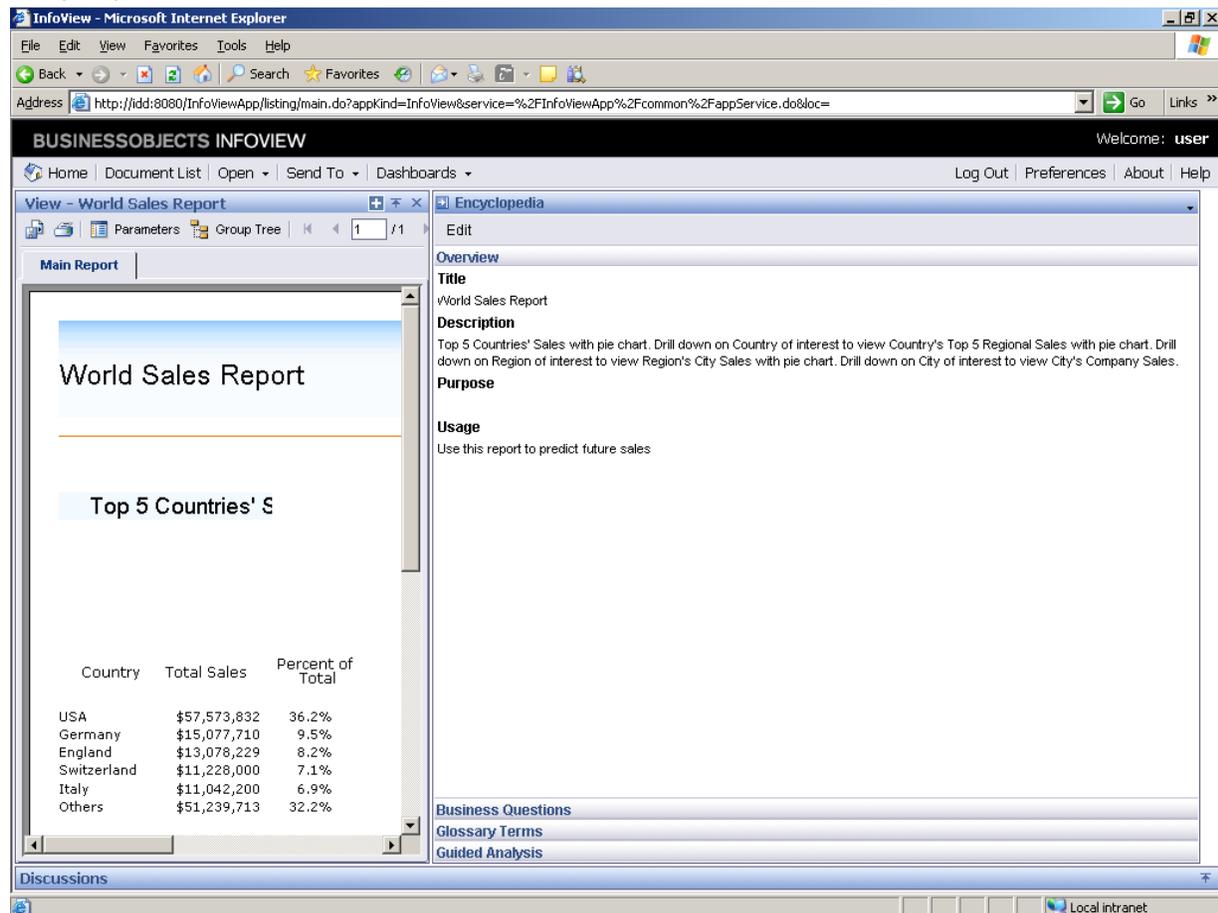


Maintaining Glossary Terms

Procedure

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

Encyclopedia



World Sales Report

Top 5 Countries' Sales

Country	Total Sales	Percent of Total
USA	\$57,573,832	36.2%
Germany	\$15,077,710	9.5%
England	\$13,078,229	8.2%
Switzerland	\$11,228,000	7.1%
Italy	\$11,042,200	6.9%
Others	\$51,239,713	32.2%

Encyclopedia Overview

Title
World Sales Report

Description
Top 5 Countries' Sales with pie chart. Drill down on Country of interest to view Country's Top 5 Regional Sales with pie chart. Drill down on Region of interest to view Region's City Sales with pie chart. Drill down on City of interest to view City's Company Sales.

Purpose

Usage
Use this report to predict future sales

[Business Questions](#)
[Glossary Terms](#)
[Guided Analysis](#)

2. Press [Enter] to continue.

When you create a Glossary Term and associate it with a document, it provides a definition for the term used in the document.

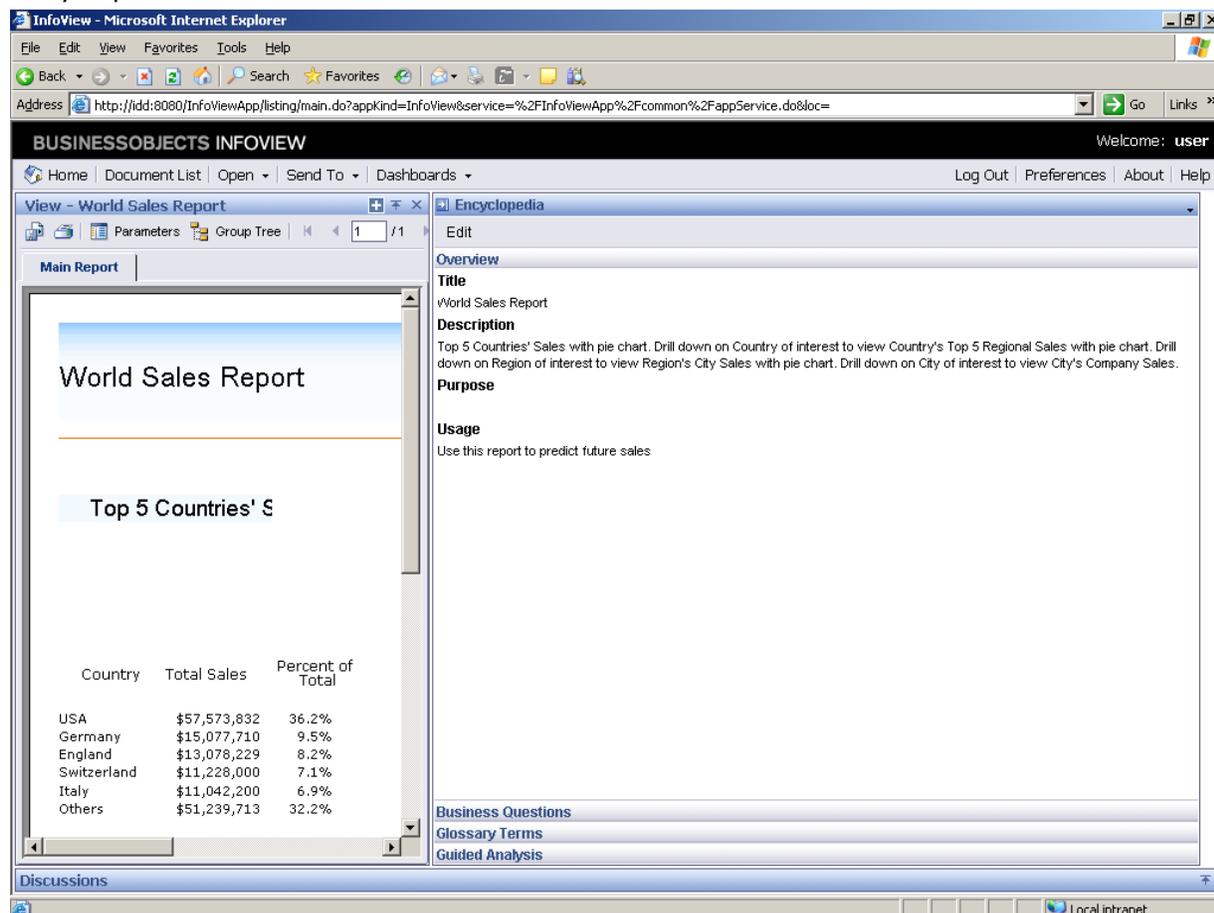
When you associate a Glossary Term with multiple documents, you are able to provide definitions for terms commonly used throughout your documents. While

Maintaining Glossary Terms

viewing the Glossary Terms for one document, you can see what other documents are also associated with those terms, and link directly to them.

Press **[Enter]** to continue.

Encyclopedia



The screenshot shows the InfoView application interface. The main report, 'World Sales Report', is displayed on the left, featuring a table of the top 5 countries' sales. The right-hand side shows the 'Encyclopedia' page for this report, which includes sections for Overview, Title, Description, Purpose, and Usage. The 'Description' section provides a detailed overview of the report's content and drill-down capabilities. The 'Usage' section explains the report's purpose in predicting future sales. At the bottom of the encyclopedia page, there are links for 'Business Questions', 'Glossary Terms', and 'Guided Analysis'.

Country	Total Sales	Percent of Total
USA	\$57,573,832	36.2%
Germany	\$15,077,710	9.5%
England	\$13,078,229	8.2%
Switzerland	\$11,228,000	7.1%
Italy	\$11,042,200	6.9%
Others	\$51,239,713	32.2%

3. Click **Edit**.

In this exercise you will edit the Glossary Terms associated with the World Sales Report.

4. Click the **Glossary Terms** tab.
5. Click in the **Glossary Terms** field.

Maintaining Glossary Terms

Add a new Glossary Term.

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

Field	R/O/C	Description
Glossary Terms	R	Example: Annual Sales

Enter the desired information into the Glossary Terms field.

7. Click in the **Description** field.

Add a description for the term.

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

Field	R/O/C	Description
Description	R	Example: Total sales per calendar year

Enter the desired information into the Description field.

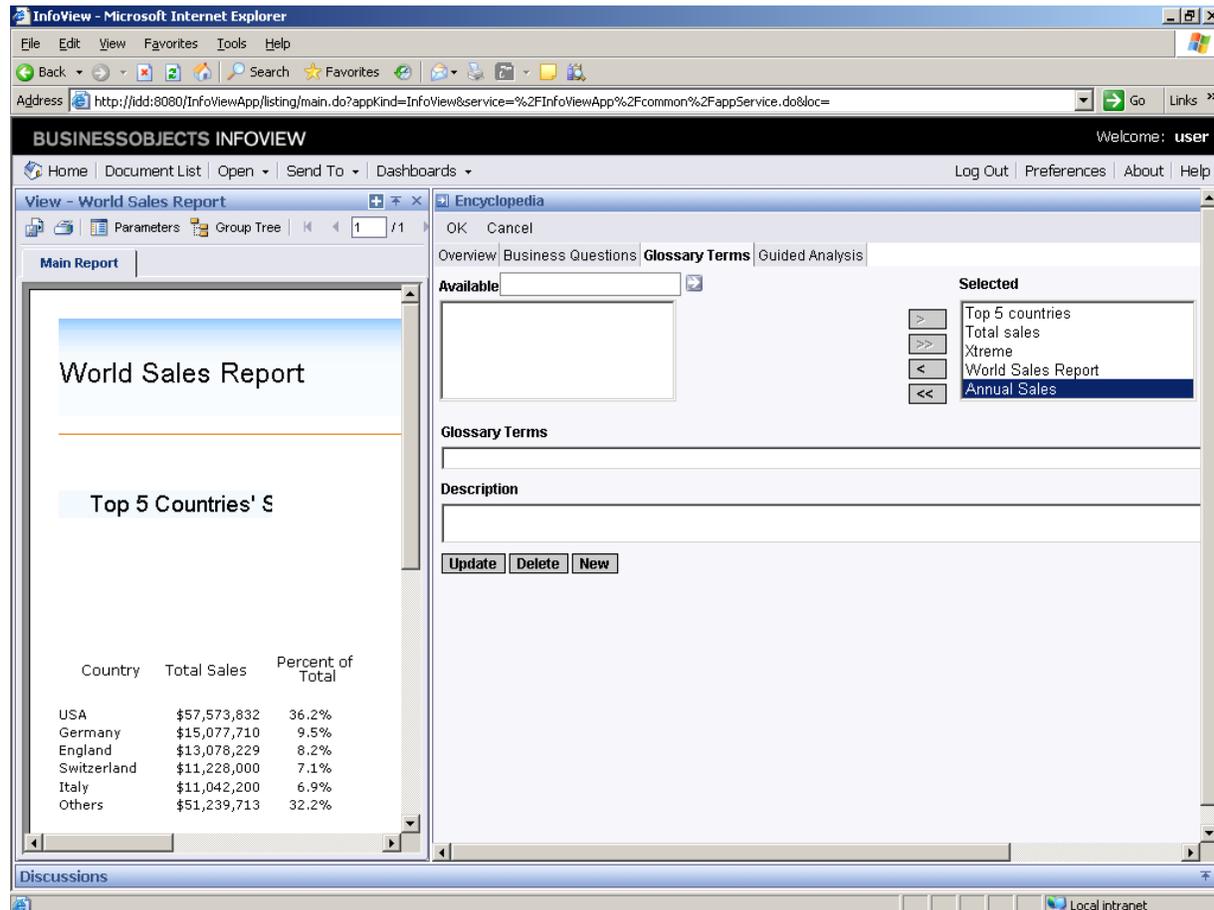
9. Click **New**.
10. Click the **Annual Sales** list item.

The new term has been added to the list of available Glossary Terms.

11. Click > .

Maintaining Glossary Terms

Encyclopedia



The screenshot shows the InfoView Encyclopedia interface. On the left, the 'Main Report' window displays the 'World Sales Report' with a table titled 'Top 5 Countries' \$'. The table lists the top five countries by total sales and their percentage of the total.

Country	Total Sales	Percent of Total
USA	\$57,573,832	36.2%
Germany	\$15,077,710	9.5%
England	\$13,078,229	8.2%
Switzerland	\$11,228,000	7.1%
Italy	\$11,042,200	6.9%
Others	\$51,239,713	32.2%

On the right, the 'Encyclopedia' window is open to the 'Glossary Terms' tab. It features an 'Available' list (currently empty), a 'Selected' list containing 'Top 5 countries', 'Total sales', 'Xtreme', 'World Sales Report', and 'Annual Sales', and a 'Description' field. Navigation buttons include 'Update', 'Delete', and 'New'.

12. Press [Enter] to continue.

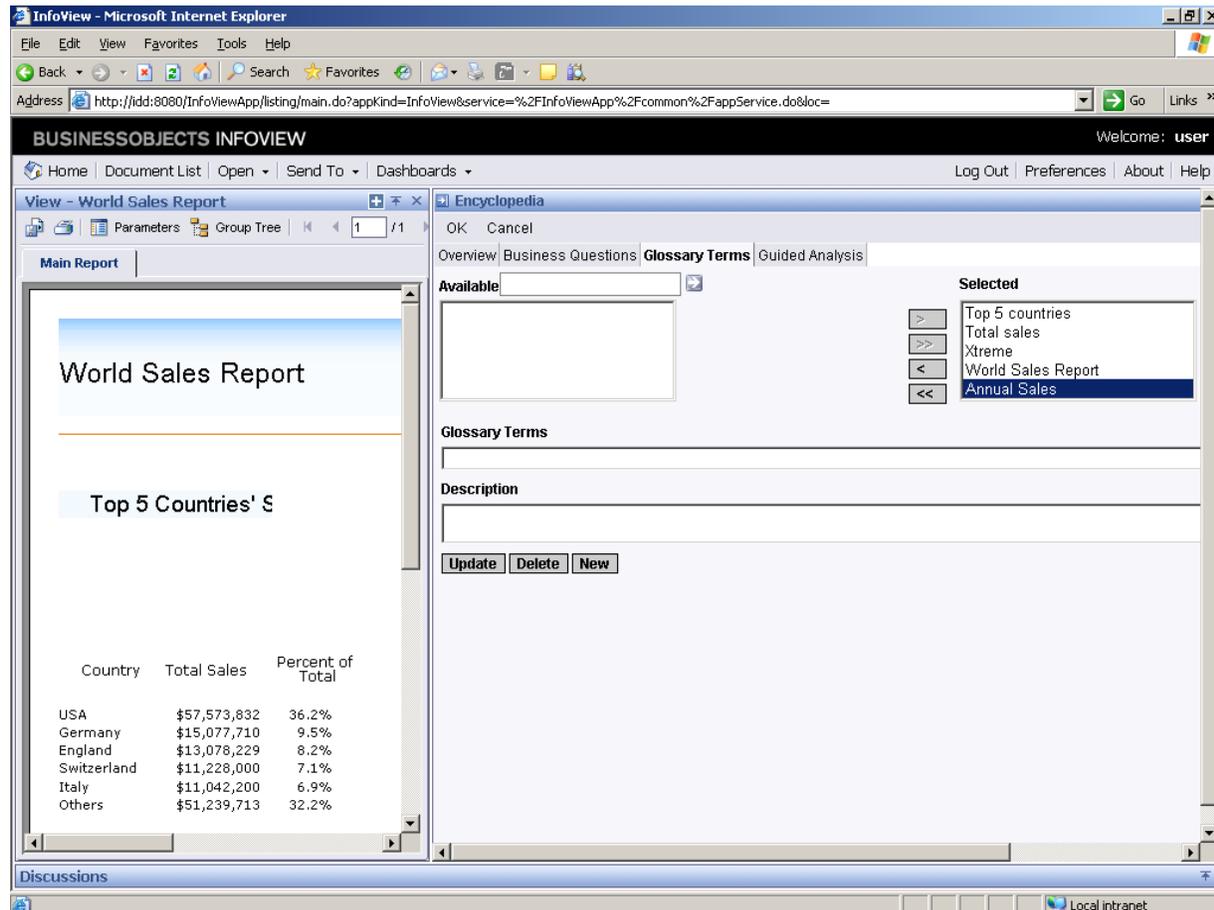
The Glossary Term is now associated with the document.

You can also remove Glossary Terms from an object, edit them, and delete them from Encyclopedia. The processes for these tasks are the same for Business Questions. Refer to Maintaining Business Questions for a demonstration.

Press **[Enter]** to continue.

Maintaining Glossary Terms

Encyclopedia



The screenshot shows the Business Objects InfoView interface. On the left, a report titled 'World Sales Report' is displayed, showing a table of 'Top 5 Countries' sales data. On the right, the 'Encyclopedia' dialog box is open, with the 'Glossary Terms' tab selected. The dialog shows a list of available terms and a selected list containing 'Annual Sales'.

Country	Total Sales	Percent of Total
USA	\$57,573,832	36.2%
Germany	\$15,077,710	9.5%
England	\$13,078,229	8.2%
Switzerland	\$11,228,000	7.1%
Italy	\$11,042,200	6.9%
Others	\$51,239,713	32.2%

13. Click **OK**.

Save your changes.

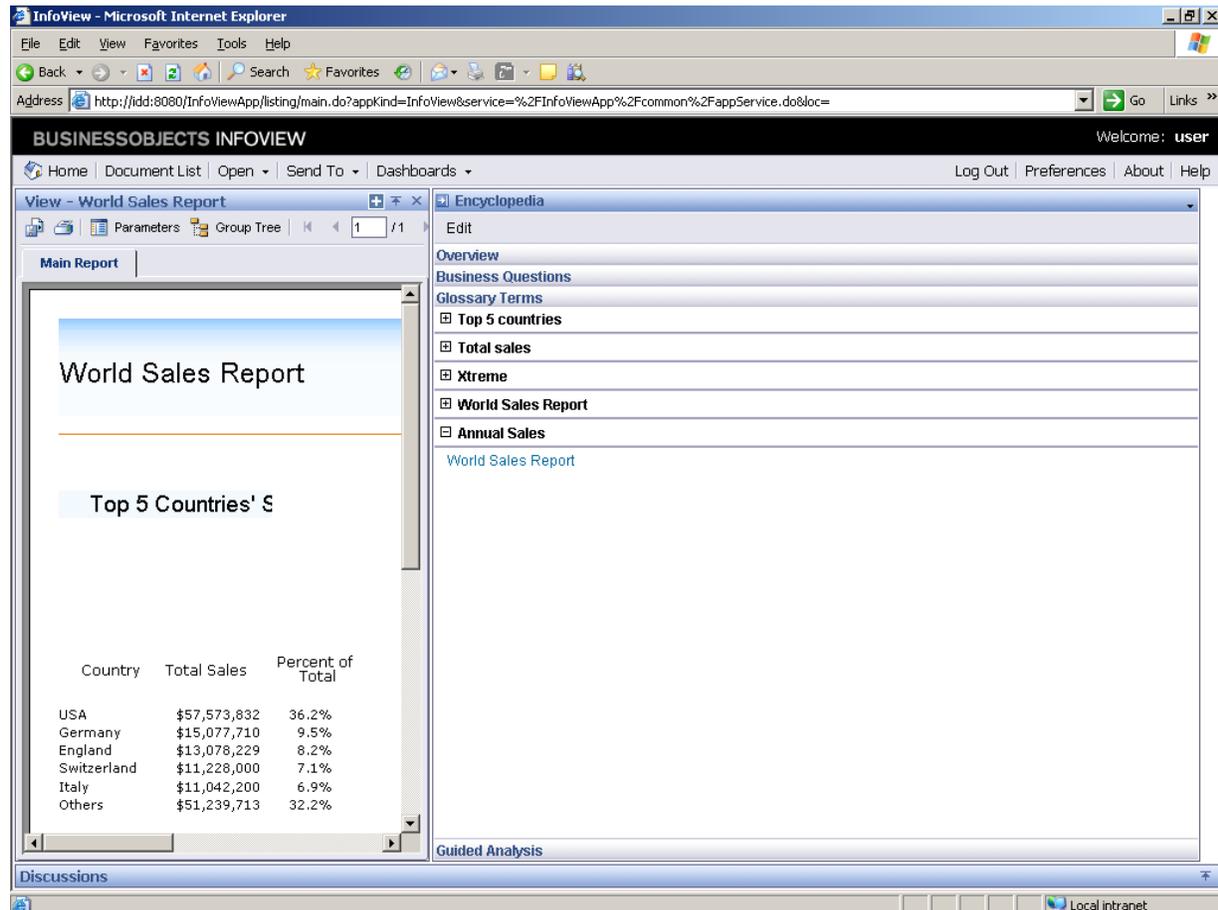
14. Click the **Glossary Terms** tab.

View your changes.

15. Click the + button before the **Annual Sales** tree item.

Maintaining Glossary Terms

Encyclopedia



The screenshot shows the Business Objects InfoView application in a Microsoft Internet Explorer browser. The main report area displays the 'World Sales Report' with a section for 'Top 5 Countries' sales. The 'Encyclopedia' sidebar on the right lists various glossary terms, including 'Top 5 countries', 'Total sales', 'Xtreme', 'World Sales Report', and 'Annual Sales'. The 'World Sales Report' section includes a table with the following data:

Country	Total Sales	Percent of Total
USA	\$57,573,832	36.2%
Germany	\$15,077,710	9.5%
England	\$13,078,229	8.2%
Switzerland	\$11,228,000	7.1%
Italy	\$11,042,200	6.9%
Others	\$51,239,713	32.2%

16. Press [Enter] to continue.

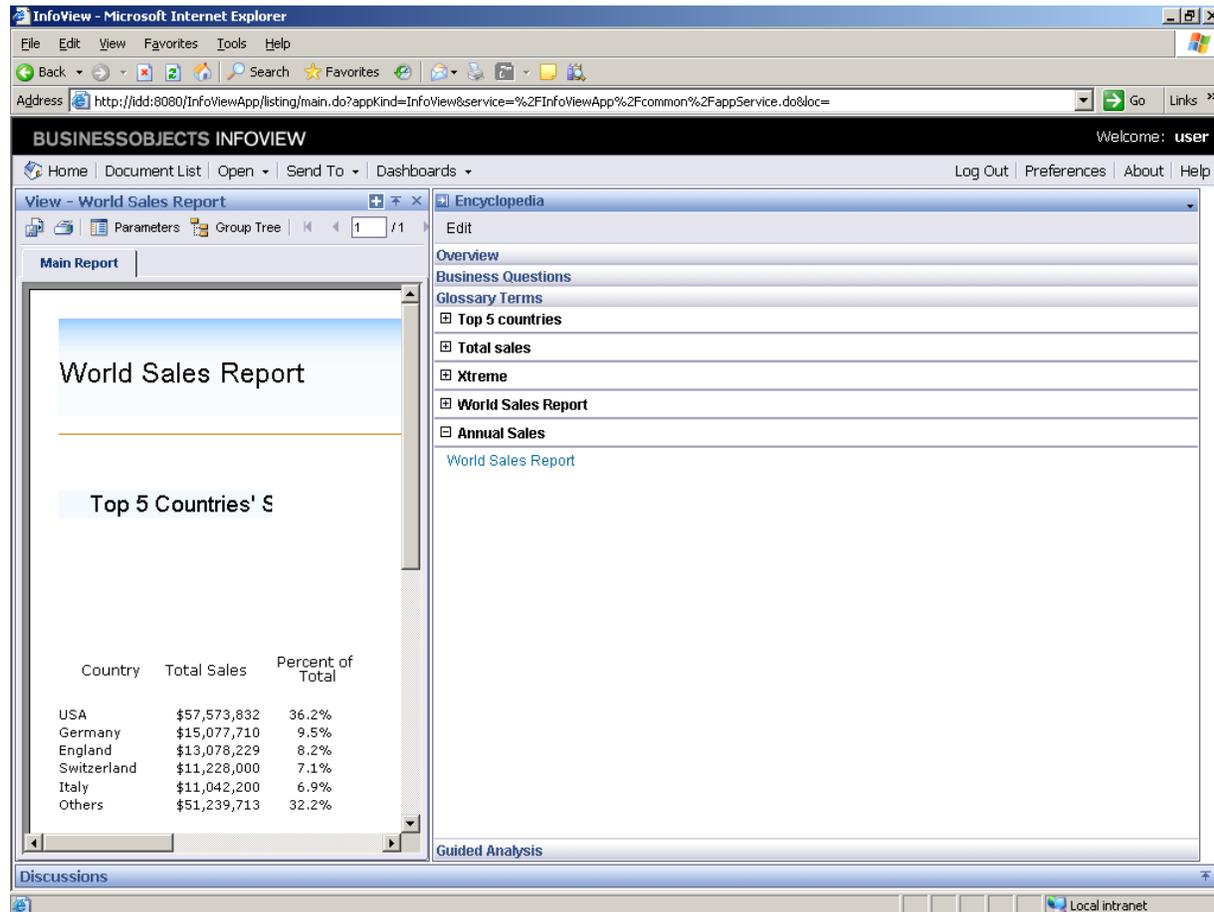
The Glossary Term is associated with the report.

Now associate this Glossary Term with another report, to see how terms can link reports together.

Press **[Enter]** to continue.

Maintaining Glossary Terms

Toolbar



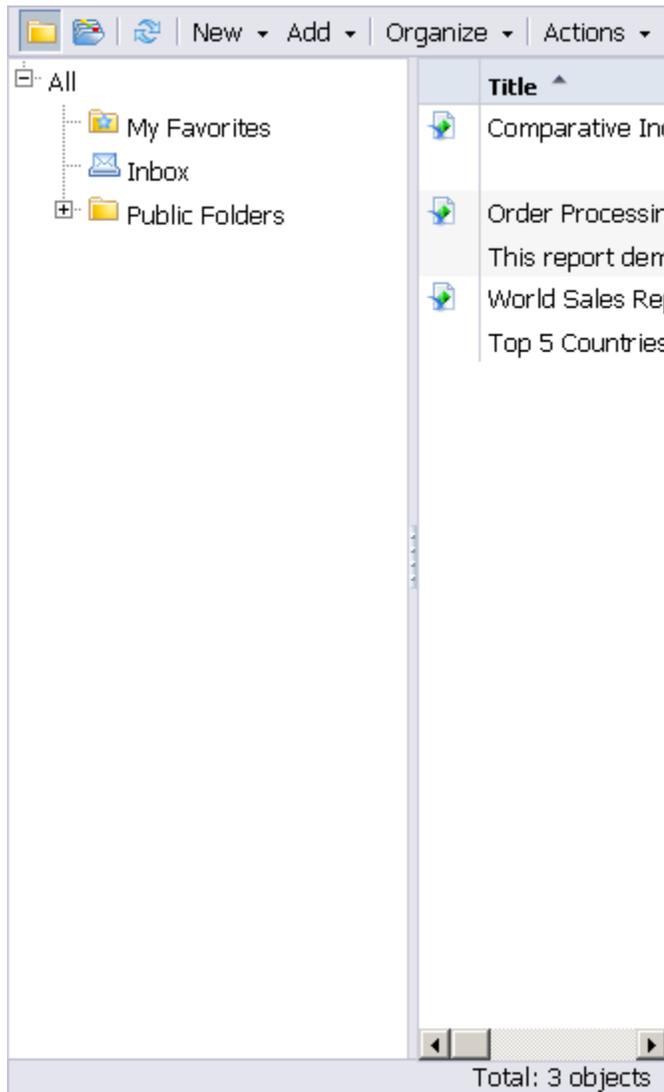
The screenshot shows the Business Objects InfoView application in a Microsoft Internet Explorer browser. The main report displays the following data:

Country	Total Sales	Percent of Total
USA	\$57,573,832	36.2%
Germany	\$15,077,710	9.5%
England	\$13,078,229	8.2%
Switzerland	\$11,228,000	7.1%
Italy	\$11,042,200	6.9%
Others	\$51,239,713	32.2%

17. Click **Document List**.

Maintaining Glossary Terms

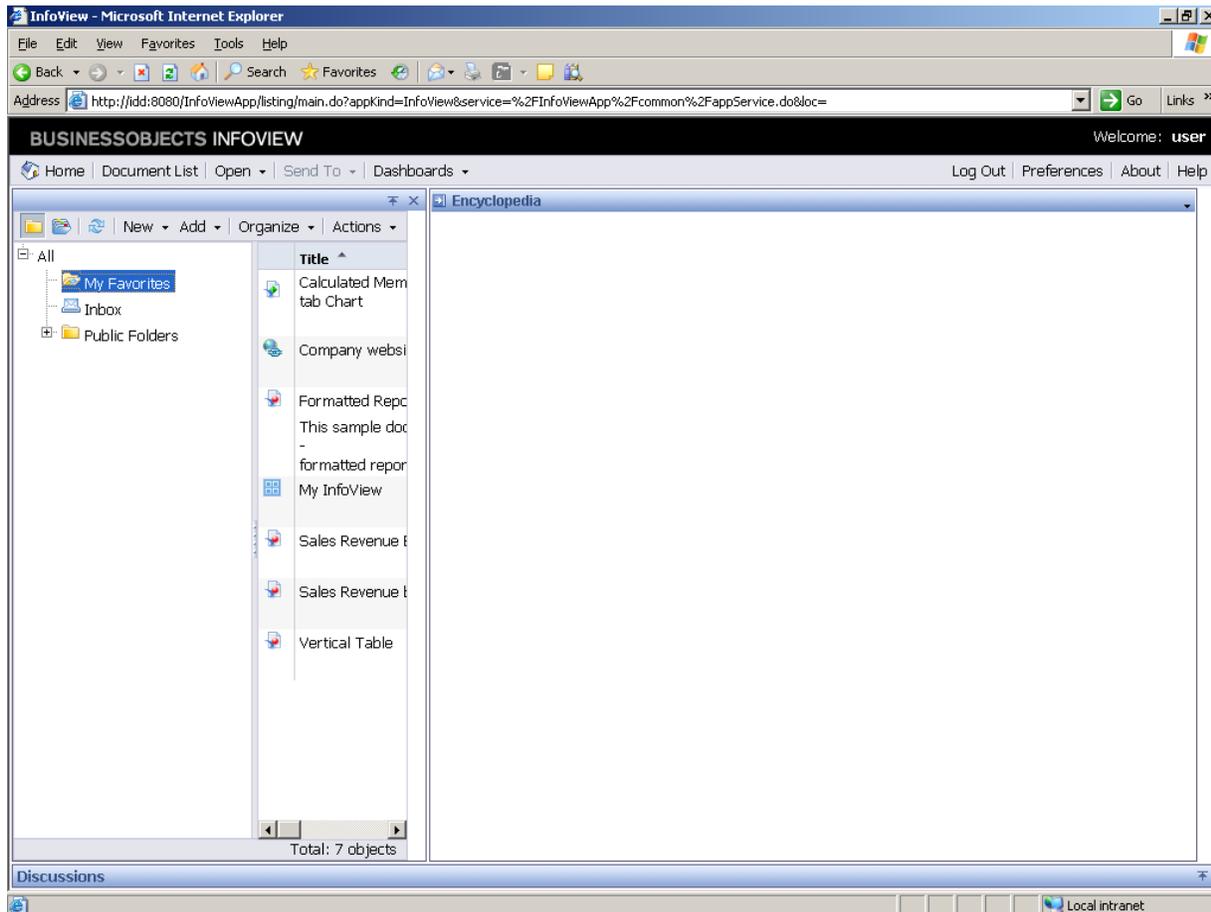
Listing



18. Click the **My Favorites** tree item.

Maintaining Glossary Terms

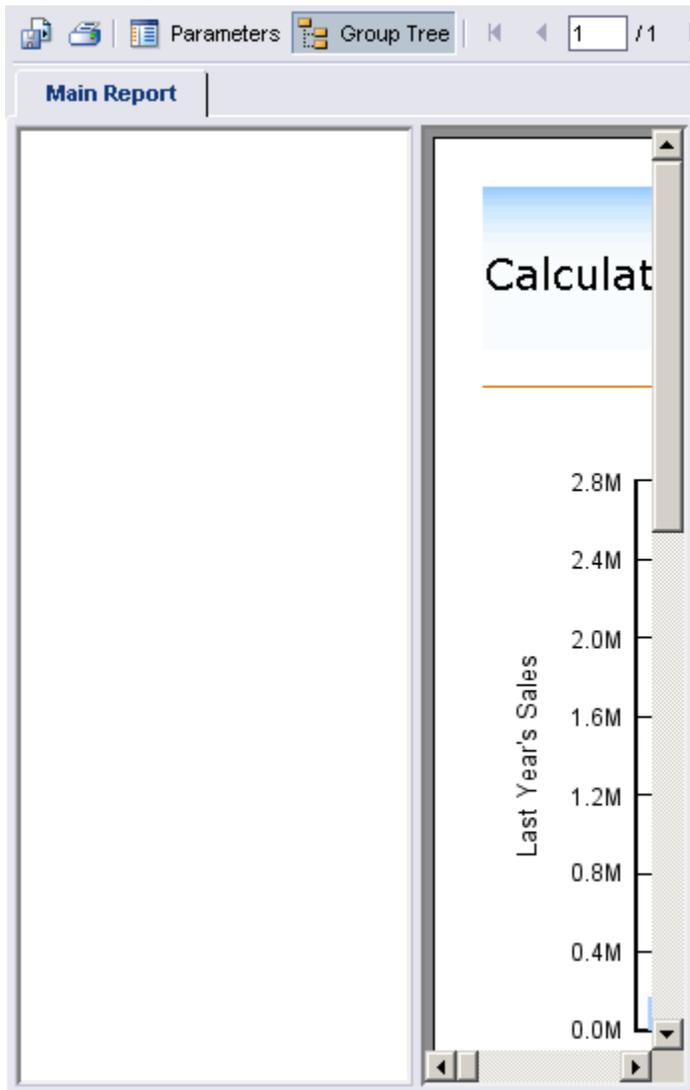
Listing



19. Double-click the **Calculated Member Cross-tab Chart** link.

Maintaining Glossary Terms

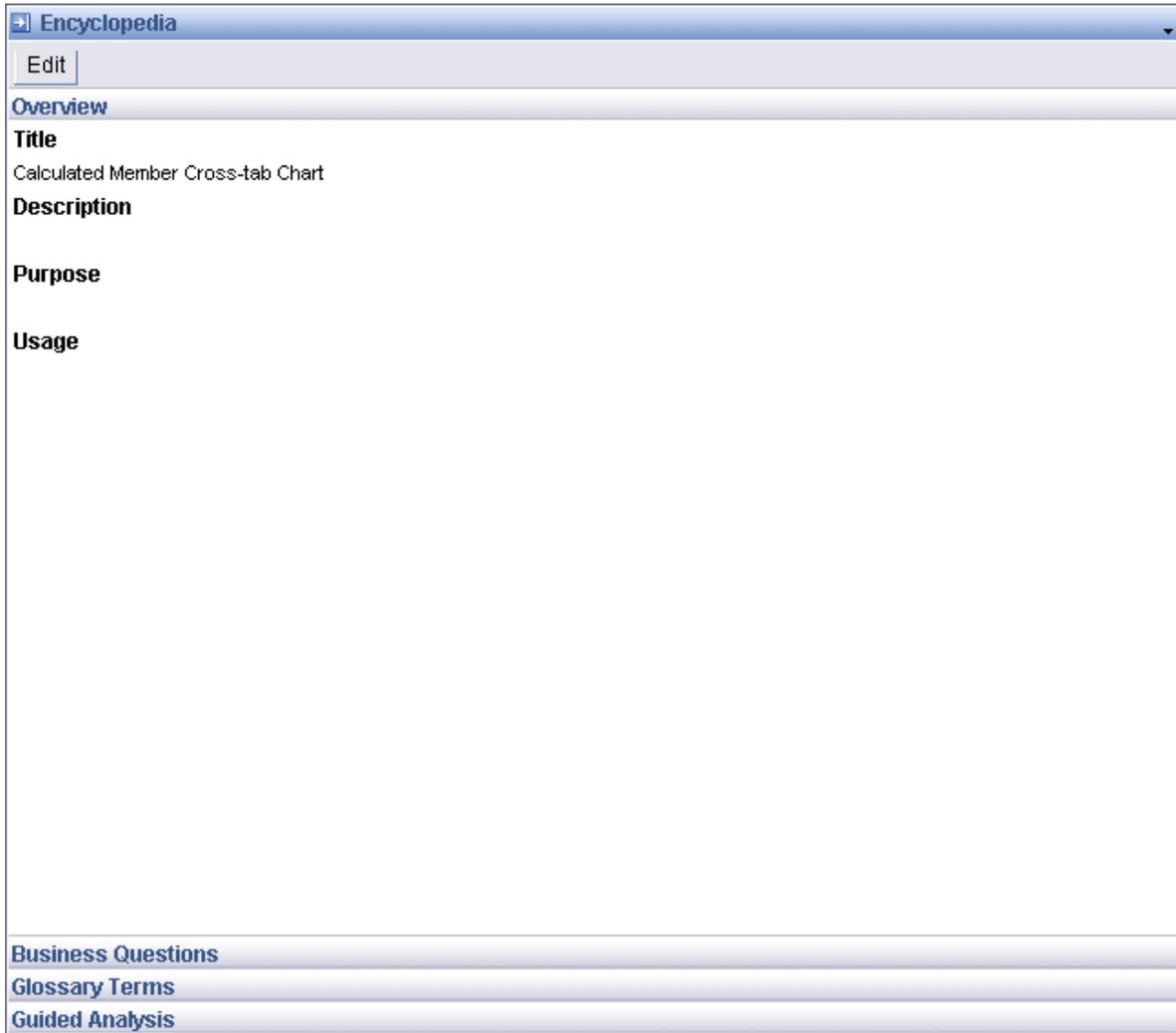
Crystal Reports Viewer



20. Click **Group Tree**.

Maintaining Glossary Terms

Encyclopedia



The screenshot shows a window titled "Encyclopedia" with a blue header bar. Below the header is a tab labeled "Edit". The main content area is titled "Overview" and contains the following fields:

- Title**: Calculated Member Cross-tab Chart
- Description**
- Purpose**
- Usage**

At the bottom of the window, there are three tabs: "Business Questions", "Glossary Terms", and "Guided Analysis".

21. Click **Edit**.
22. Click the **Glossary Terms** tab.
23. Click **Search** .
24. Click the **Annual Sales** list item.
25. Click **>** .

Maintaining Glossary Terms

26. Click **OK**.

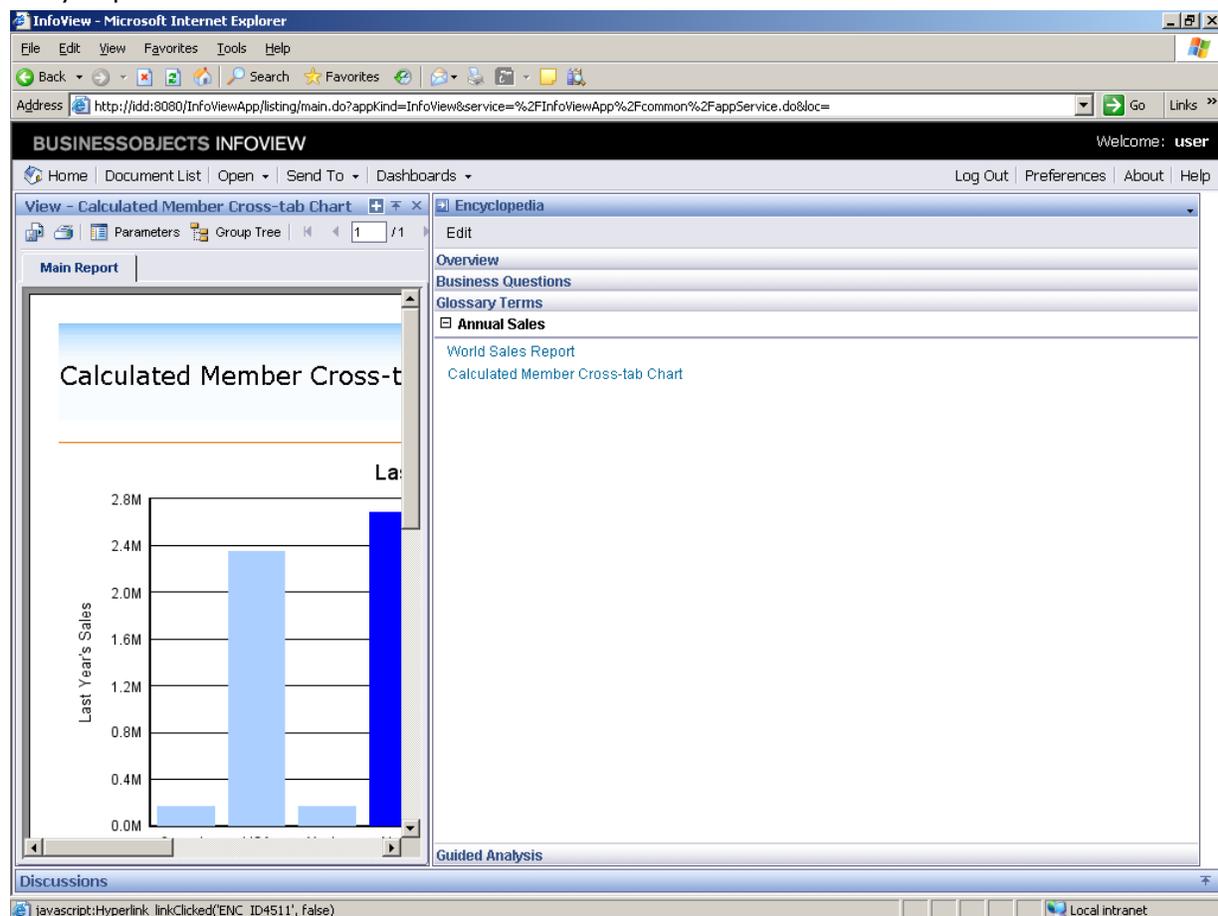
The Annual Sales Glossary Term is now associated with this report.
Save your changes.

27. Click the **Glossary Terms** tab.

28. Click the + button before the **Annual Sales** tree item.

The new Glossary Term displays.

Encyclopedia



The screenshot shows the Business Objects InfoView application interface. The main window displays a bar chart titled "Calculated Member Cross-tab Chart" with the y-axis labeled "Last Year's Sales" ranging from 0.0M to 2.8M. The chart shows four bars with values approximately 0.2M, 2.4M, 0.2M, and 2.6M. The right sidebar is titled "Encyclopedia" and contains a tree view with "Annual Sales" expanded to show "World Sales Report" and "Calculated Member Cross-tab Chart".

Maintaining Glossary Terms

29. Click the **World Sales Report** link.

Both reports that you have associated with the new Glossary Term are listed. You can open the World Sales Report by clicking the link.

30. Press [Enter] to continue.

The World Sales Report opens.

Press **[Enter]** to continue.