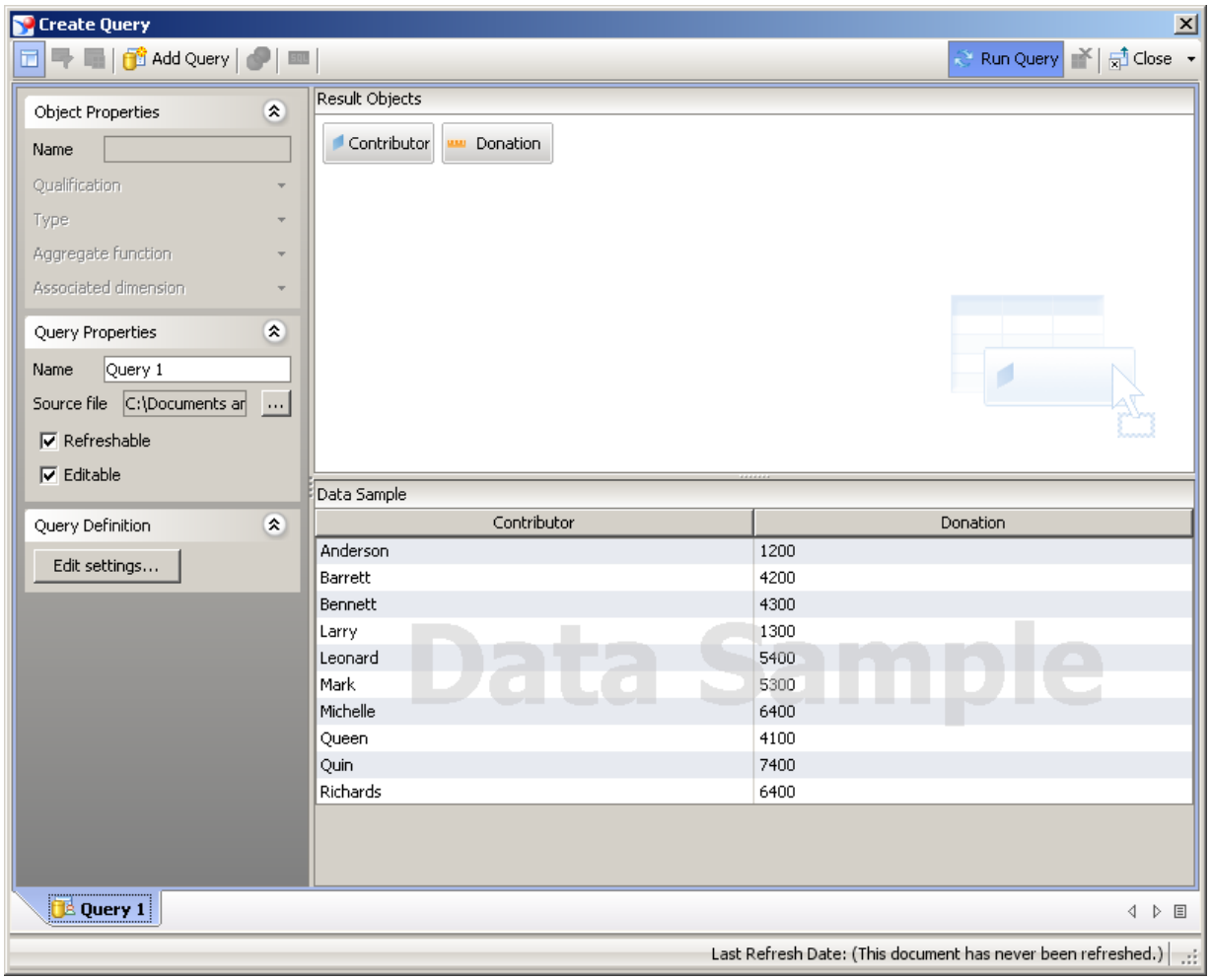
Create Query



4. Click **Run Query**.

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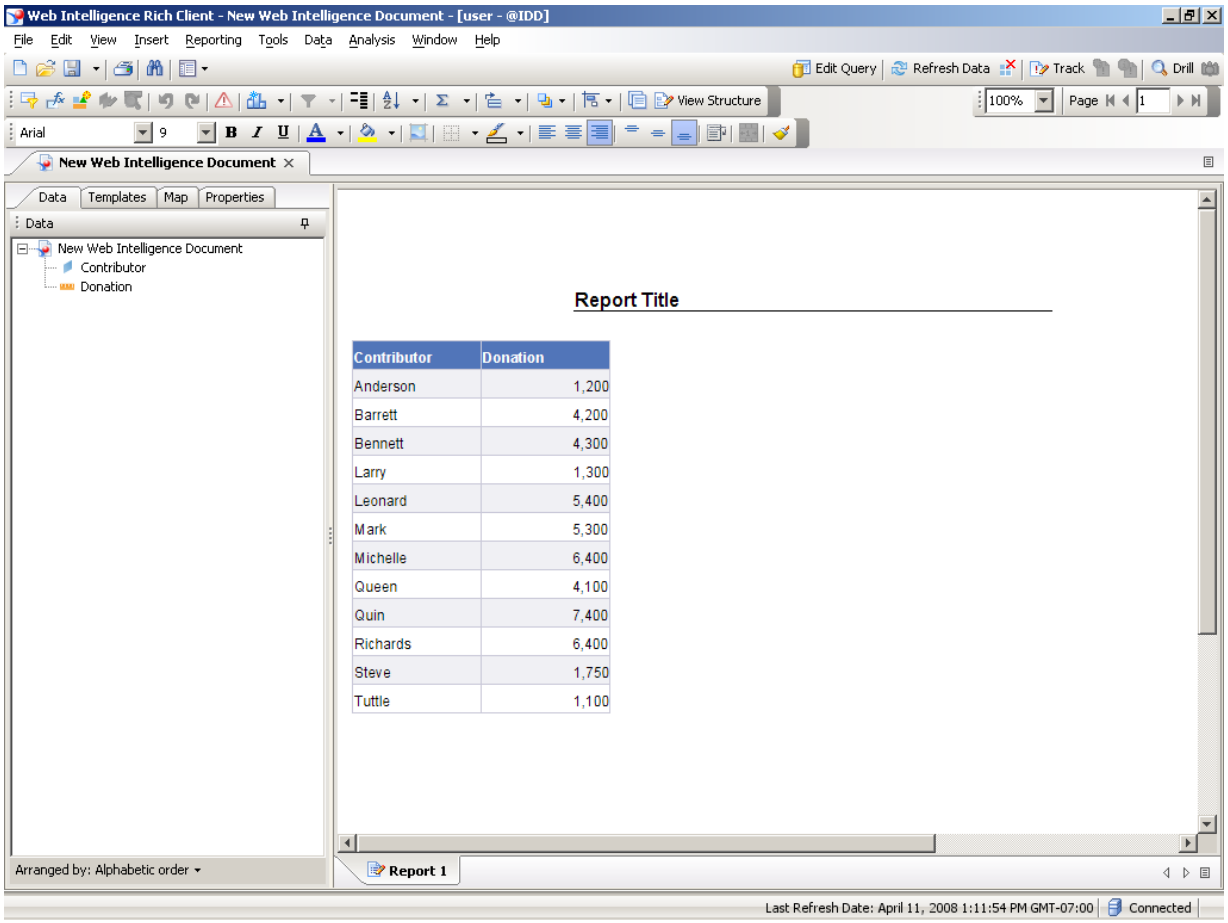

5. Press [Enter] to continue.

Format the Donation column as currency.

In the application you would right click an entry in the Donation column.

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

Press **[Enter]** to continue.

6. Click **Format Number...**

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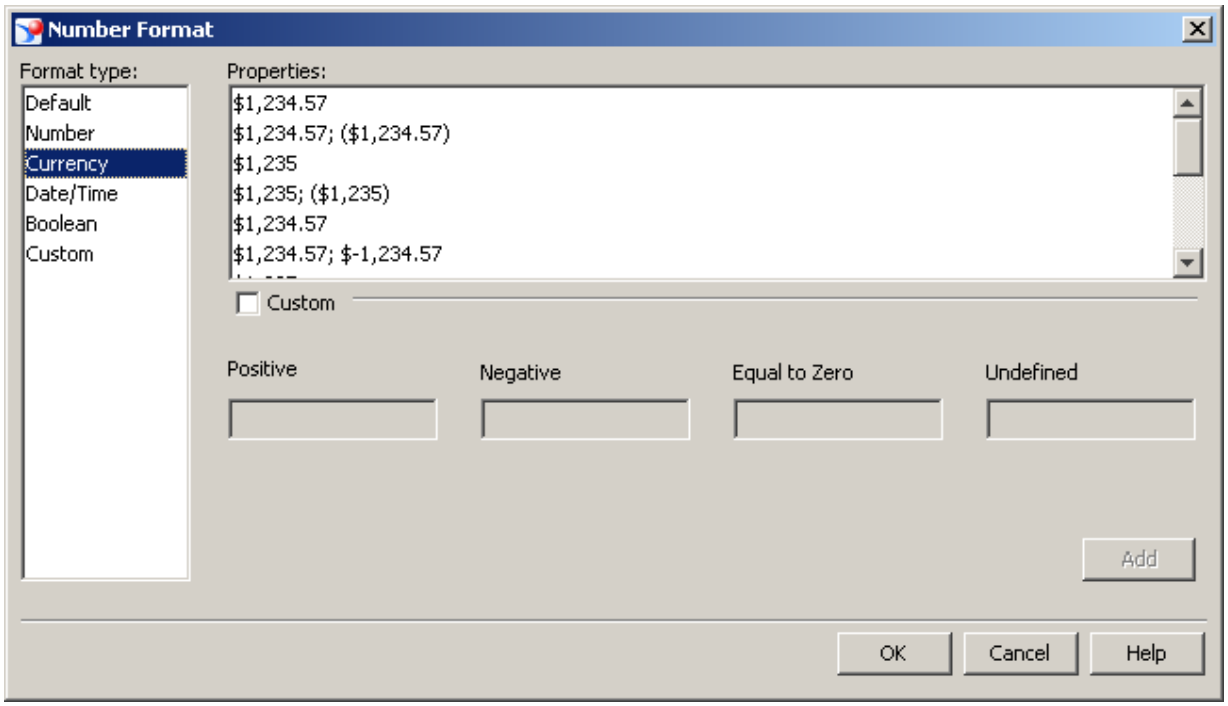
Number Format



7. Click **Currency**.
8. Click **$1,234.57**.
9. Click **OK**.

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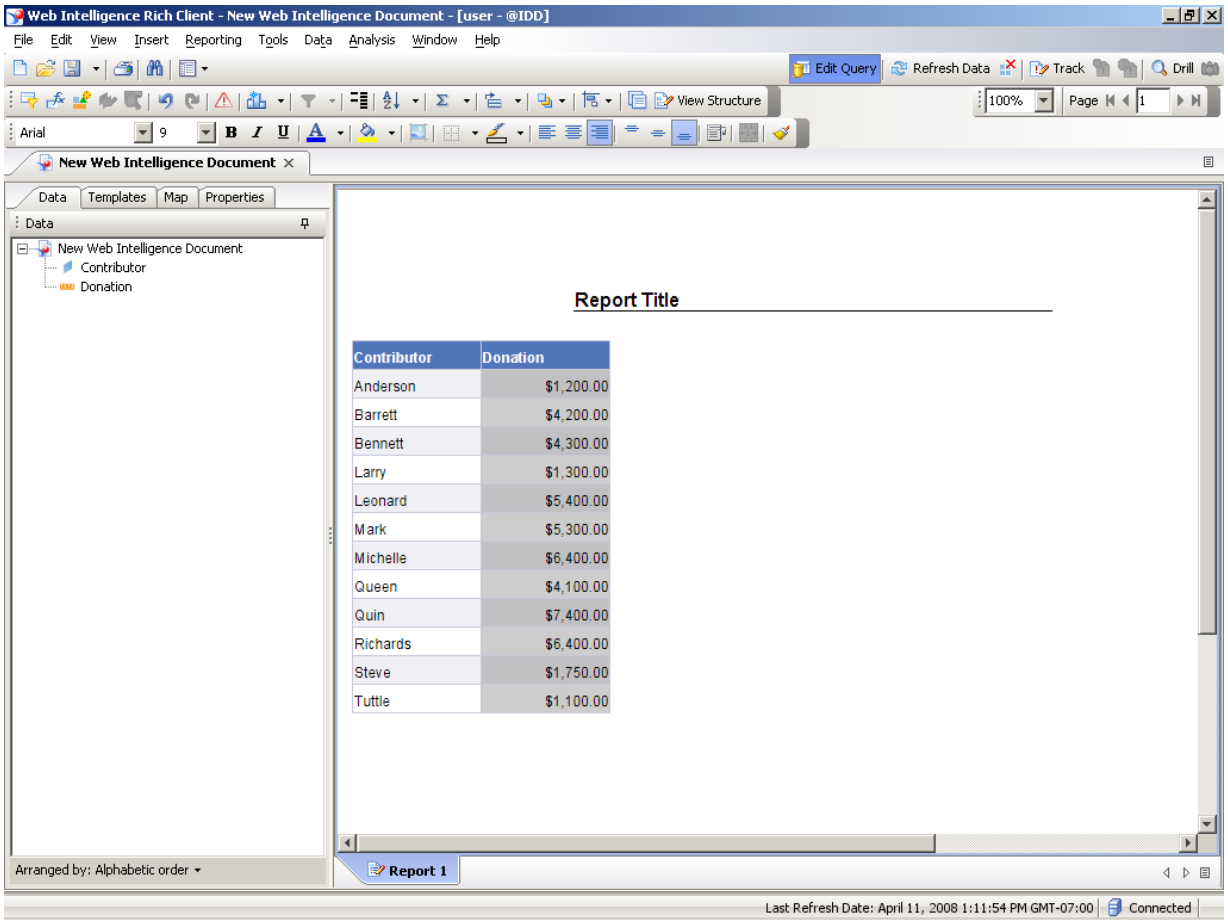
Web Intelligence Rich Client



10. Click **Edit Query**.

The donations are now formatted as currency.

Next, you will add a second query that uses a different data source - the eFashion universe.

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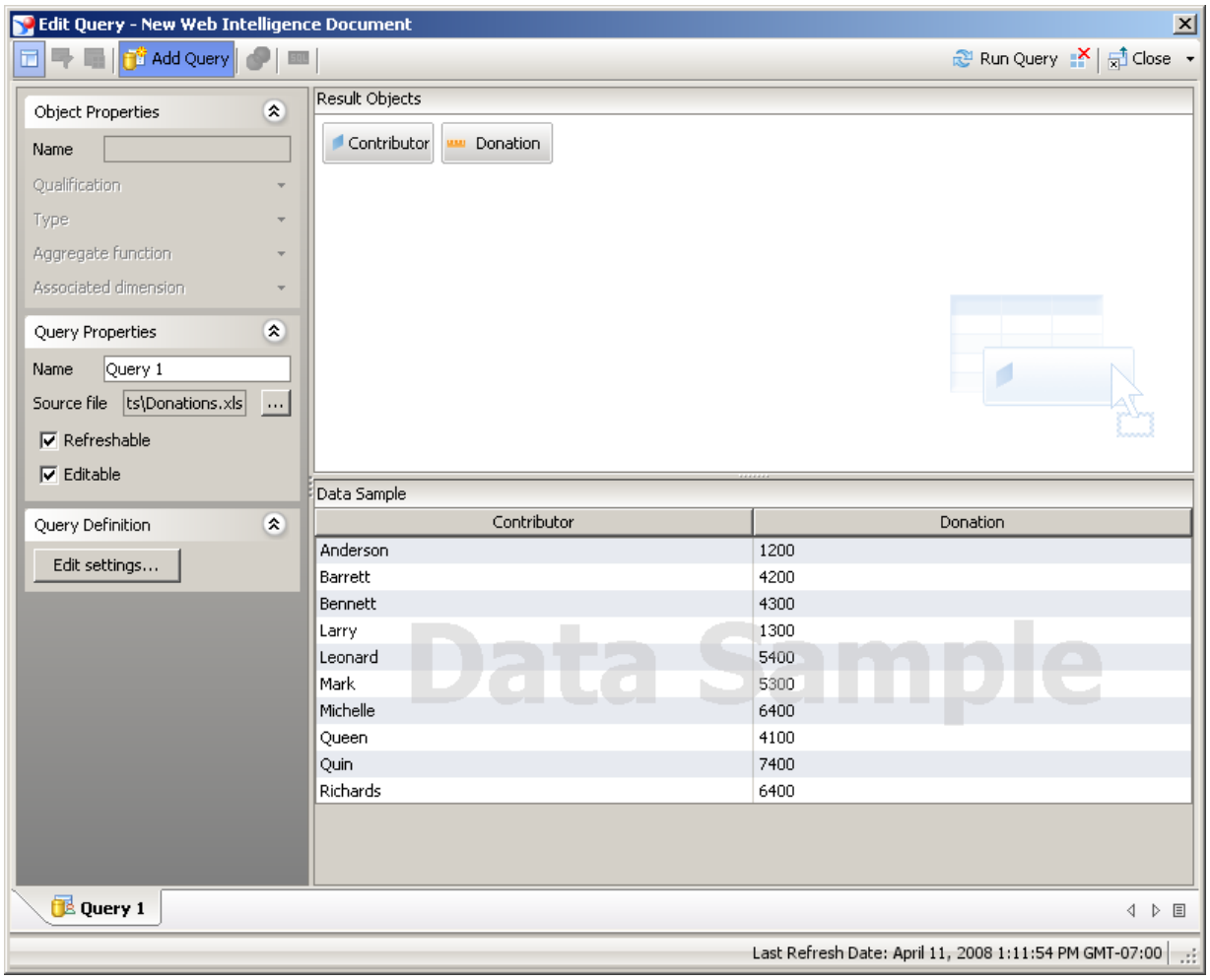
Edit Query



11. Click **Add Query**.

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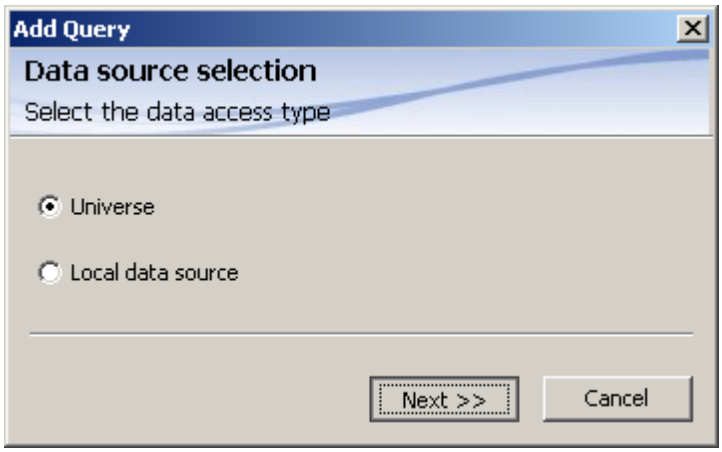
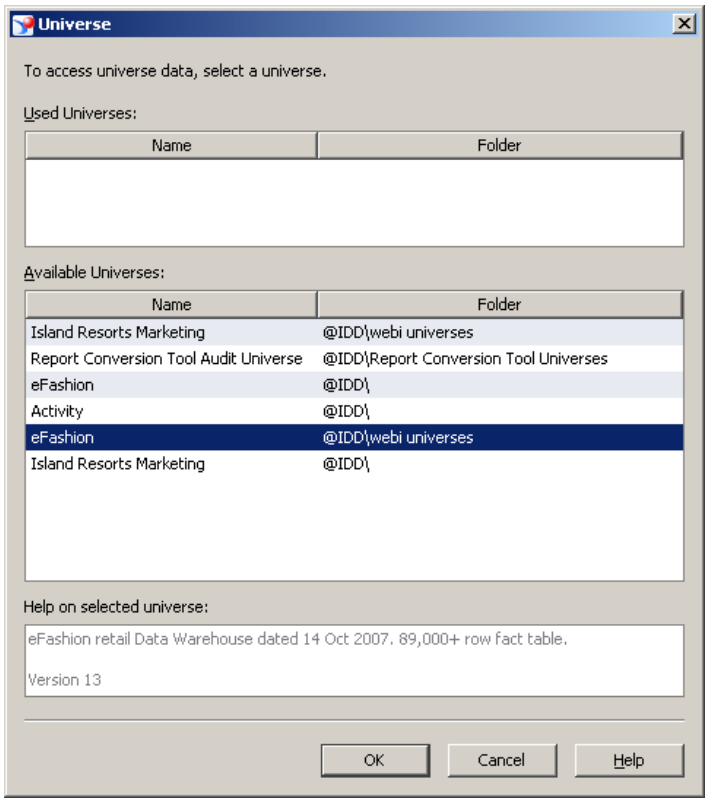
Add Query



12. Click **Next >>** .

Universe



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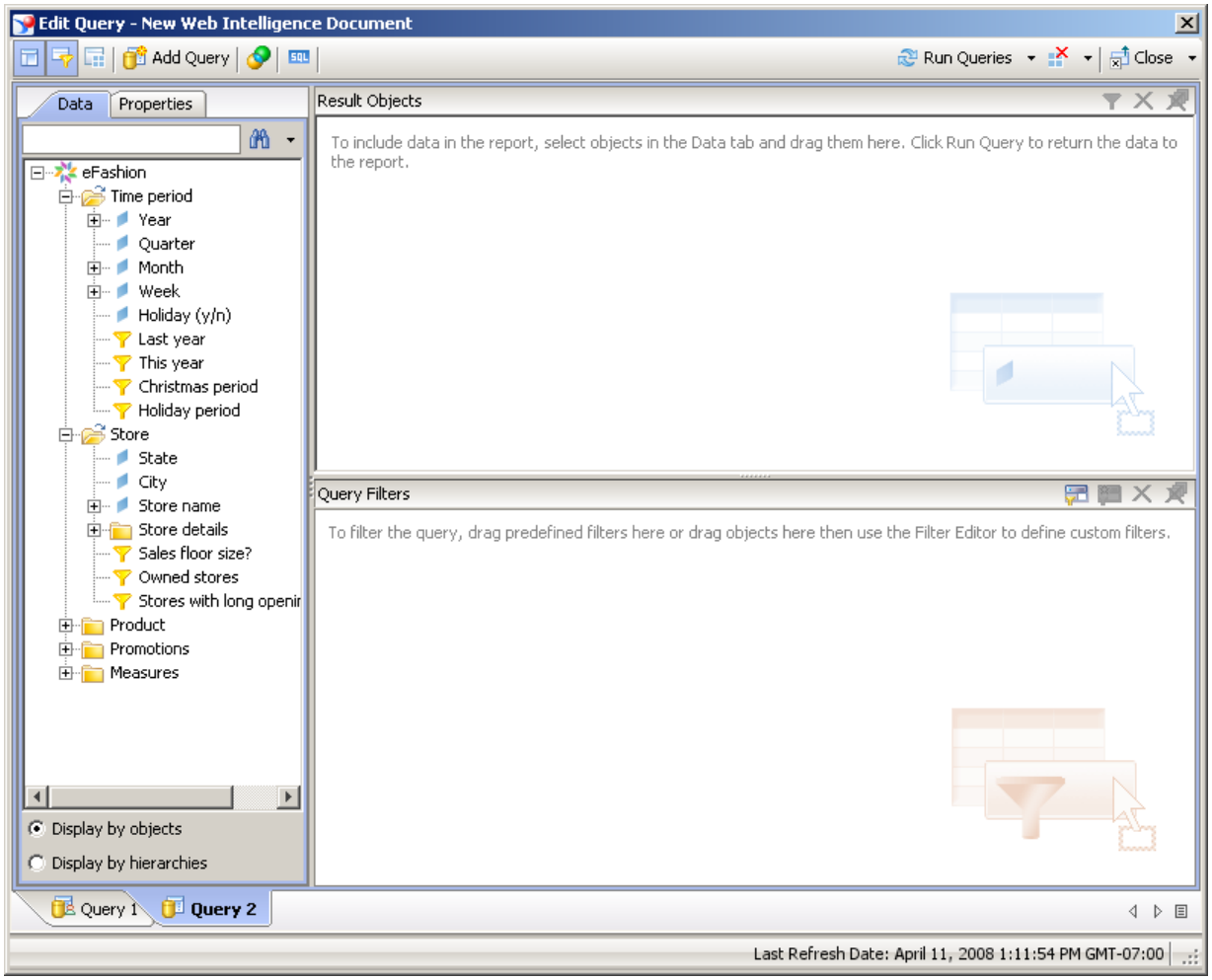
13. Click **eFashion**.

14. Click **OK**.

Edit Query



15. Click the + before **Store details**.

16. Double-click **Name of manager**.

17. Click the + before the **Measures** folder.

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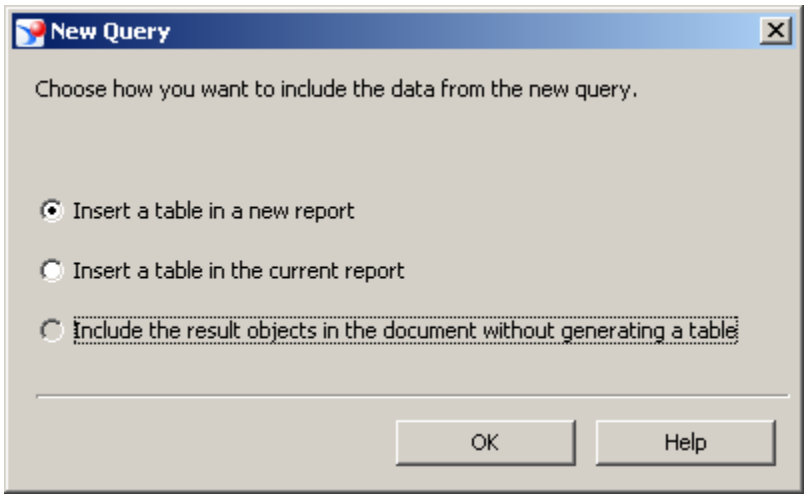
18. Double-click **Sales revenue**.

19. Click **Run Queries**.

Next you will run the queries which will get the latest data.

New Query



20. Click **Include the result objects in the document without generating a table**.

You can add the data retrieved by the query as a table in a new report or as a table in the current report.

In this exercise, you will run the query without adding a table to display the data in any reports. This allows you to manually select the specific dimensions you want to display, and how you want to display them.

21. Click **OK**.

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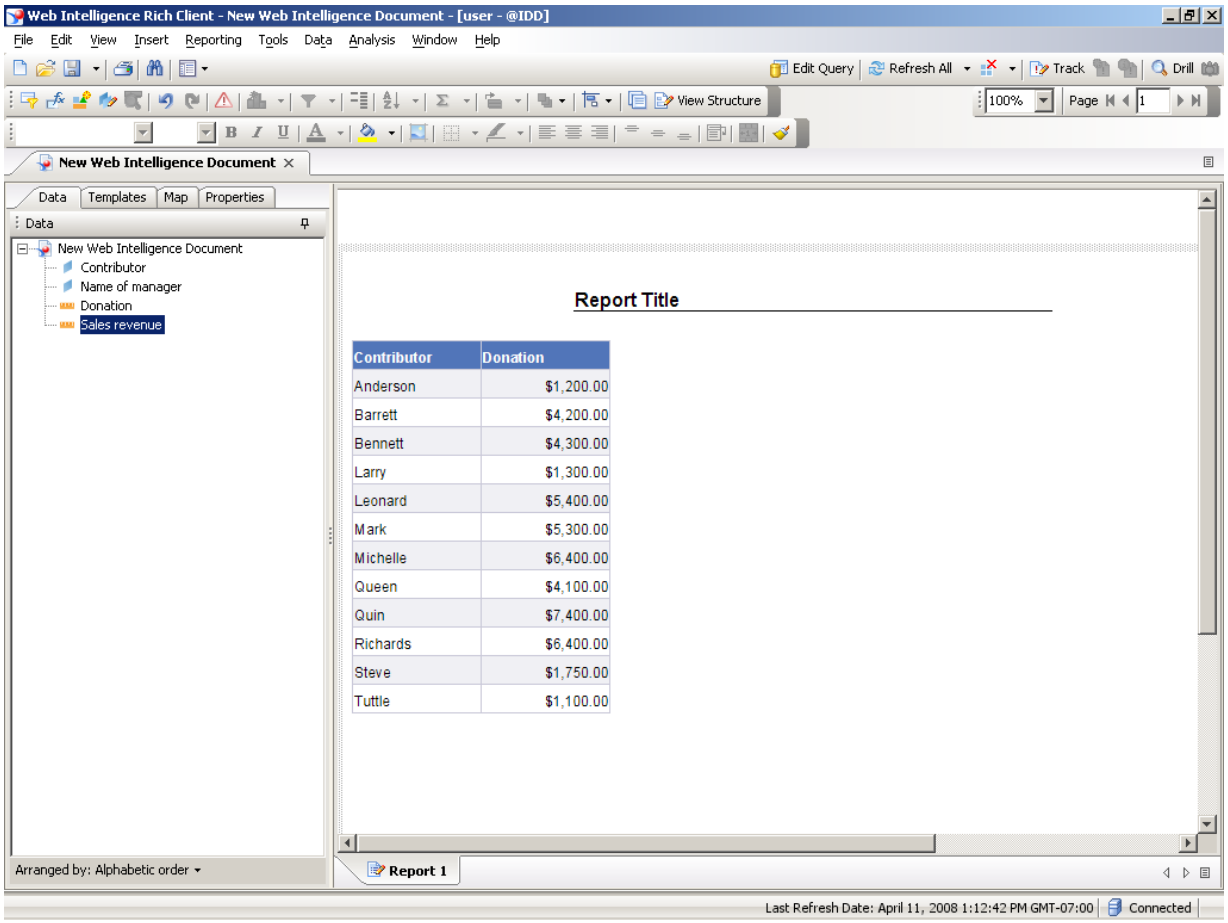

22. Drag **Sales revenue** to the right of the **Donation column header**.

Next you will add Sales revenue as a new column in the existing report table.

23. Press [Enter] to continue.

Each row in the Sales revenue column displays $36,387,203. This number is the total Sales revenue from all of the stores in all of the time periods.

To display the Sales revenue achieved by the the Sales manager you need to identify that the Contributor dimension from the Donations.xls spreadsheet contains the same data as the Name of manager dimension in the eFashion universe. This is achieved by

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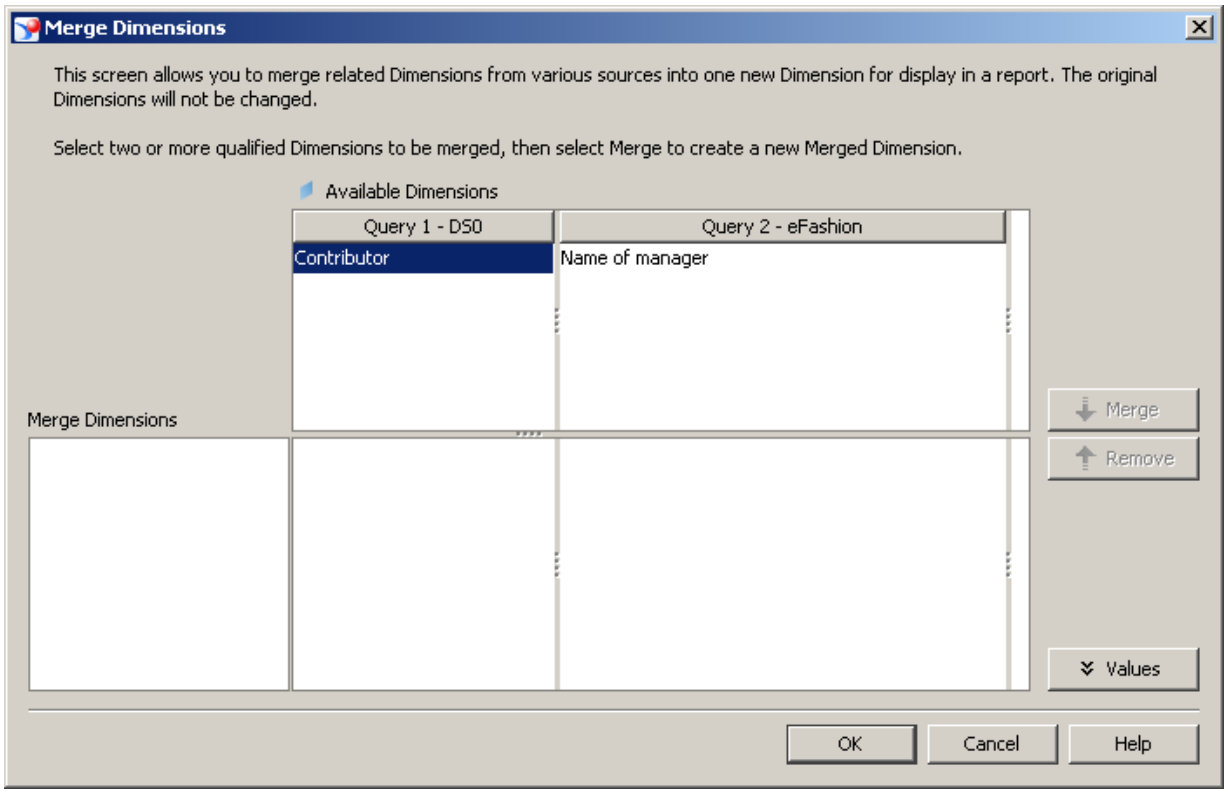
merging the two dimensions.

Press **[Enter]** to continue.

24. Click **Merge Dimensions**.

Merge Dimensions



25. Click **Contributor**.

Select the Contributor dimension from Query 1.

26. Click **Name of manager**.

Select the Name of manager dimension from Query 2.

27. Click **Merge**.

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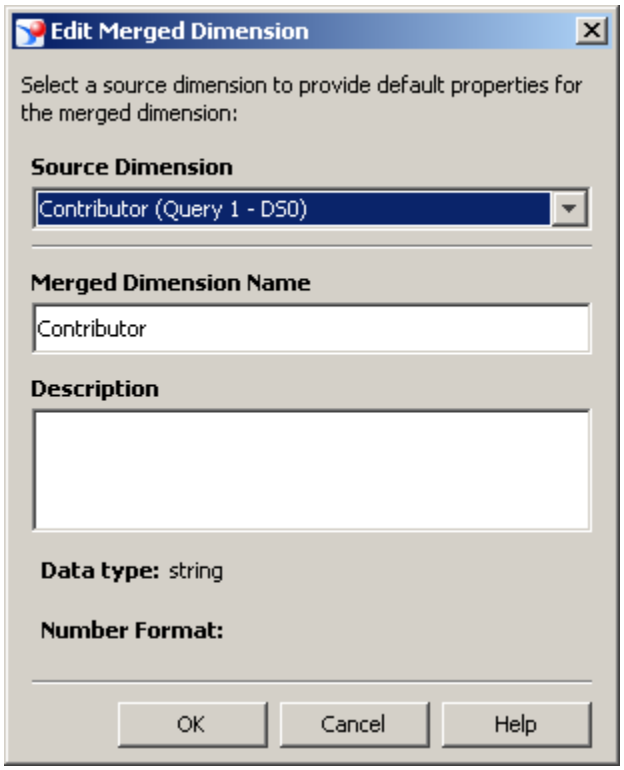
The selected dimensions have different names but contain the same data. Both dimensions contain the last names of store managers.

Merging these dimensions allows you to treat them as a single dimension in queries and reports.

Edit Merged Dimension



28. Click **OK**.

In the Edit Merged Dimension dialog box you can name the Merged dimension.

In this exercise you will accept the default name.

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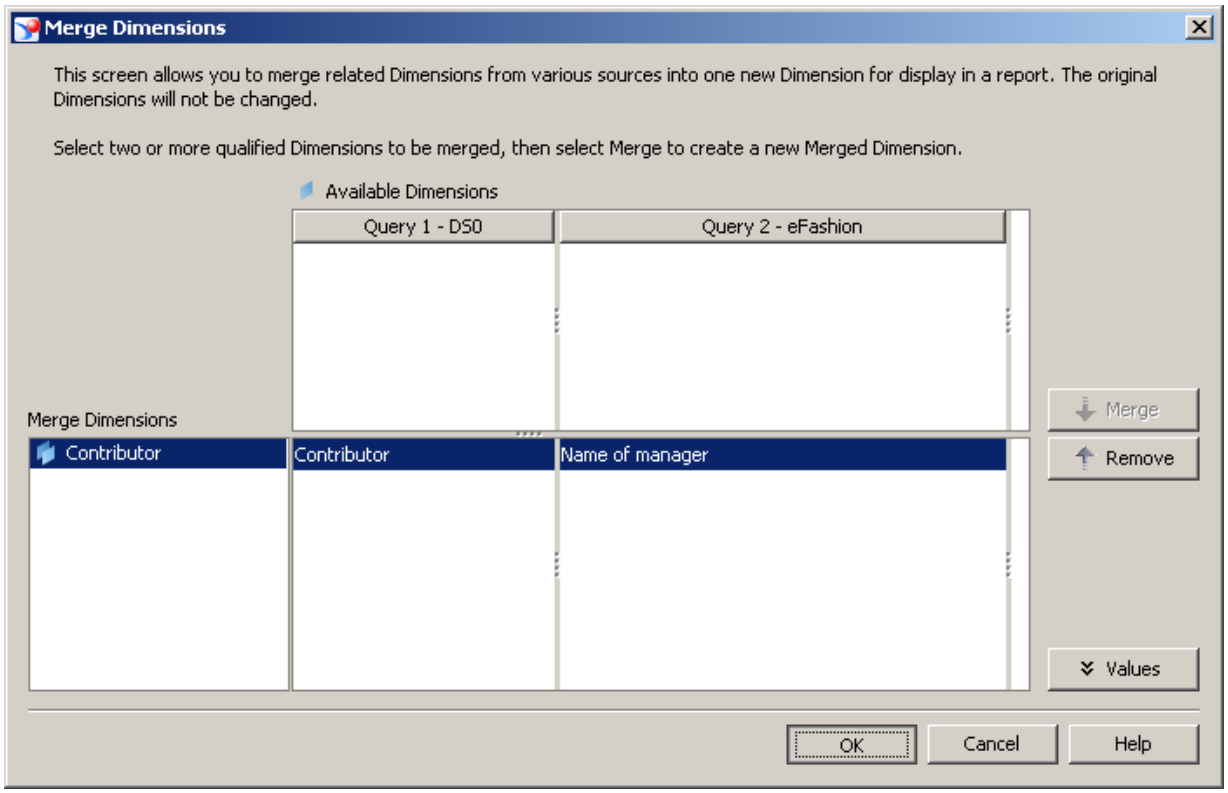
Merge Dimensions



29. Click **OK**.

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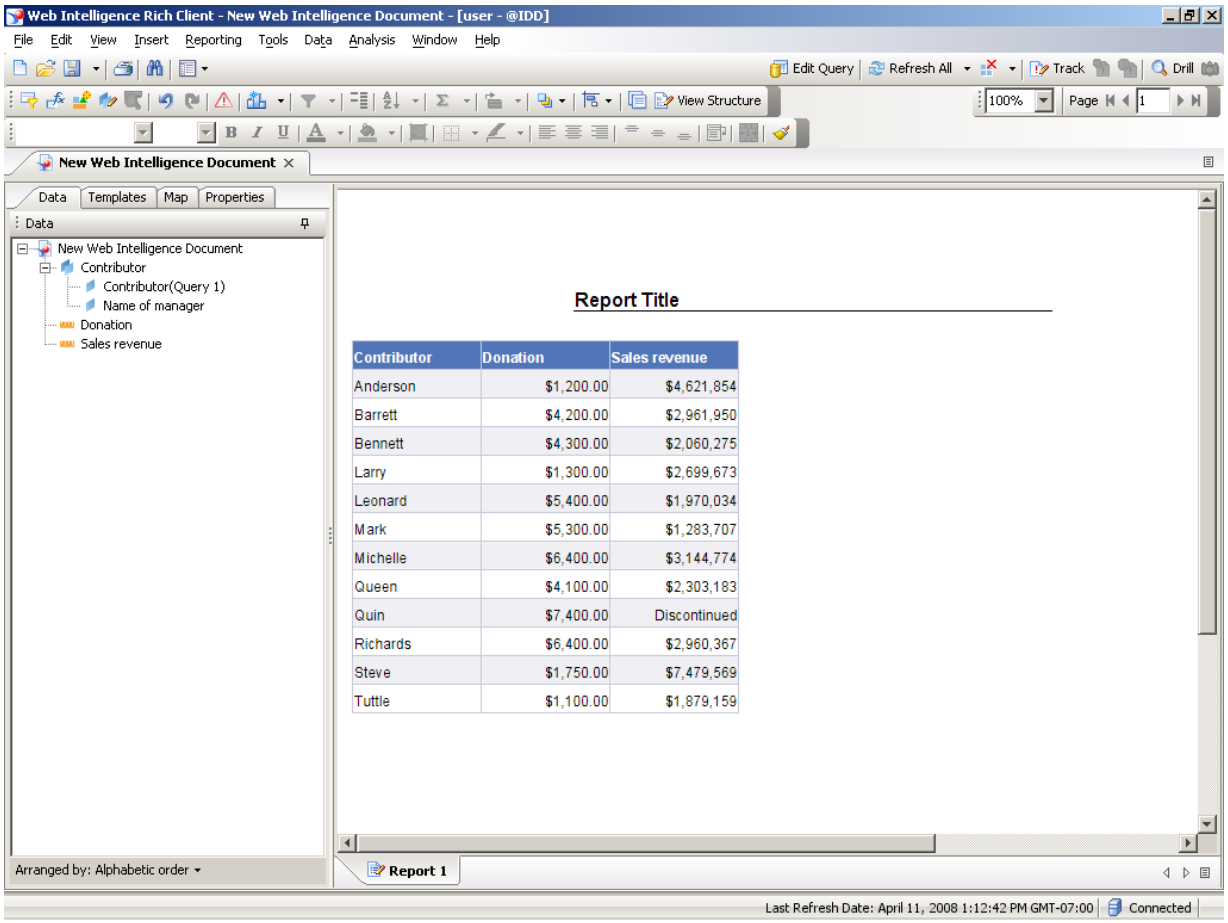

Contributor	Donation	Sales revenue
Anderson	$1,200.00	$4,621,854
Barrett	$4,200.00	$2,961,950
Bennett	$4,300.00	$2,060,275
Larry	$1,300.00	$2,699,673
Leonard	$5,400.00	$1,970,034
Mark	$5,300.00	$1,283,707
Michelle	$6,400.00	$3,144,774
Queen	$4,100.00	$2,303,183
Quin	$7,400.00	Discontinued
Richards	$6,400.00	$2,960,367
Steve	$1,750.00	$7,479,569
Tuttle	$1,100.00	$1,879,159

30. Press[Enter] to continue.

The two dimensions Contributor and Name of manager have been merged, and can now be used as a single dimension.

Press **[Enter]** to continue.

31. Click **Create Variable**

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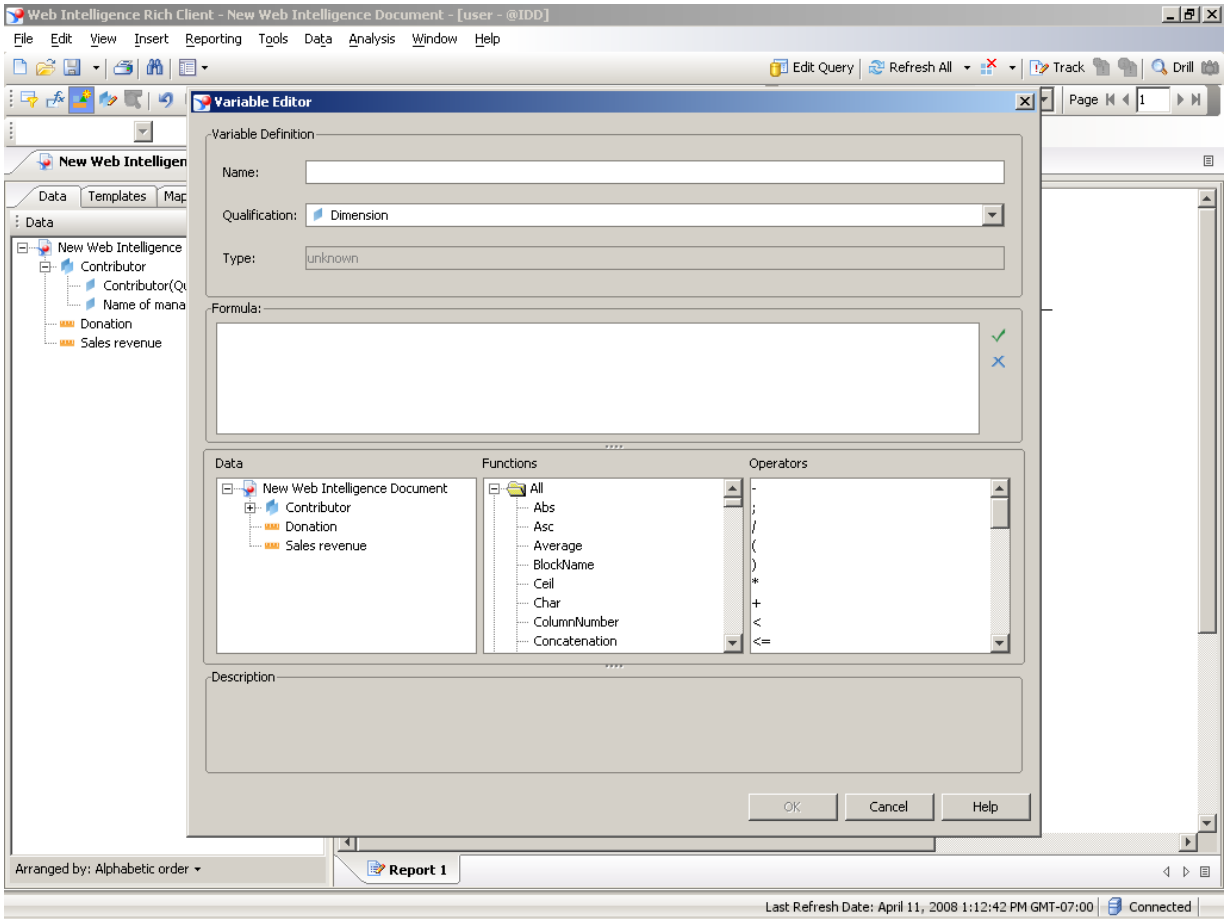
Next we will create a variable to calculate the relationship between Donations and Sales revenues.

This is possible even though both Donations and Sales revenue have been retrieved from seperate data sources.

Variable Editor



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

Field	R/O/C	Description
	R	**Example:** Percent of Revenue

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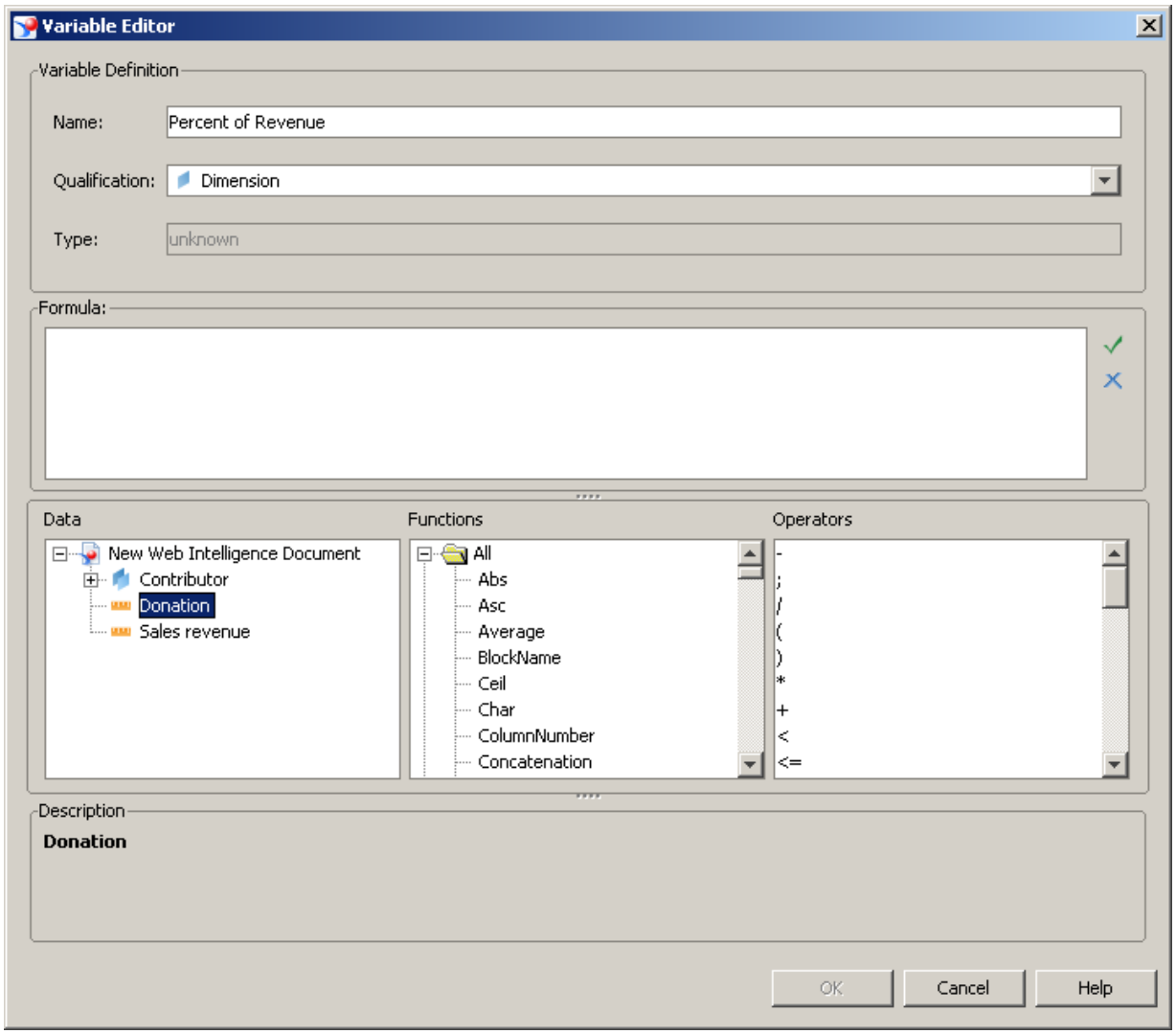
Variable Editor



33. Double-click **Donation**.
34. Double-click **/**.
35. Double-click **Sales revenue**.
36. Click **OK**.

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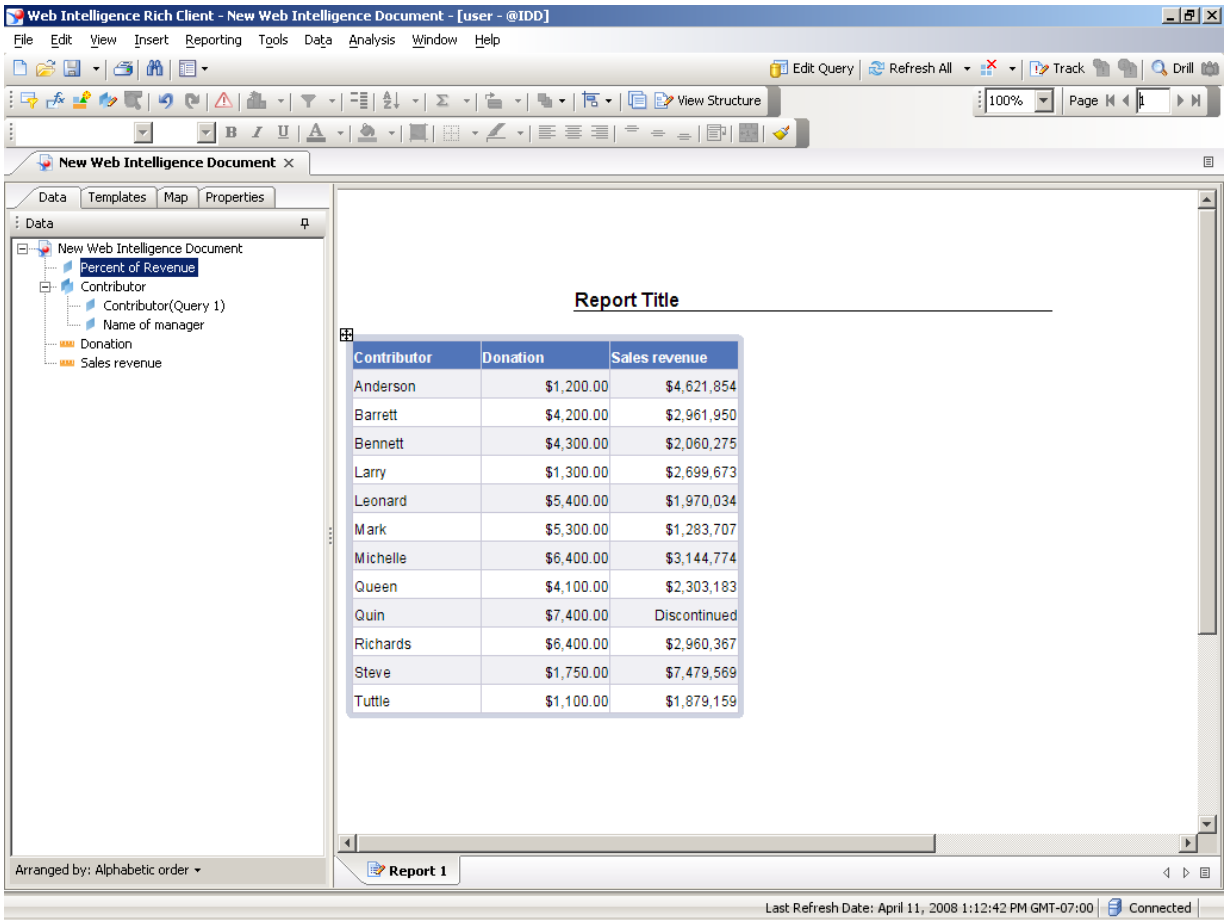

37. Drag **Percent of Revenue** to the right of the **Sales revenue** column header.

38. Press [Enter] to continue.

Next you will format the Percent of Revenue as a percentage. In the application you would right click an entry in the Percent of Revenue column.

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

Press **[Enter]** to continue.

39. Click **Format Number...**

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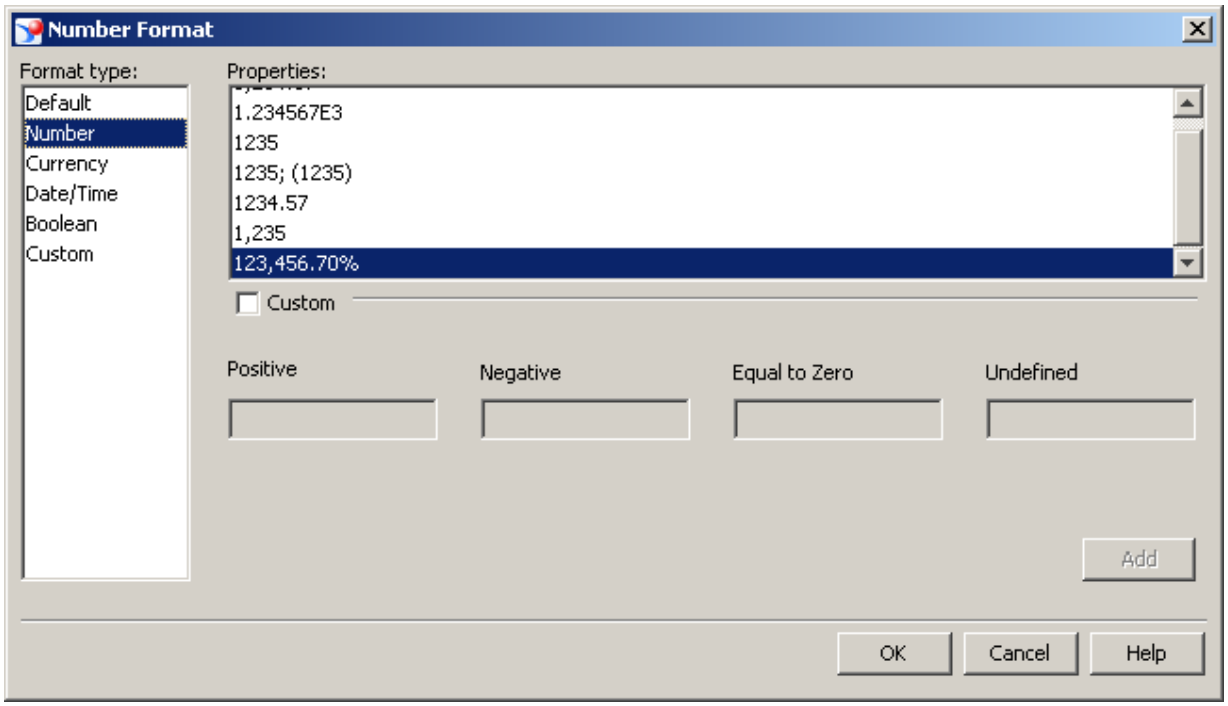
Number Format



40. Click **Number**.
41. Click **123,456.70%**.
42. Click **OK**.

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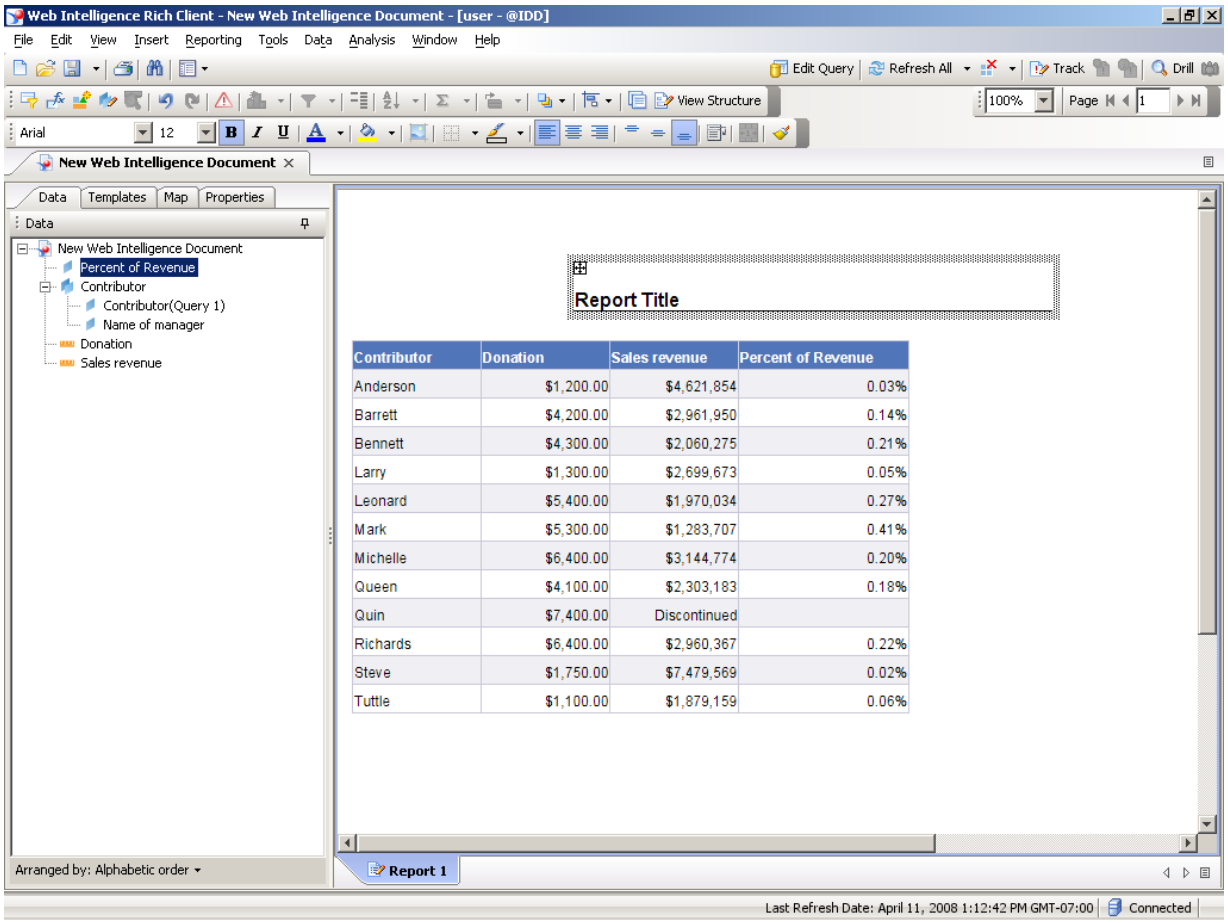
Web Intelligence Rich Client



43. Click the **Report Title**.

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

Field	R/O/C	Description
	R	**Example:** Charitable Donations

Press **[Enter]** to continue.

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