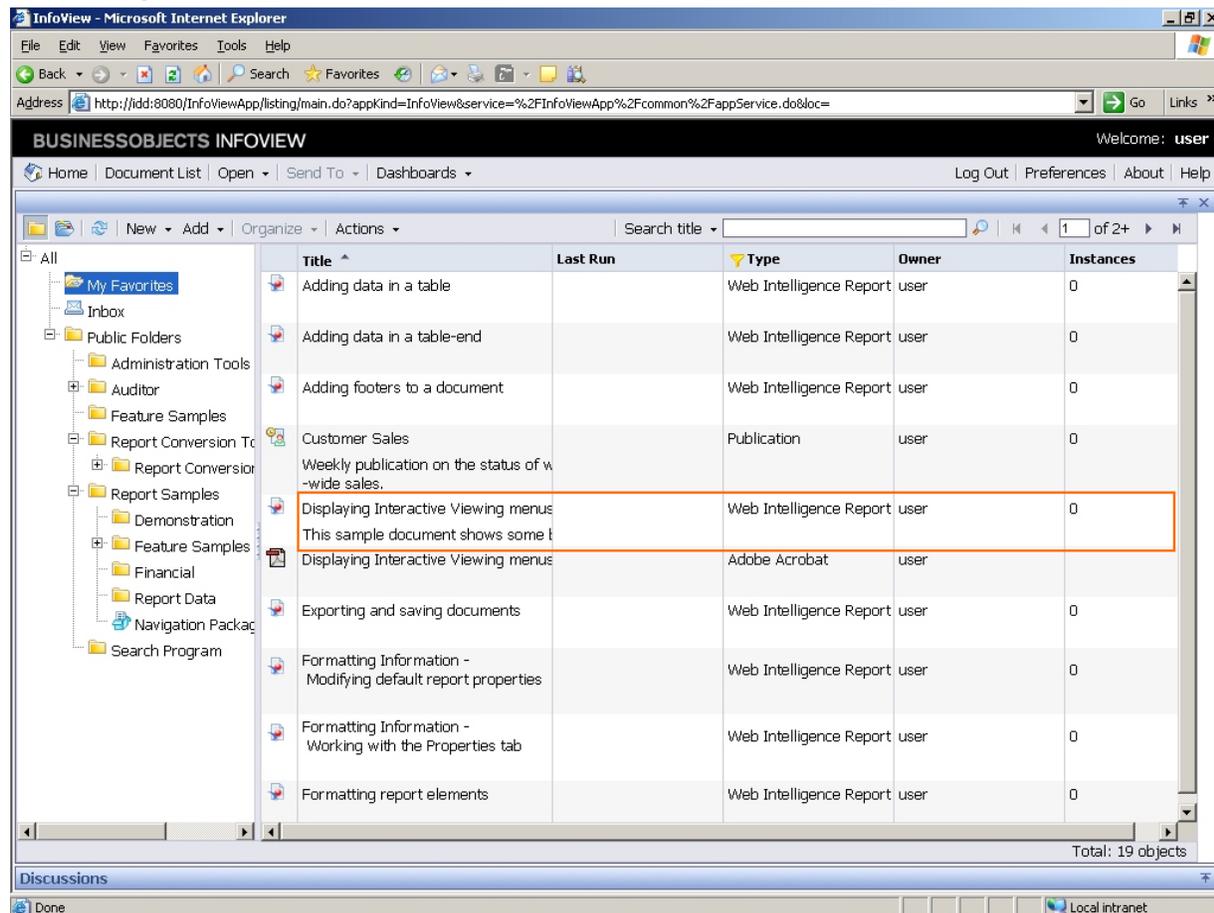


Refreshing a document

Procedure

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

Refreshing a document



The screenshot shows the Business Objects InfoView interface. The main window displays a list of reports with the following columns: Title, Last Run, Type, Owner, and Instances. The report 'Displaying Interactive Viewing menus' is highlighted with an orange border. The status bar at the bottom indicates 'Total: 19 objects'.

Title	Last Run	Type	Owner	Instances
Adding data in a table		Web Intelligence Report	user	0
Adding data in a table-end		Web Intelligence Report	user	0
Adding footers to a document		Web Intelligence Report	user	0
Customer Sales		Publication	user	0
Weekly publication on the status of w -wide sales.				
Displaying Interactive Viewing menus This sample document shows some t		Web Intelligence Report	user	0
Displaying Interactive Viewing menus		Adobe Acrobat	user	
Exporting and saving documents		Web Intelligence Report	user	0
Formatting Information - Modifying default report properties		Web Intelligence Report	user	0
Formatting Information - Working with the Properties tab		Web Intelligence Report	user	0
Formatting report elements		Web Intelligence Report	user	0

2. Press [Enter] to continue.

When you refresh a report, data is retrieved from the repository to update the document with the most recent information.

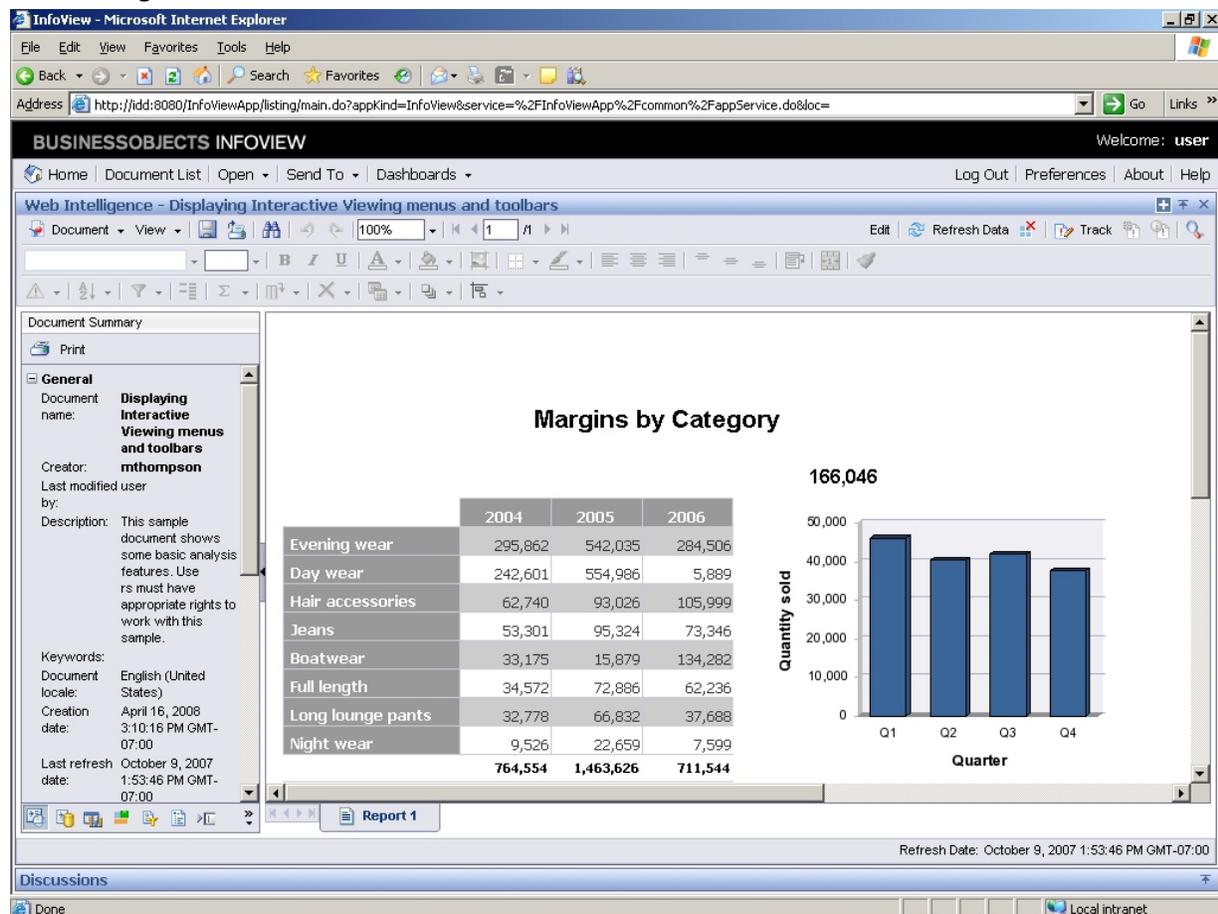
Refreshing a document

In the application you would normally right-click in the appropriate row. In this exercise, the right mouse button has been pressed for you.

Press **[Enter]** to continue.

- Click **View**.

Refreshing a document



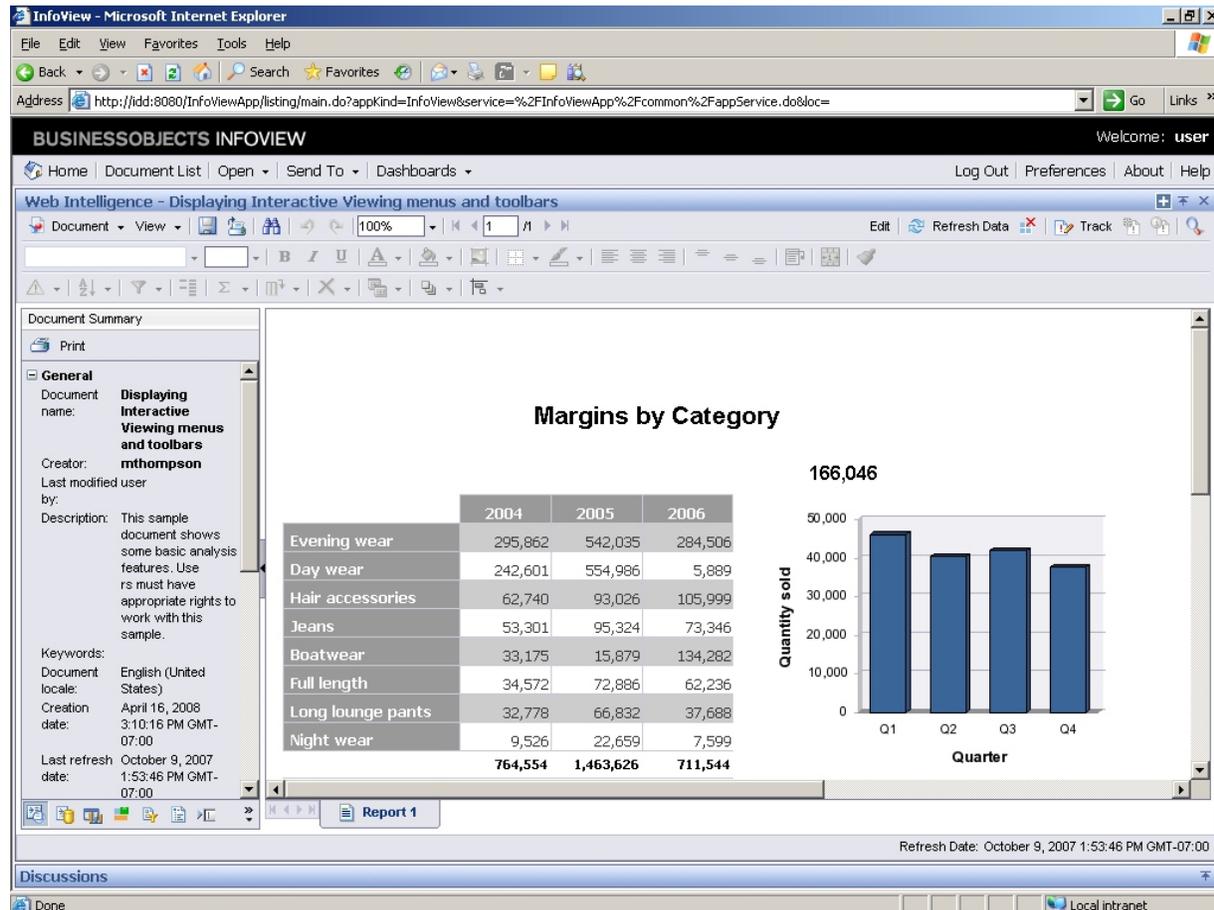
The screenshot shows the Business Objects InfoView application interface. The main content area displays a report titled "Margins by Category". The report includes a table with columns for years (2004, 2005, 2006) and rows for various clothing categories. To the right of the table is a bar chart showing "Quantity sold" for four quarters (Q1, Q2, Q3, Q4). The highest value in the bar chart is 166,046 for Q1. The interface also shows a "Document Summary" panel on the left and a "Refresh Data" button in the top right of the report area.

	2004	2005	2006
Evening wear	295,862	542,035	284,506
Day wear	242,601	554,986	5,889
Hair accessories	62,740	93,026	105,999
Jeans	53,301	95,324	73,346
Boatwear	33,175	15,879	134,282
Full length	34,572	72,886	62,236
Long lounge pants	32,778	66,832	37,688
Night wear	9,526	22,659	7,599
Total	764,554	1,463,626	711,544

- Click **Refresh Data**.

Refreshing a document

Navigation Tree



Document Summary

Print

General

Document name: **Displaying Interactive Viewing menus and toolbars**

Creator: **mthompson**

Last modified user by:

Description: This sample document shows some basic analysis features. Users must have appropriate rights to work with this sample.

Keywords:

Document locale: English (United States)

Creation date: April 16, 2008 3:10:16 PM GMT-07:00

Last refresh date: October 9, 2007 1:53:46 PM GMT-07:00

Margins by Category

	2004	2005	2006
Evening wear	295,862	542,035	284,506
Day wear	242,601	554,986	5,889
Hair accessories	62,740	93,026	105,999
Jeans	53,301	95,324	73,346
Boatwear	33,175	15,879	134,282
Full length	34,572	72,886	62,236
Long lounge pants	32,778	66,832	37,688
Night wear	9,526	22,659	7,599
	764,554	1,463,626	711,544

Quantity sold

166,046

50,000
40,000
30,000
20,000
10,000
0

Q1 Q2 Q3 Q4

Quarter

Refresh Date: October 9, 2007 1:53:46 PM GMT-07:00

Done Local intranet

5. Press **[Enter]** to continue.

The document has now been refreshed with data from the repository.

If the report data has changed since the latest report instance, the document will contain new data.

Press **[Enter]** to continue.