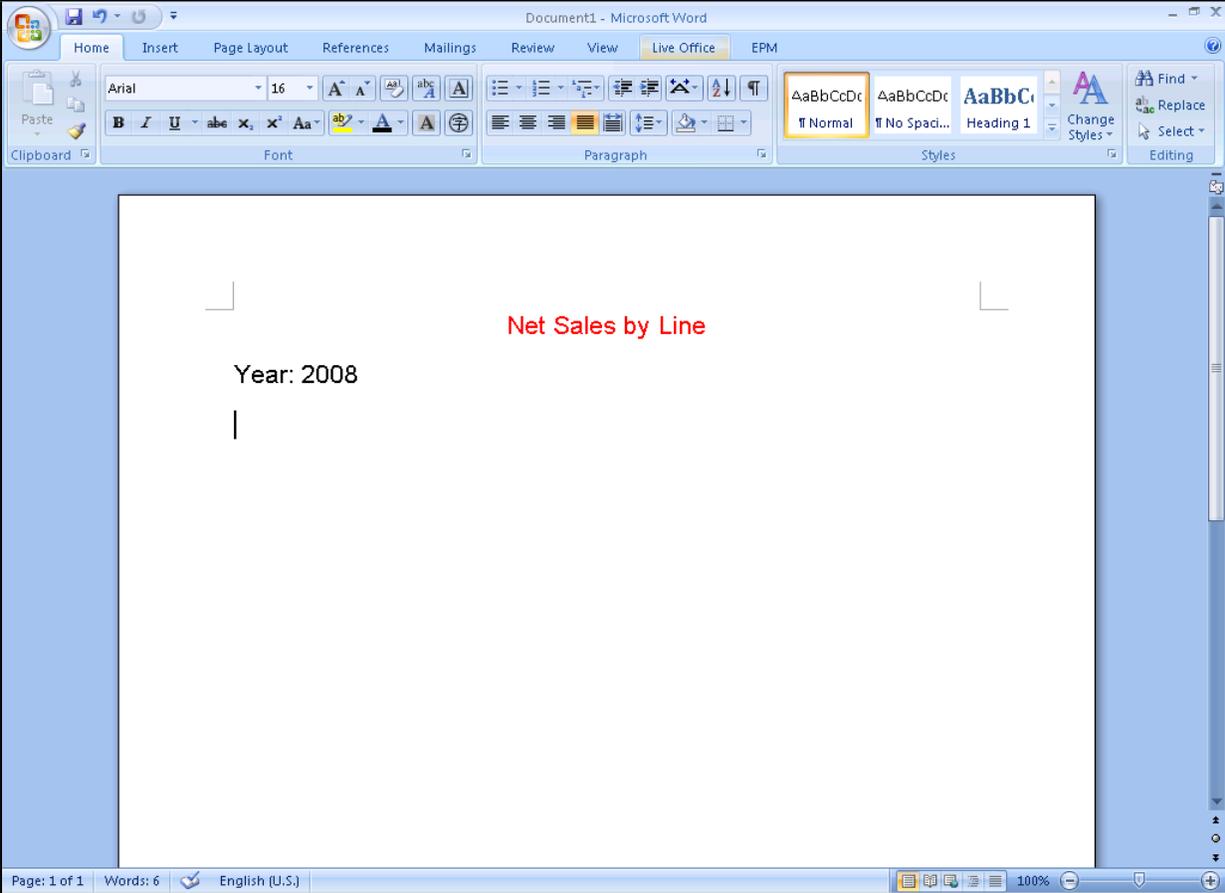


# Create a New Query

## Procedure

### BI launch pad



1. Press any key or click anywhere to continue



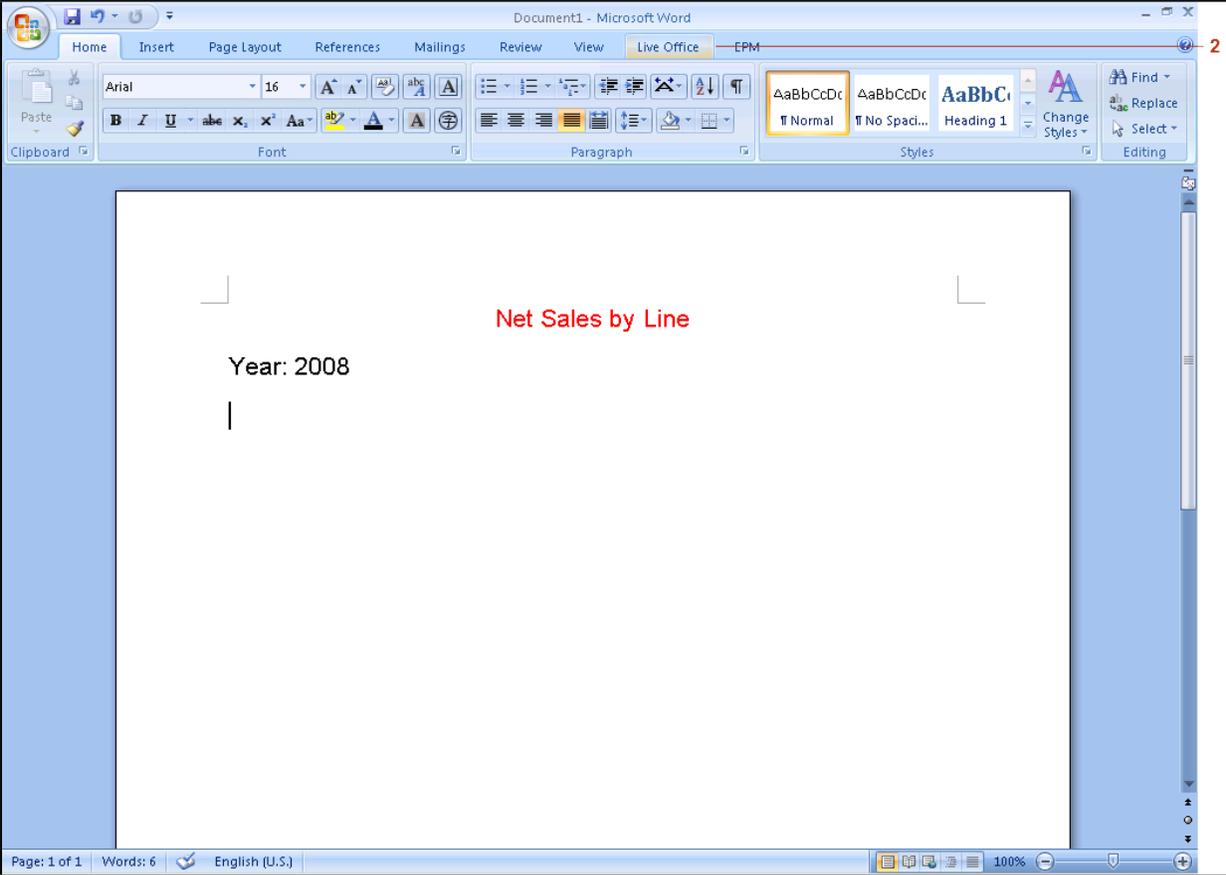
SAP BusinessObjects Universe Queries can be added to an Office document using the Live Office toolbar menu.

Create a new query based on the STS Sales universe.

Press any key or click anywhere to continue.

# Create a New Query

## Document1 - Microsoft Word



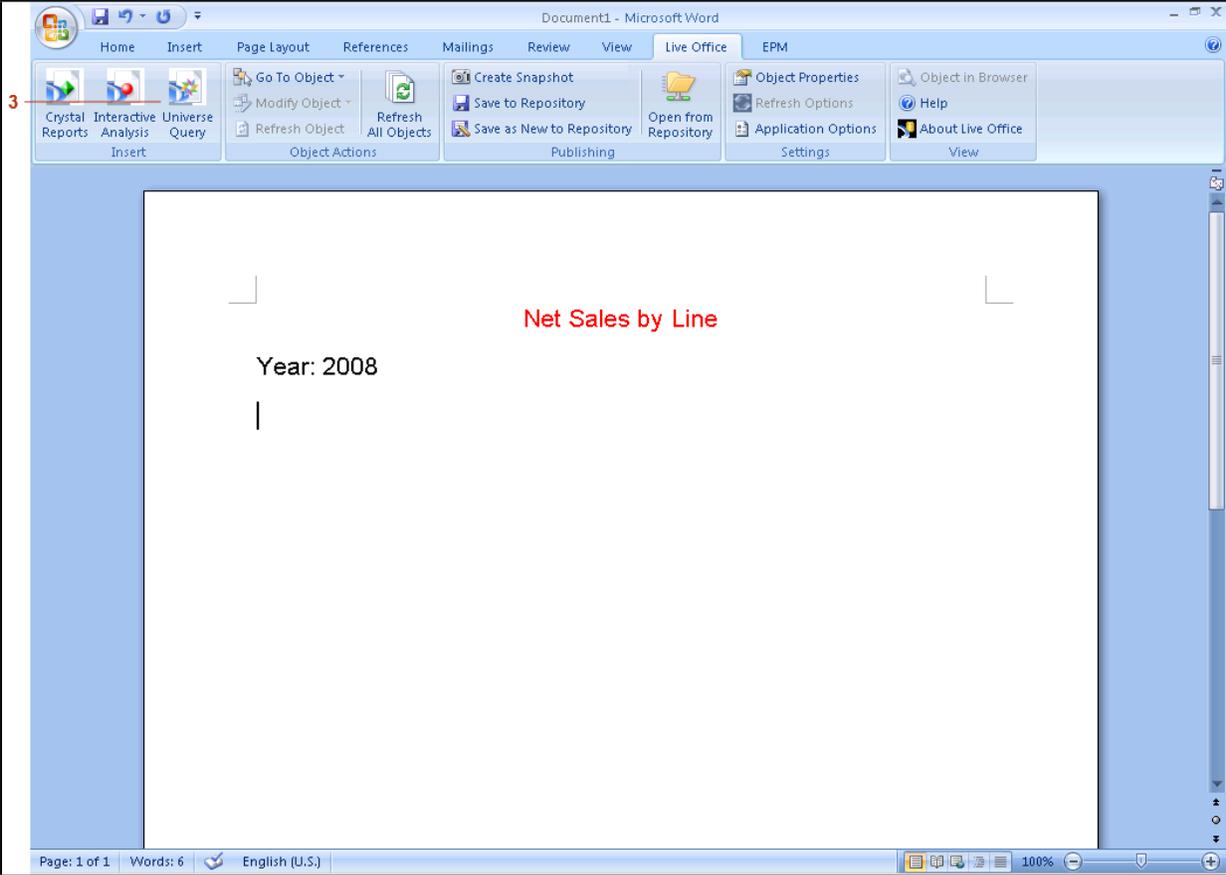
2. Click **Live Office**.



Start by selecting the Live Office tab.

# Create a New Query

## Document1 - Microsoft Word



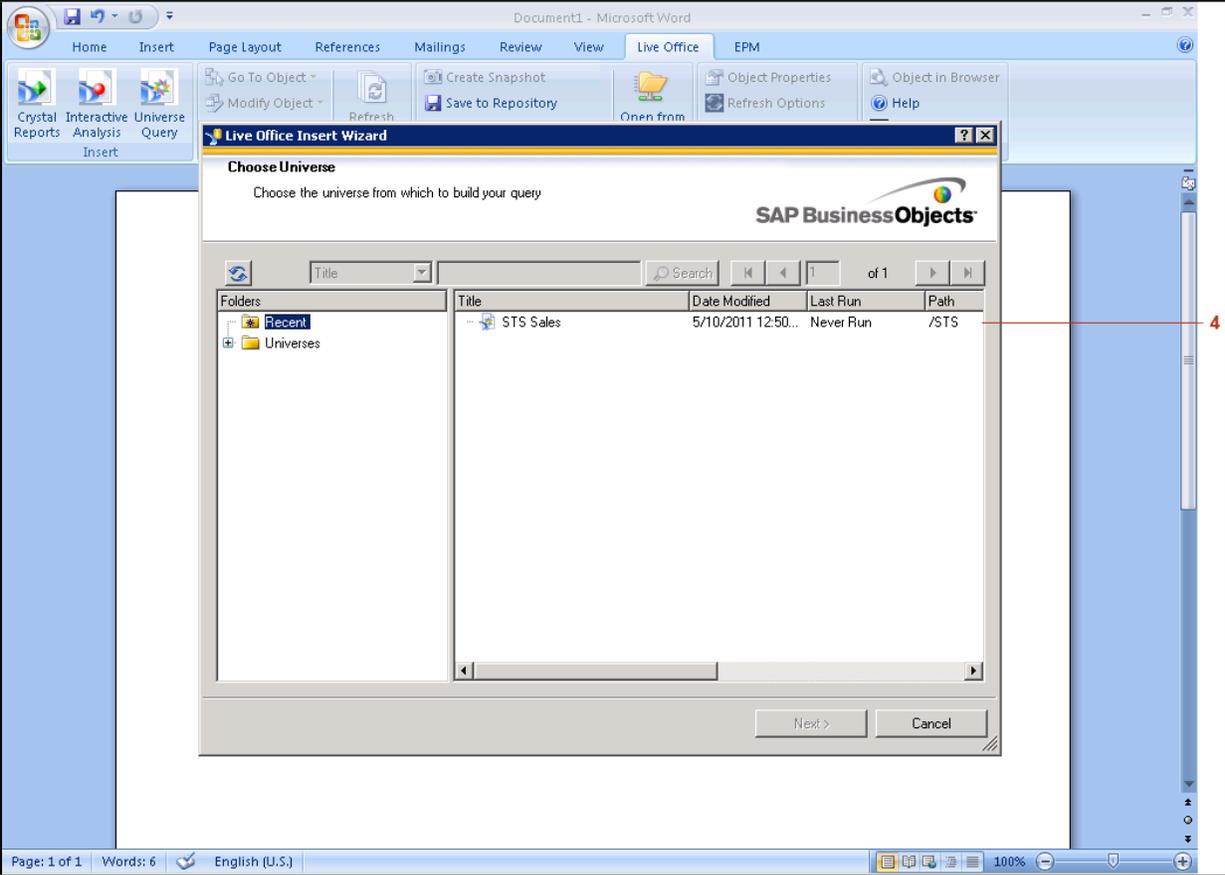
3. Click **Universe Query**.



From the Insert options, select Universe Query.

# Create a New Query

## Live Office Insert Wizard



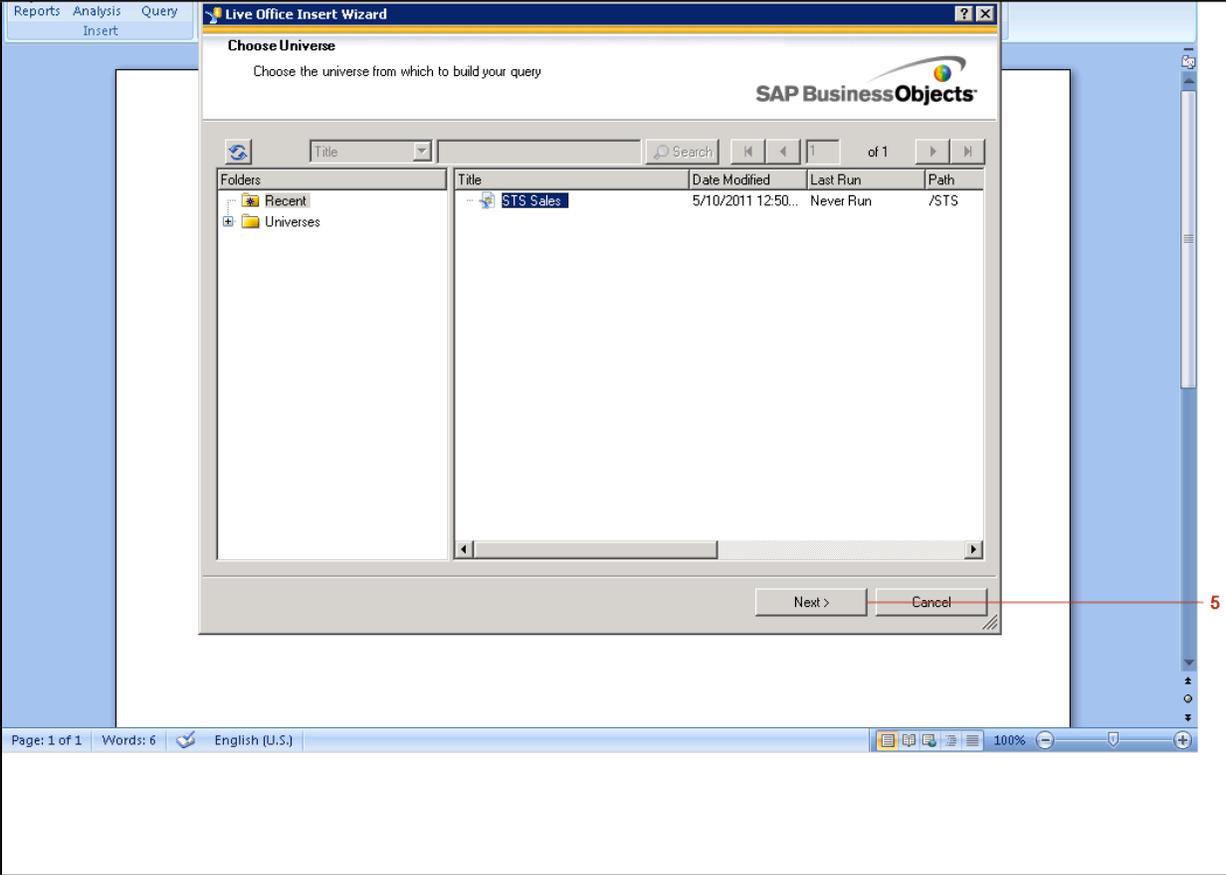
4. Click **STS Sales**.



Select a universe for the query.

# Create a New Query

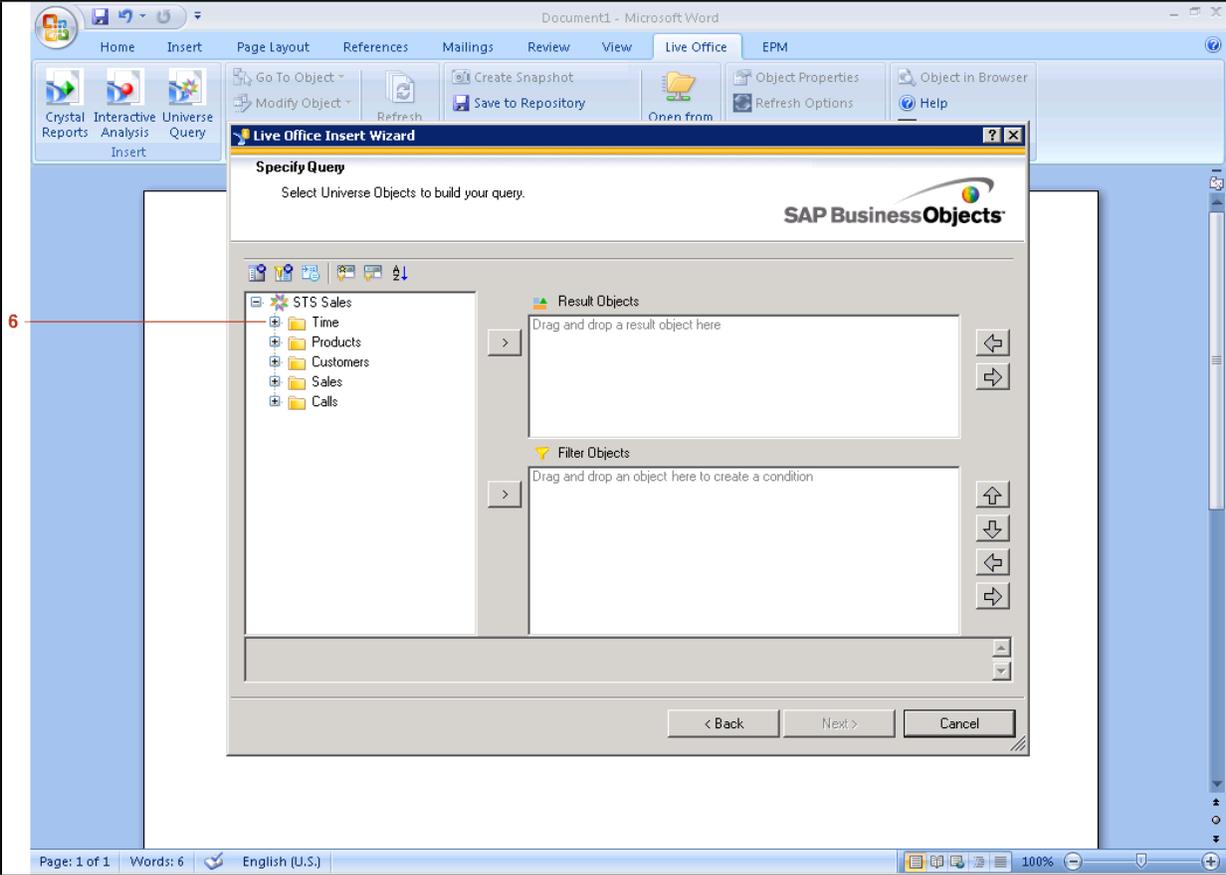
## Live Office Insert Wizard



5. Click **Next**.

# Create a New Query

## Live Office Insert Wizard



6. Click + to expand **Time**.

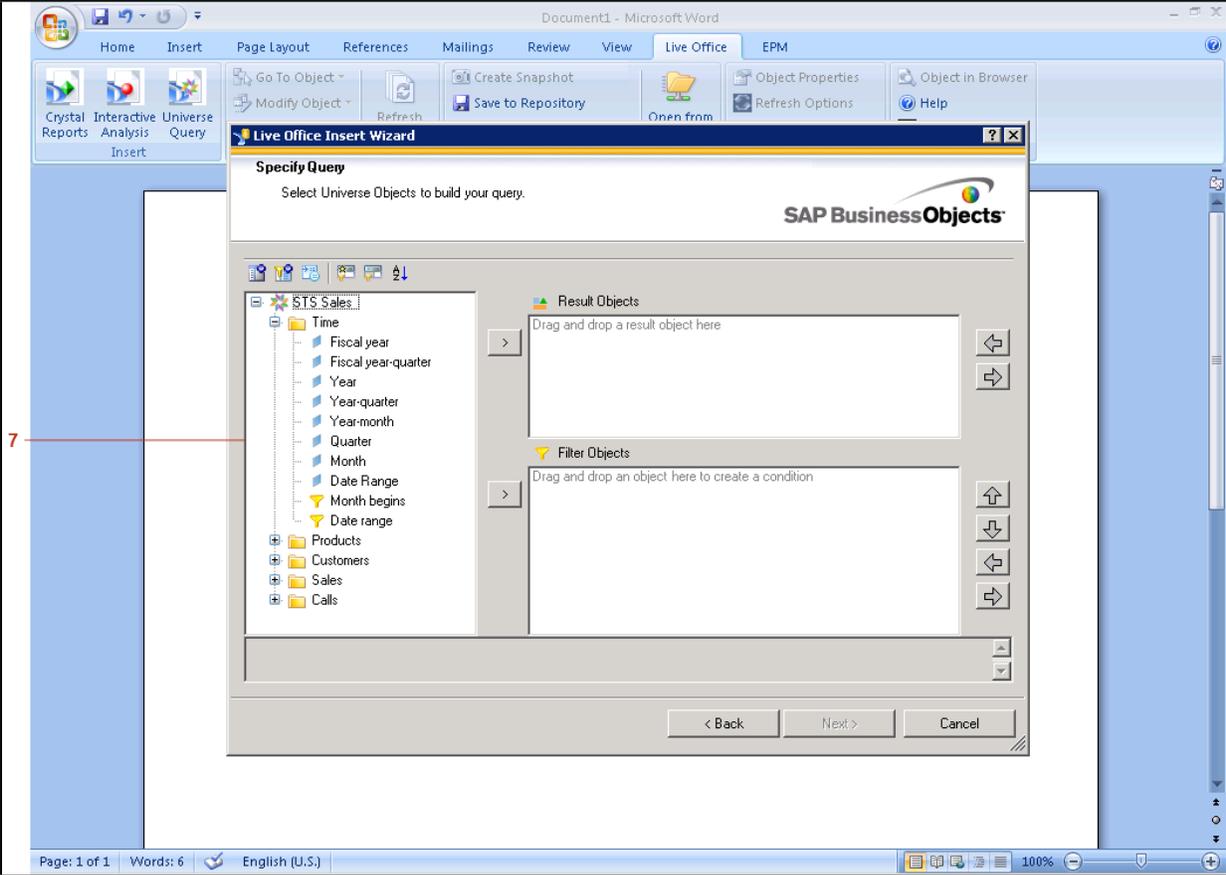


Select the universe objects you want to have in the query.

First, add the Quarter object from the Time class.

# Create a New Query

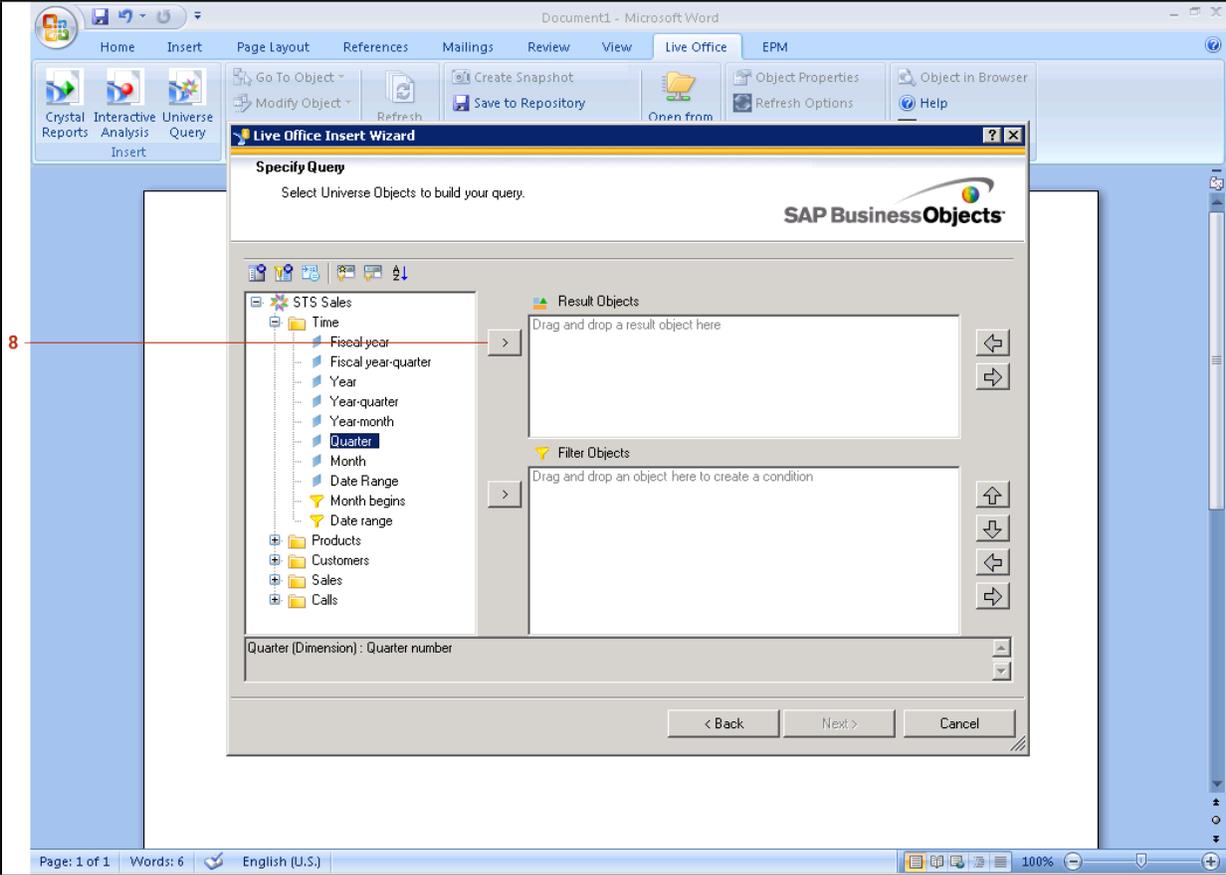
## Live Office Insert Wizard



7. Click **Quarter**.

# Create a New Query

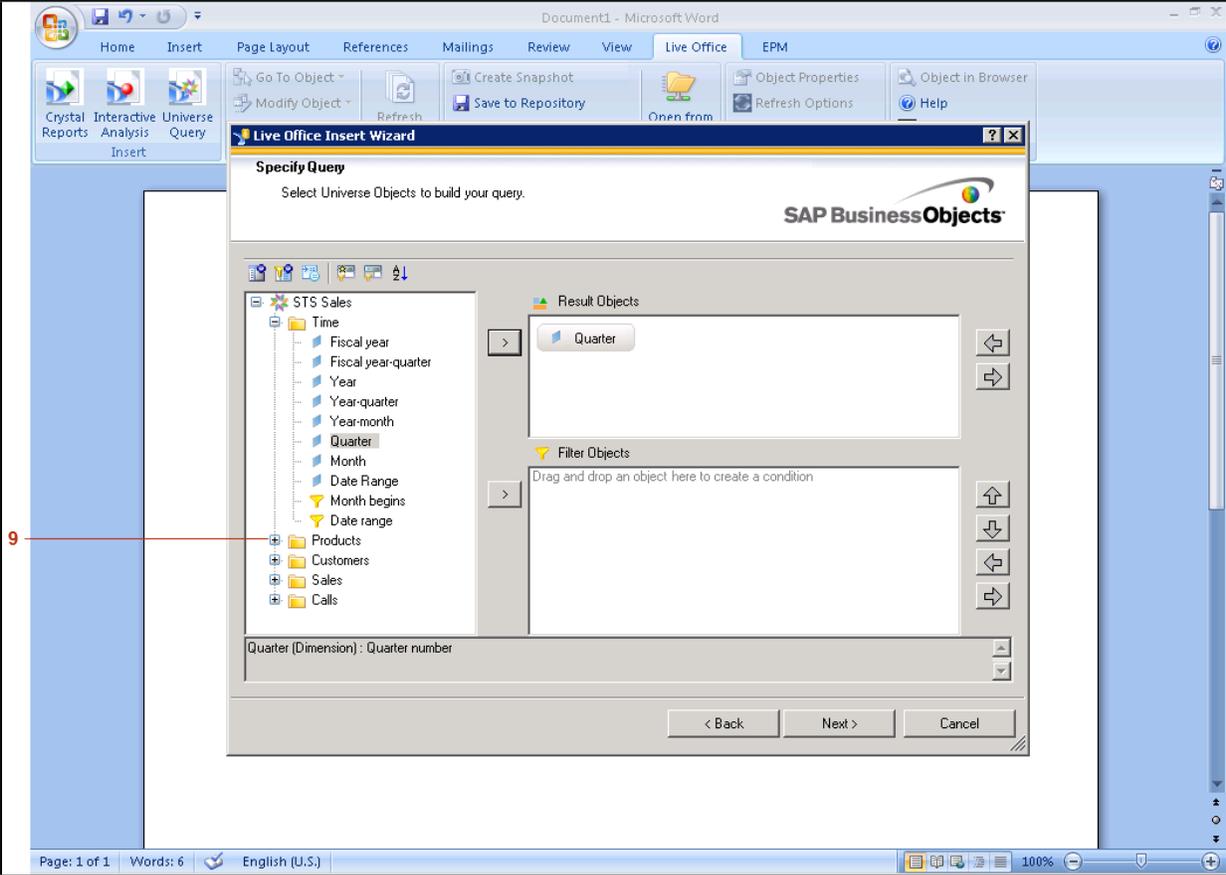
## Live Office Insert Wizard



8. Click  to move **Quarter** into the Result Objects.

# Create a New Query

## Live Office Insert Wizard



9. Click + to expand **Products**.

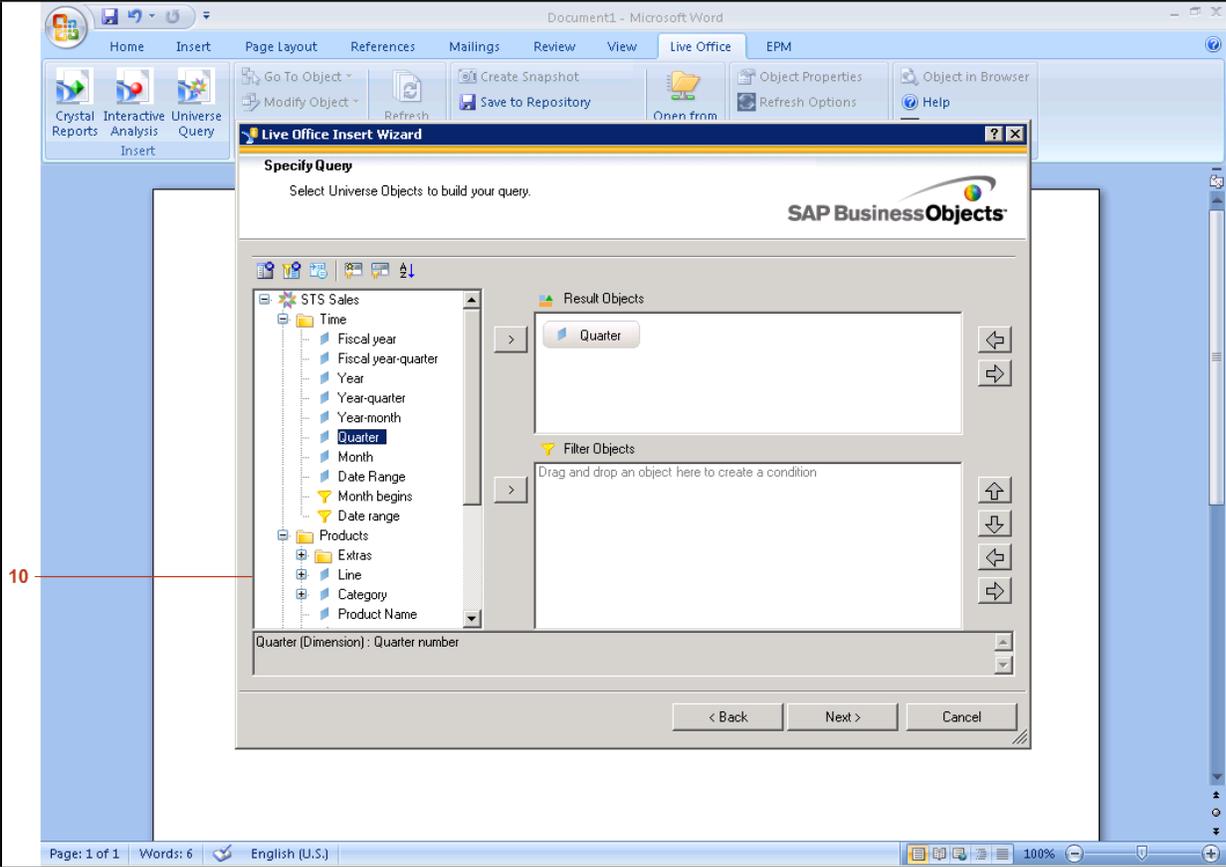


Continue adding the objects to the Result Objects pane.

Select Line.

# Create a New Query

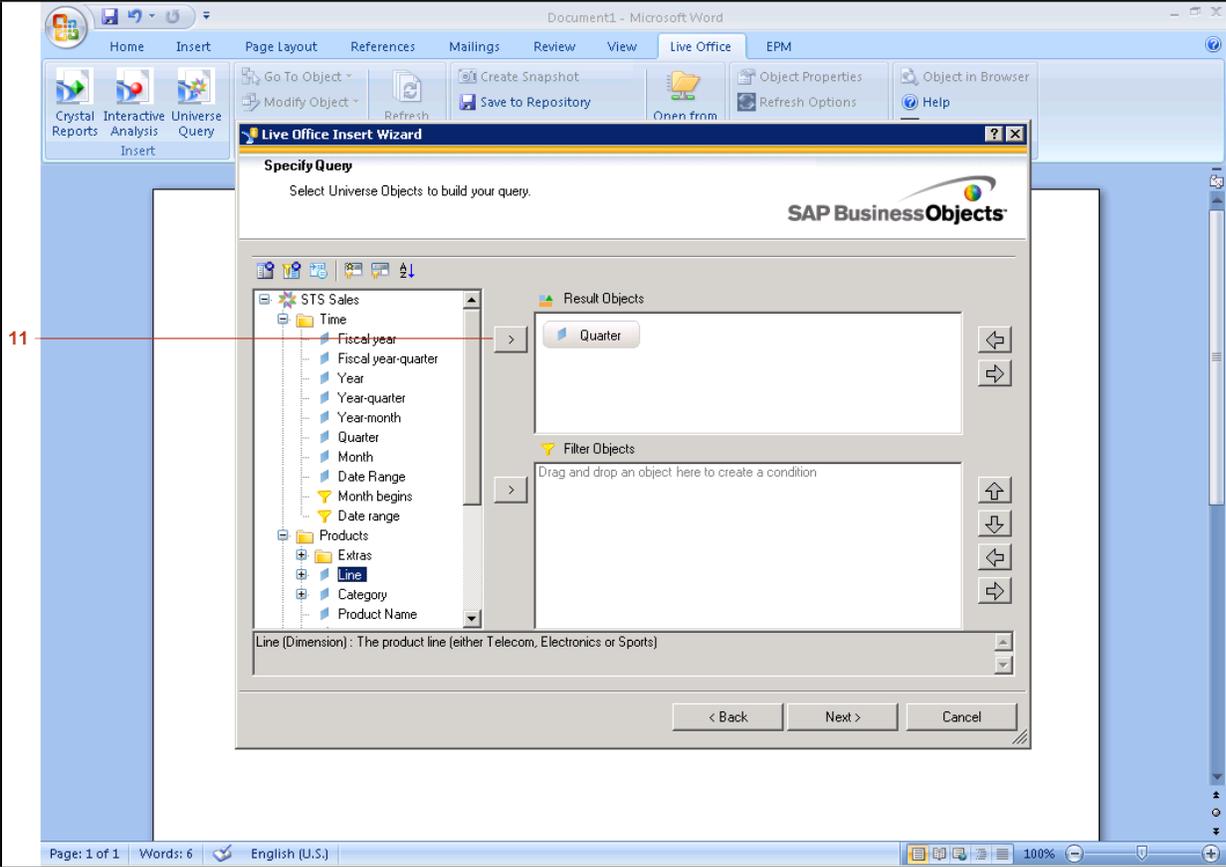
## Live Office Insert Wizard



10. Click [Line](#).

# Create a New Query

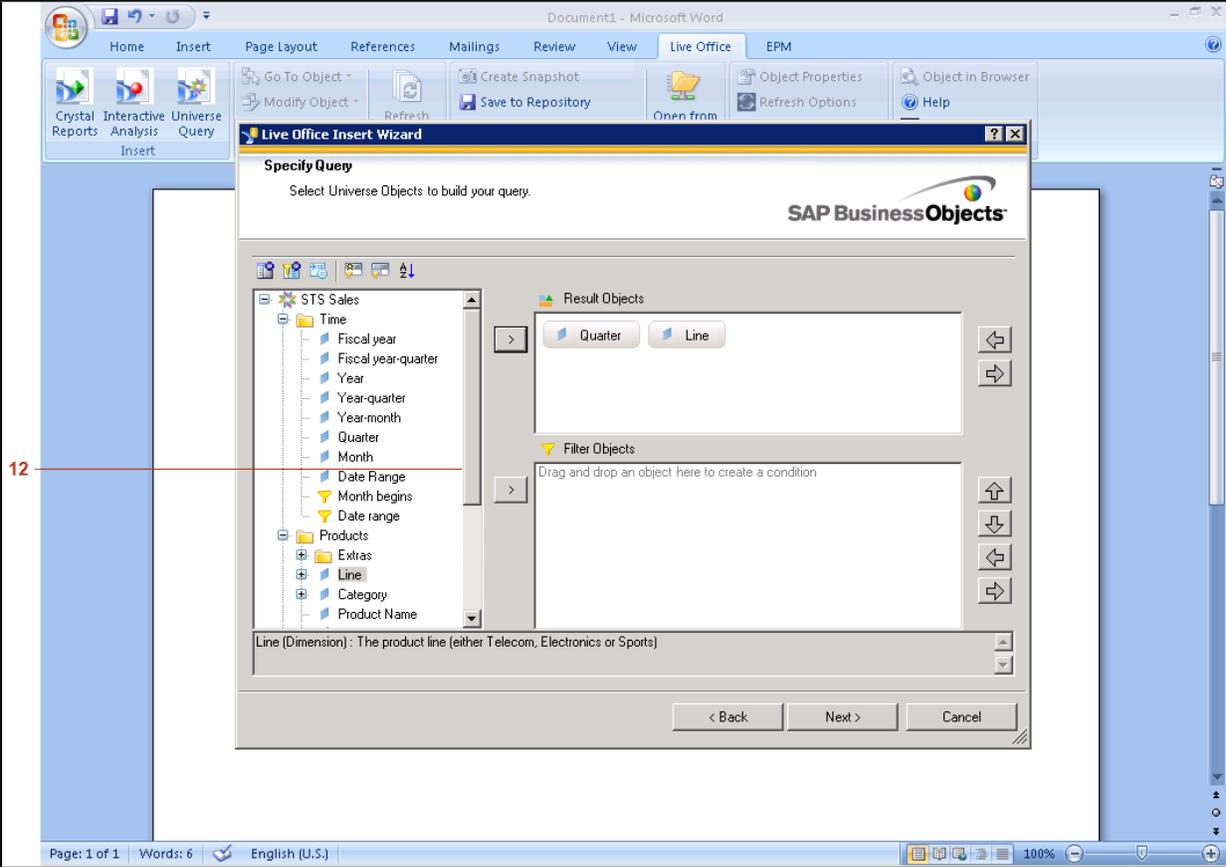
## Live Office Insert Wizard



11. Click  to move **Line** into the Result Objects. .

# Create a New Query

## Live Office Insert Wizard



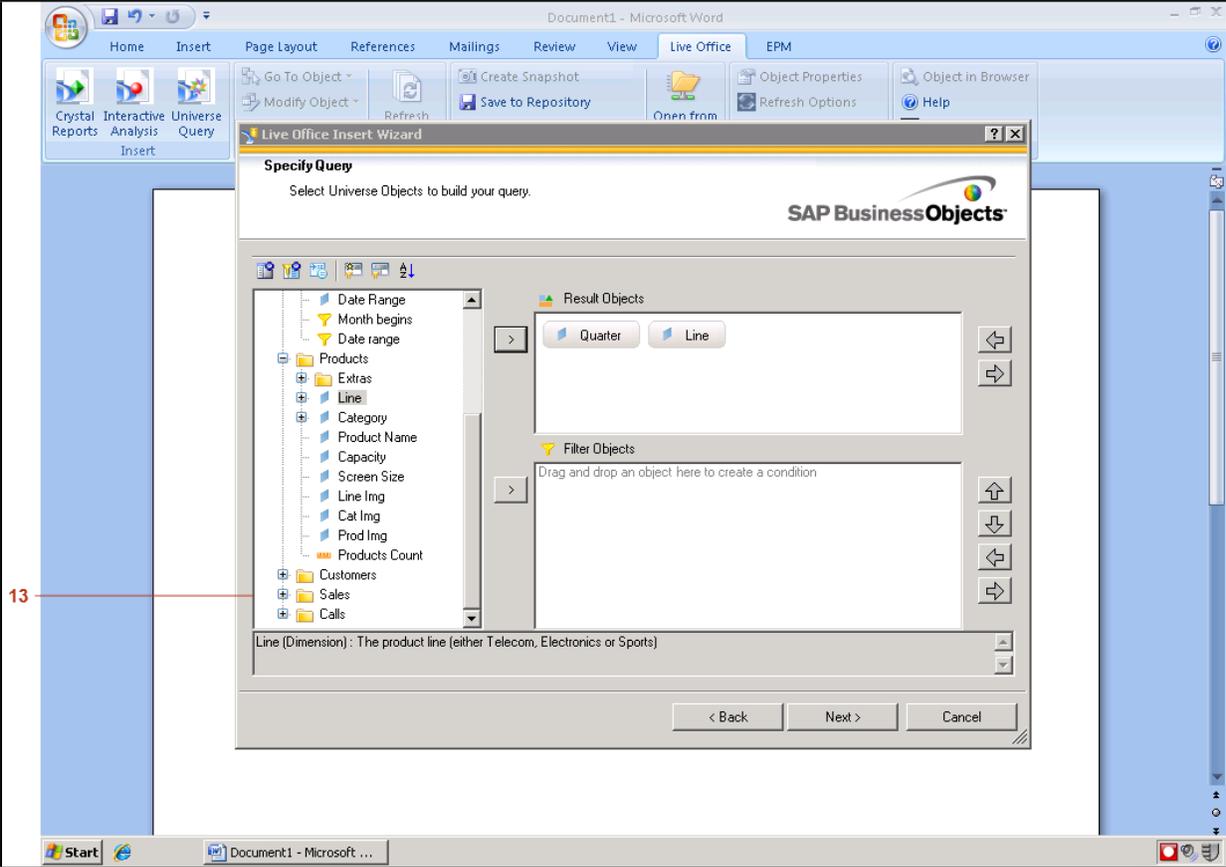
12. Click to scroll down.



Now, add Net Sales measure to the Result Objects.

# Create a New Query

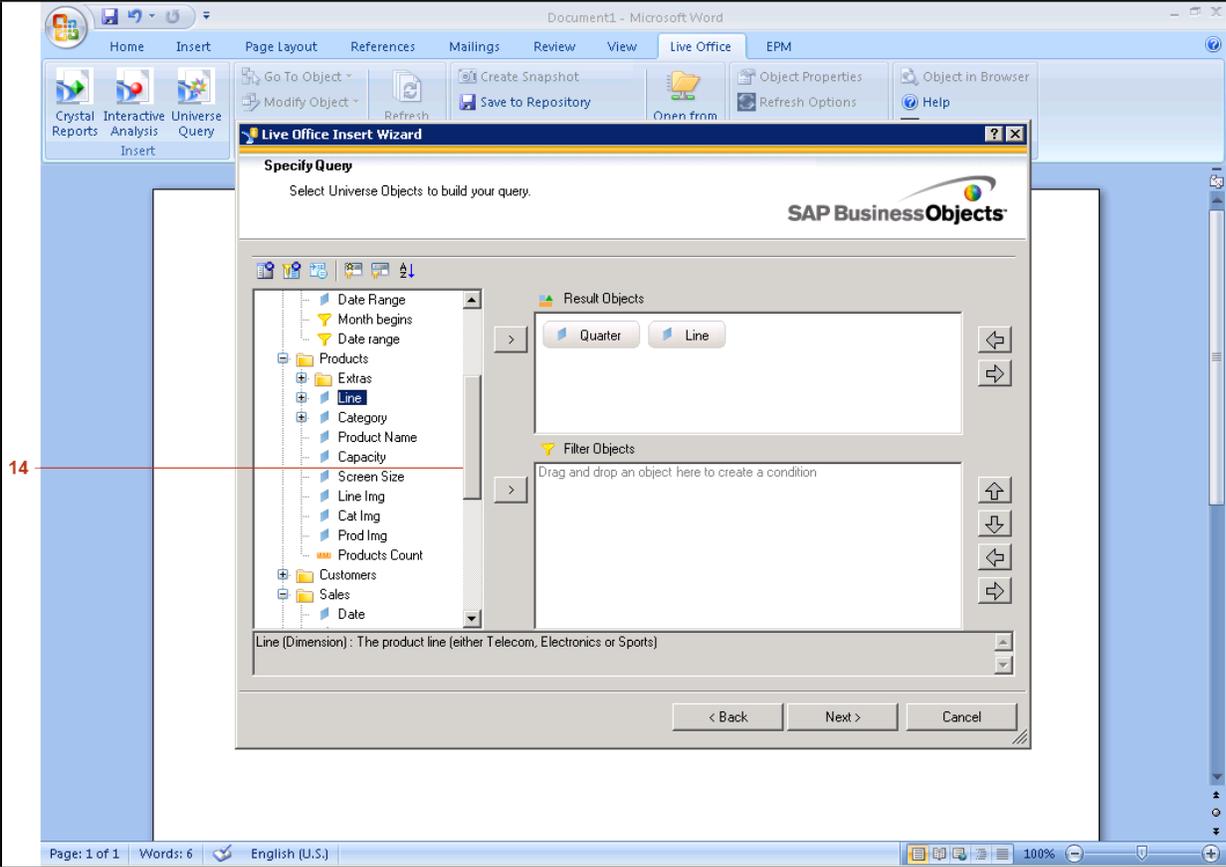
## Live Office Insert Wizard



13. Click + to expand **Sales**.

# Create a New Query

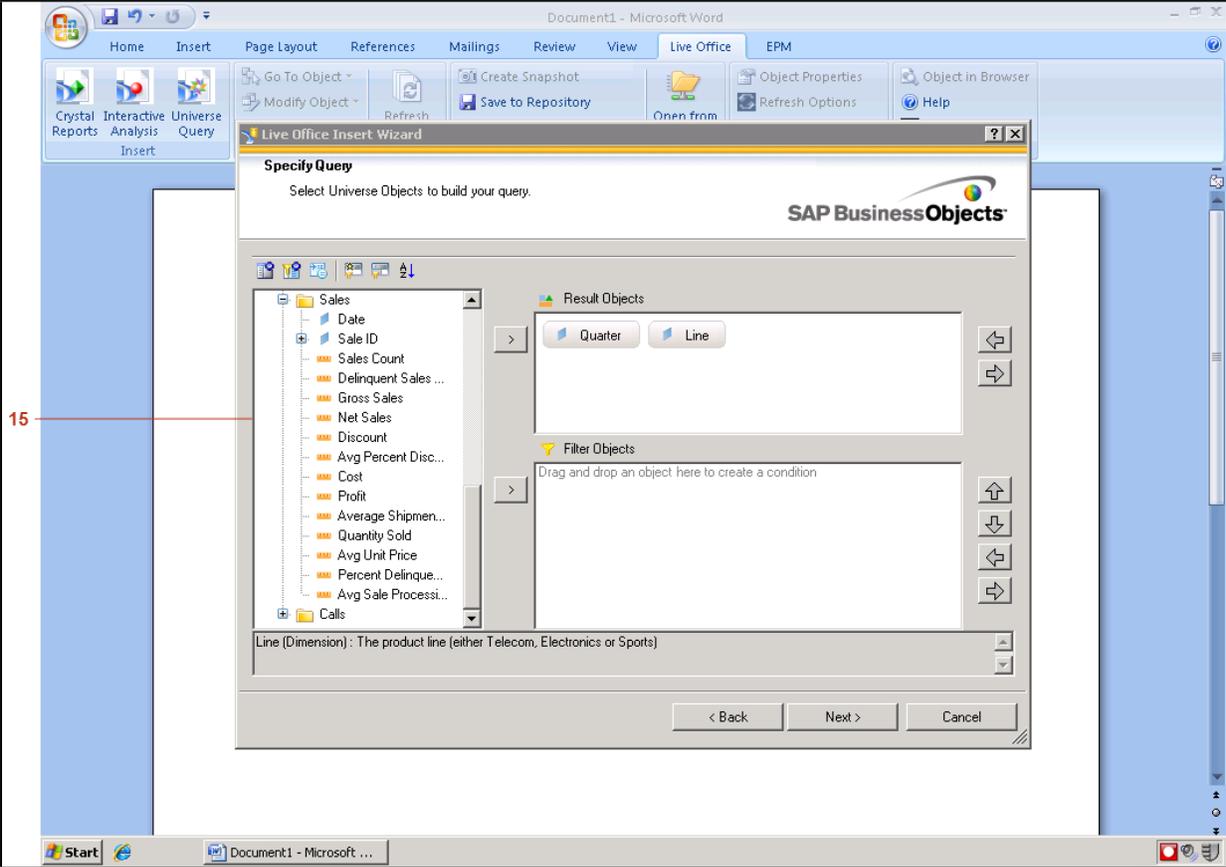
## Live Office Insert Wizard



14. Click to scroll down.

# Create a New Query

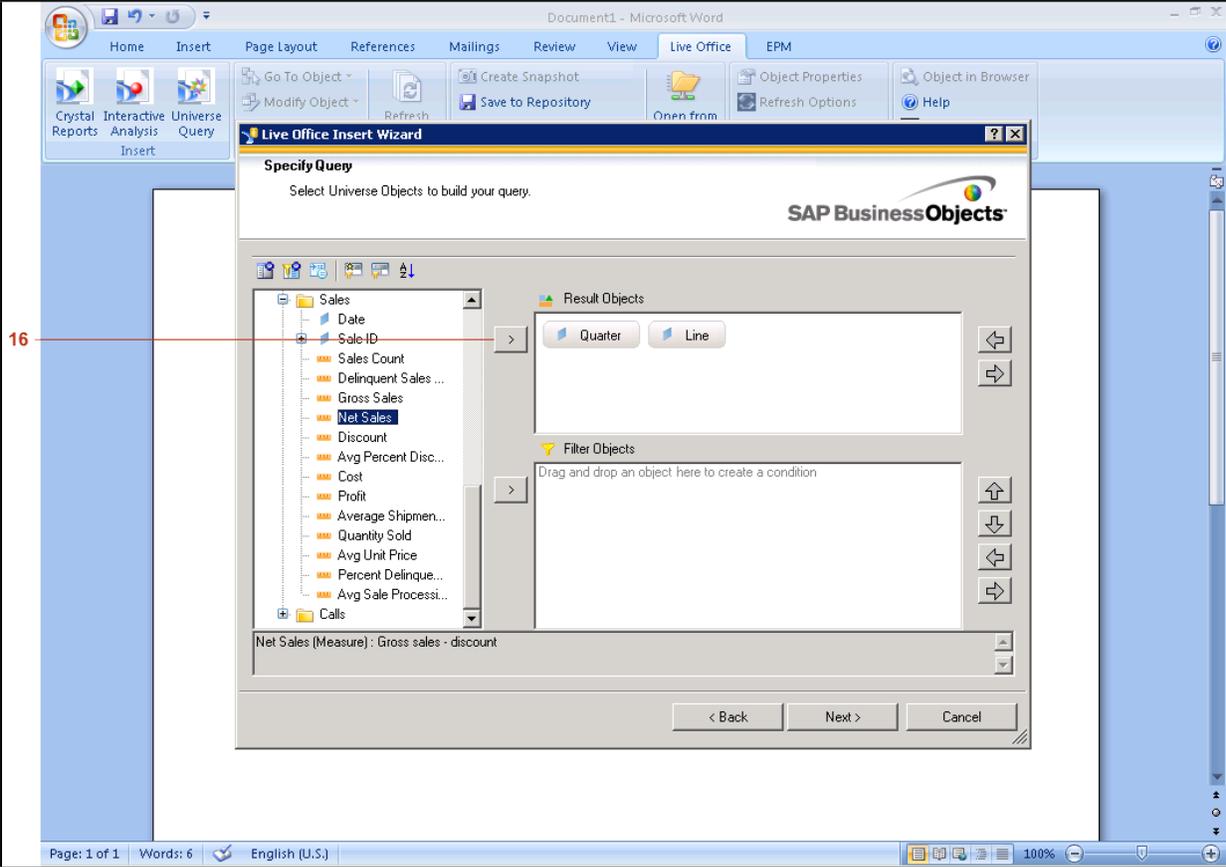
## Live Office Insert Wizard



15. Click **Net Sales**.

# Create a New Query

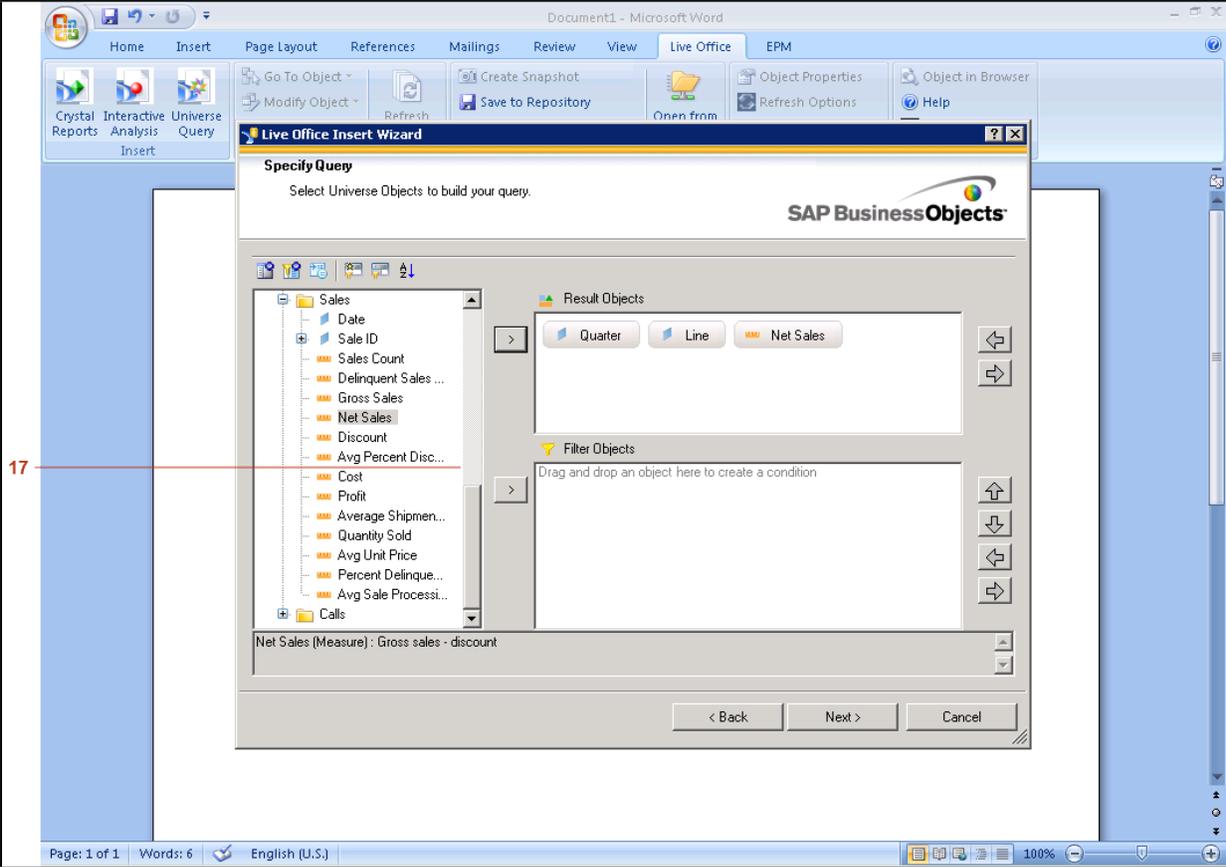
## Live Office Insert Wizard



16. Click  to move **Net Sales** into the Result Objects.

# Create a New Query

## Live Office Insert Wizard



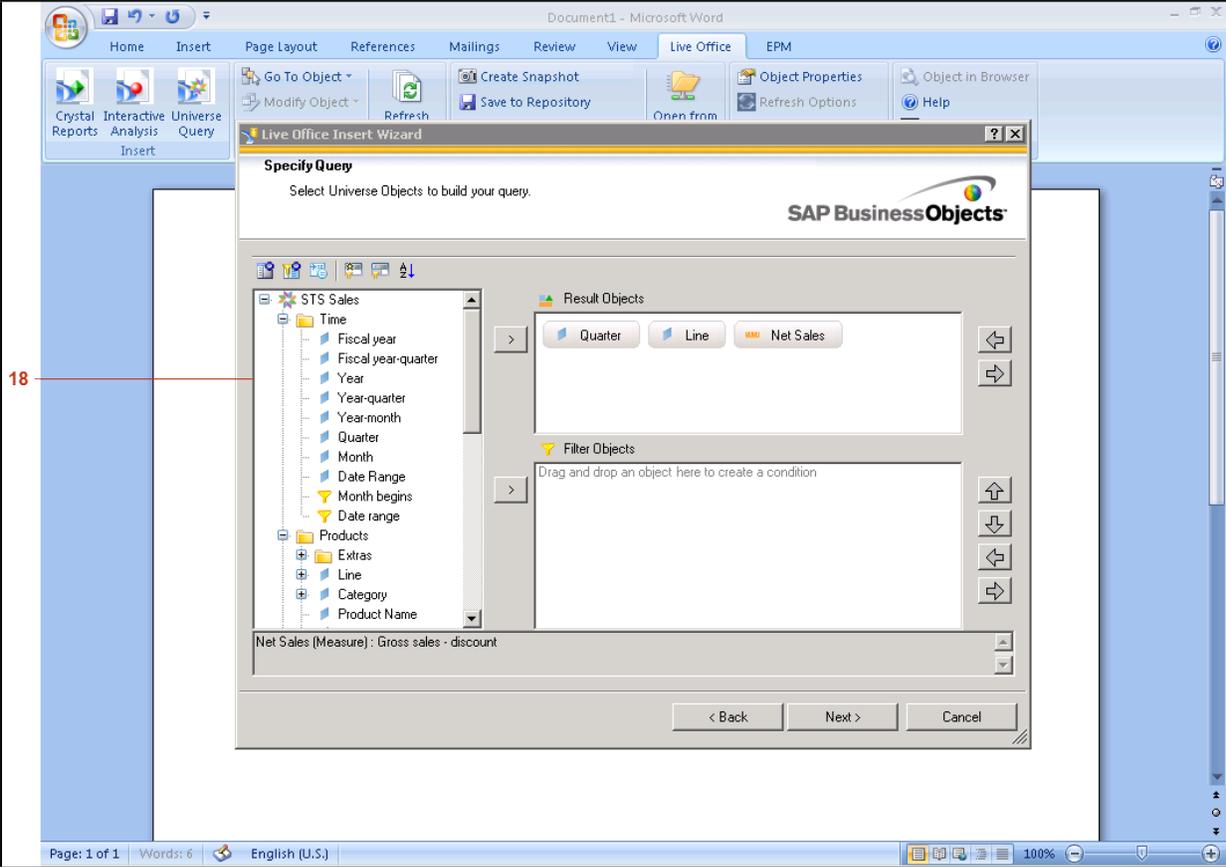
17. Click to scroll down.



Add the appropriate filter object to filter the year.

# Create a New Query

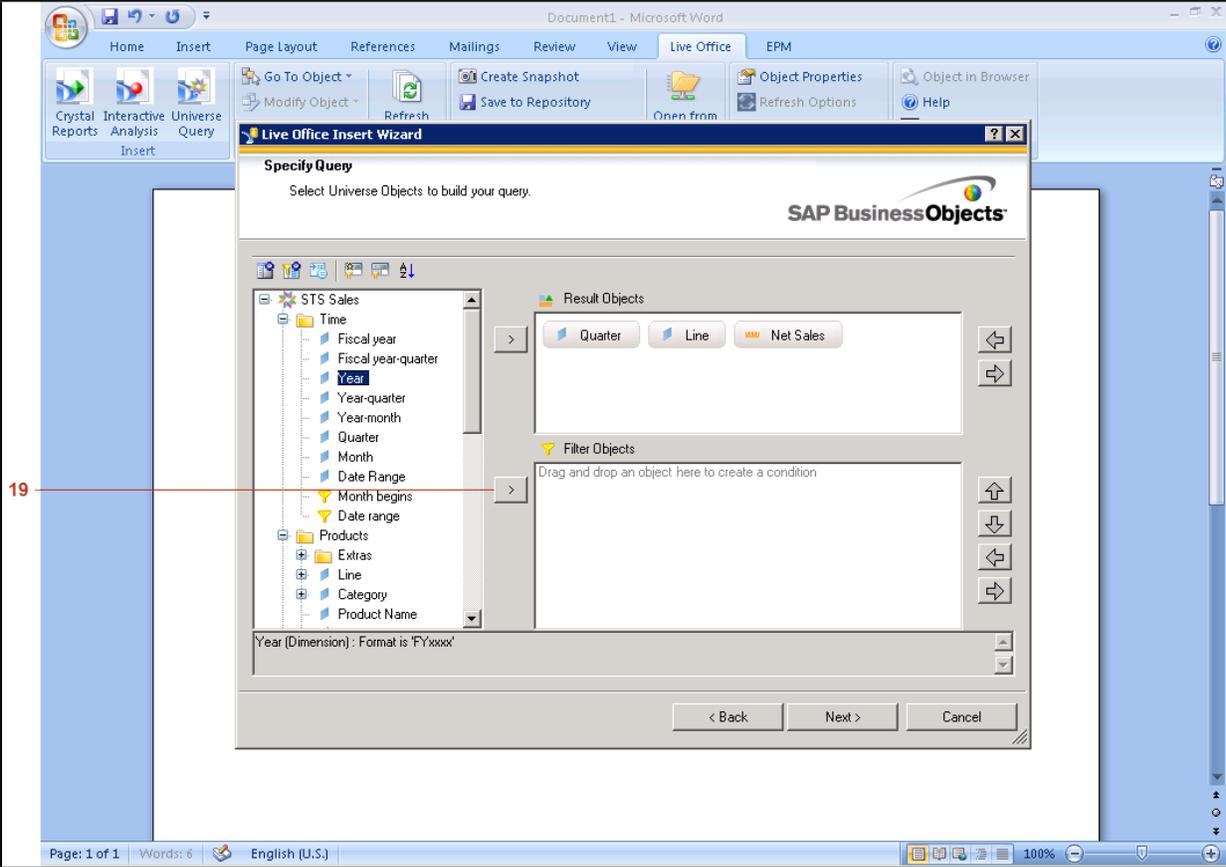
## Live Office Insert Wizard



18. Click **Year**.

# Create a New Query

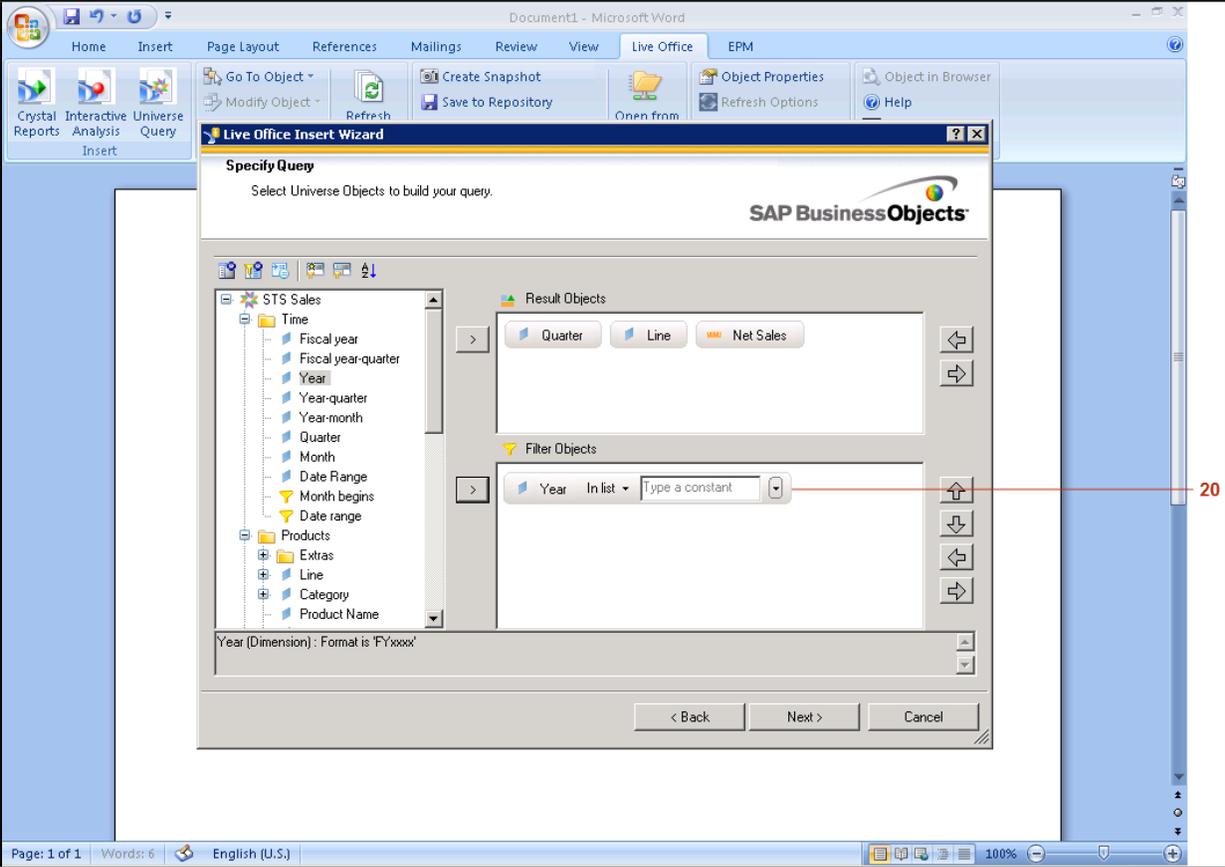
## Live Office Insert Wizard



19. Click  to move **Year** into the Filter Objects .

# Create a New Query

## Live Office Insert Wizard



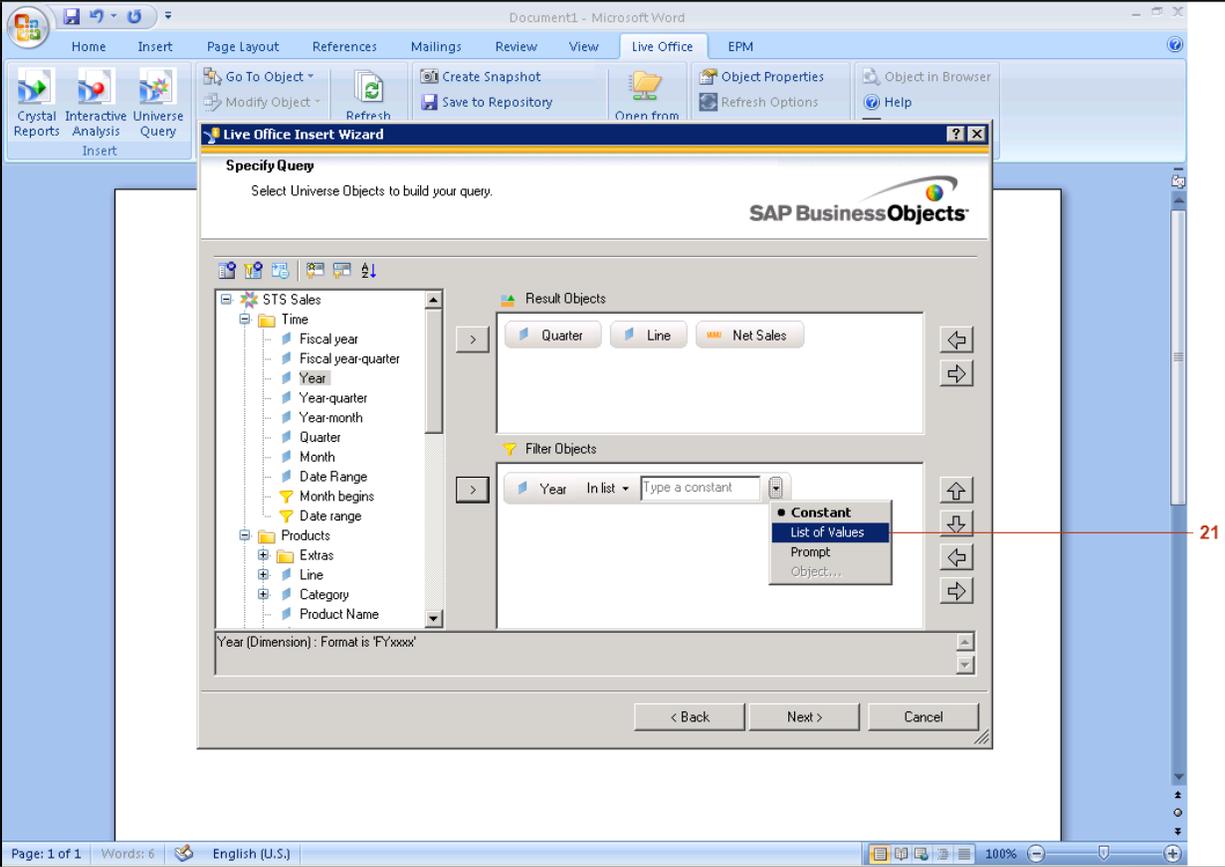
20. Click the **Type a constant** list.



Configure the Year filter so that the user selects the options from the list of values.

# Create a New Query

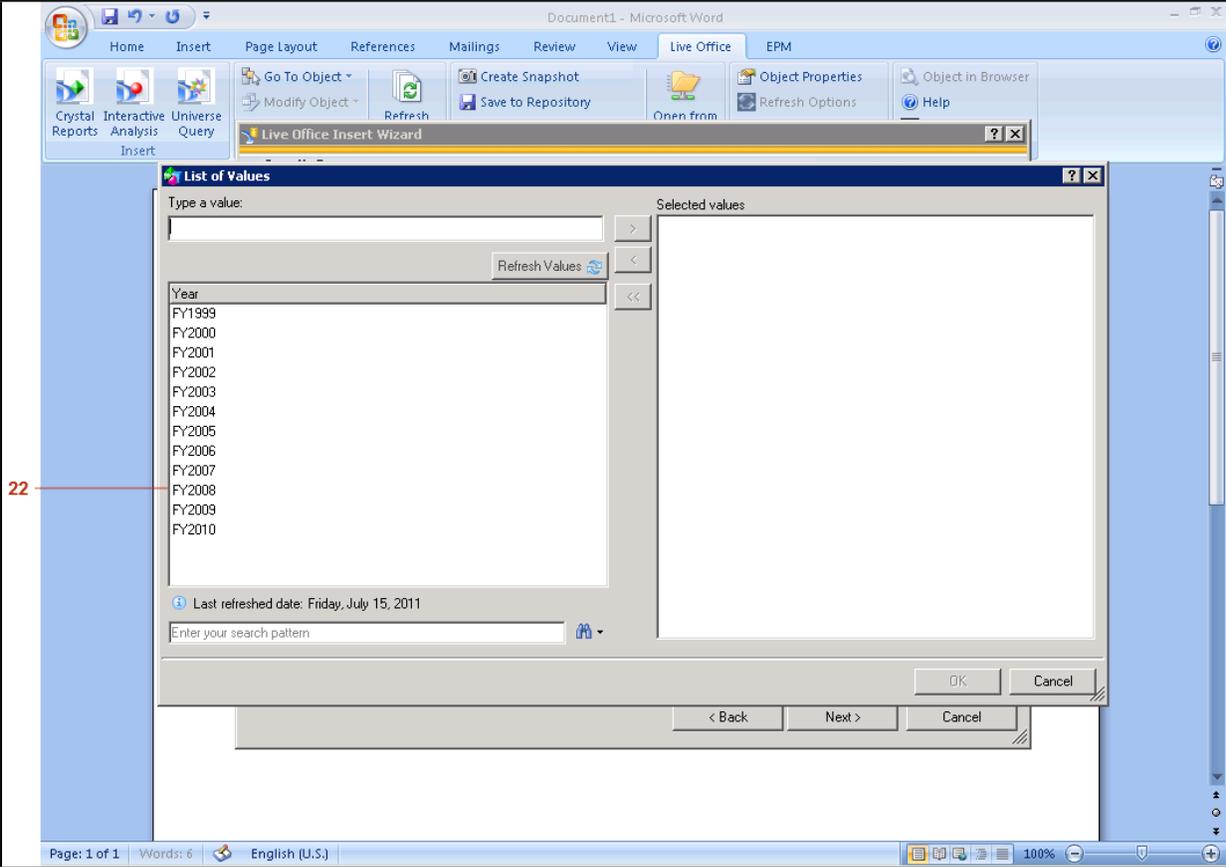
## Live Office Insert Wizard



21. Click **List of Values**.

# Create a New Query

## List of Values



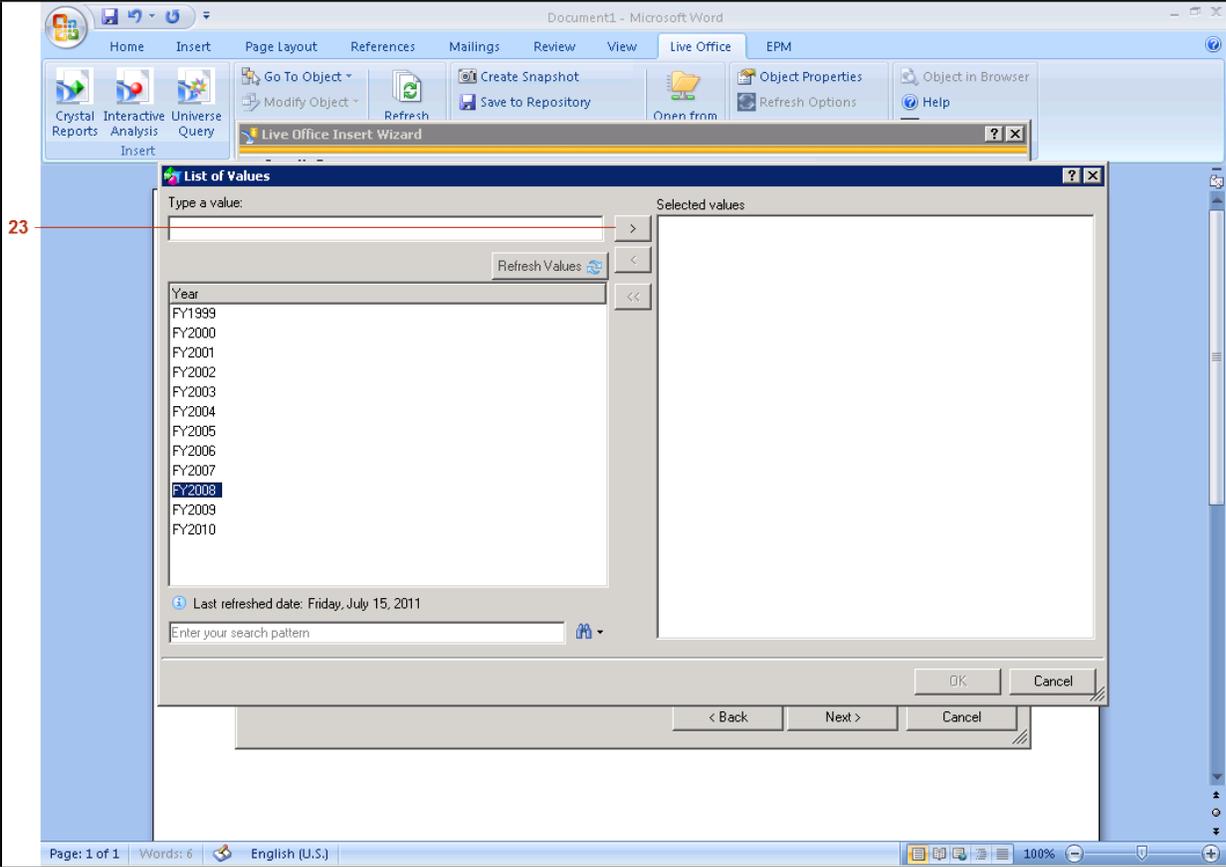
22. Click **FY2008**.



Note that you are prompted for the year. Limit the records to those in 2008.

# Create a New Query

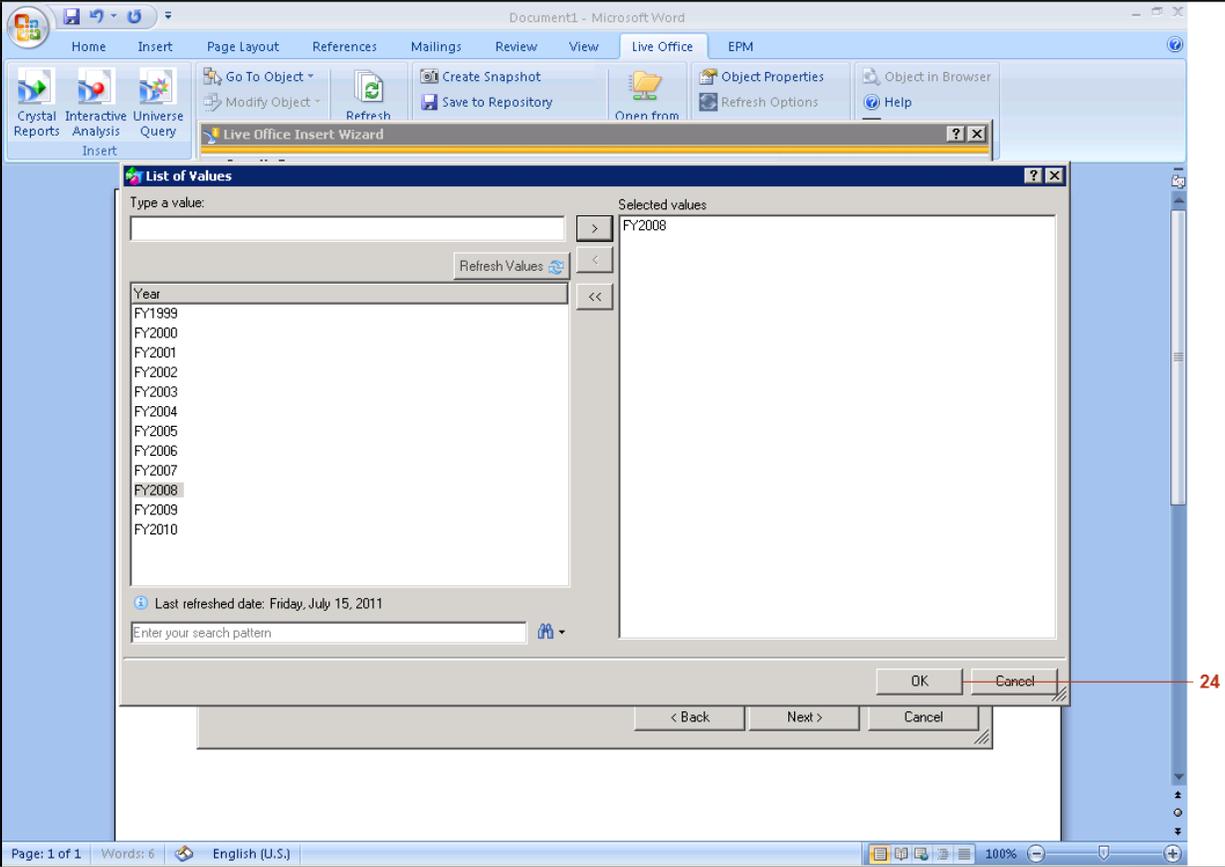
## List of Values



23. Click  to move **FY2008** into the Selected values. .

# Create a New Query

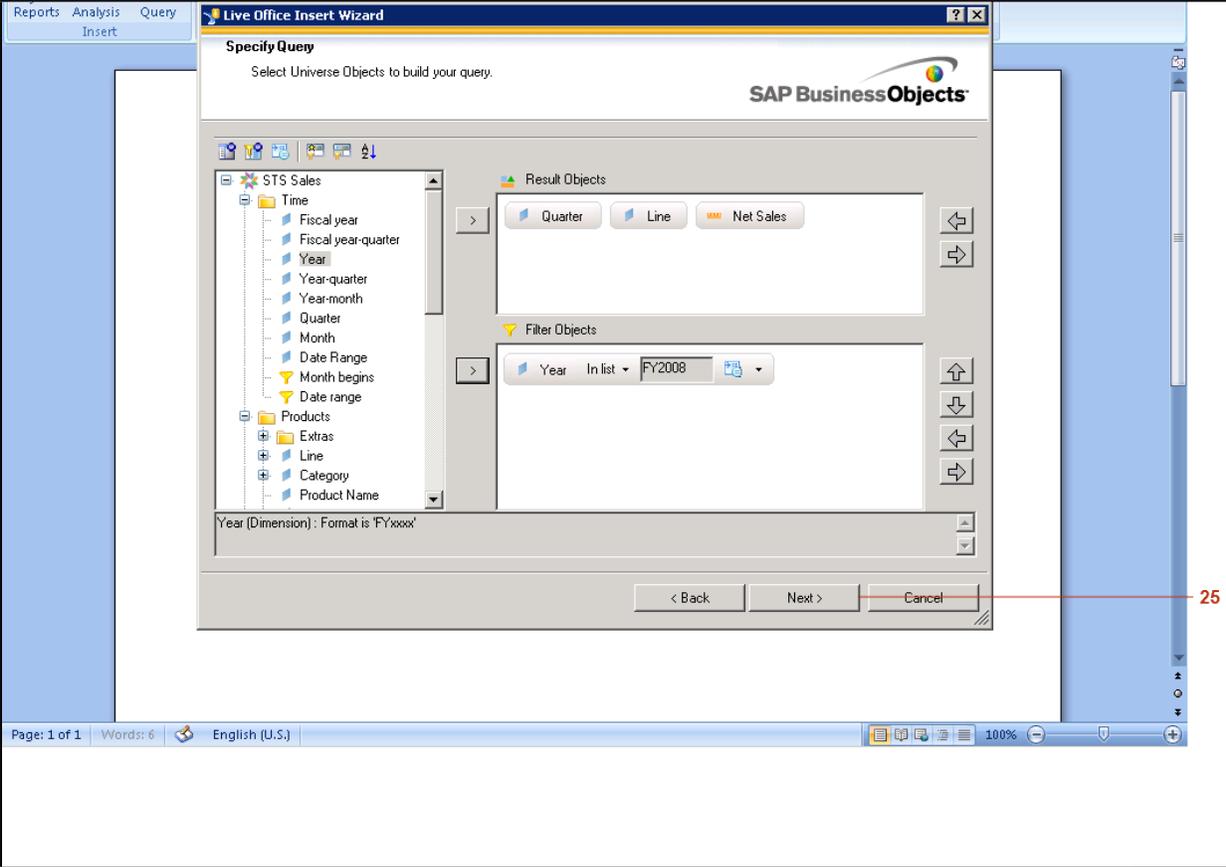
## List of Values



24. Click **OK**.

# Create a New Query

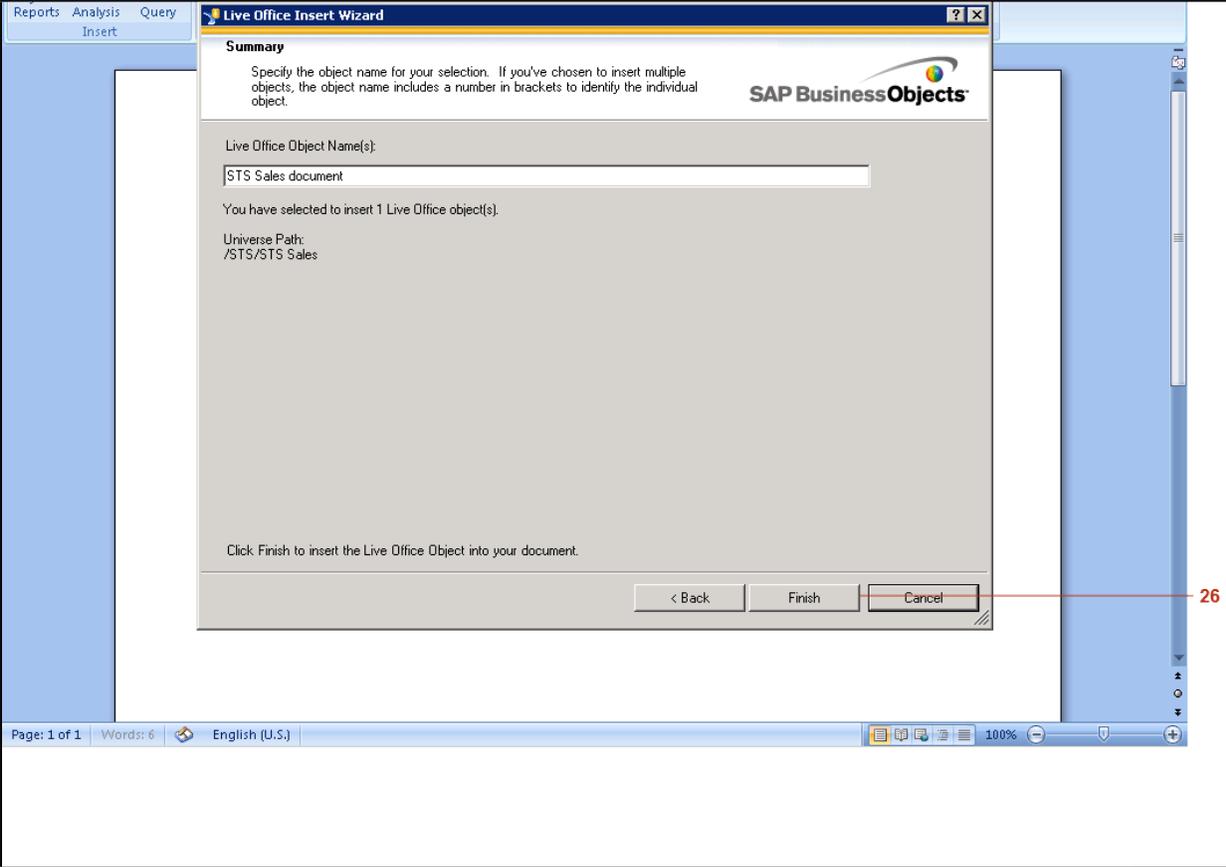
## Live Office Insert Wizard



25. Click **Next**.

# Create a New Query

## Live Office Insert Wizard



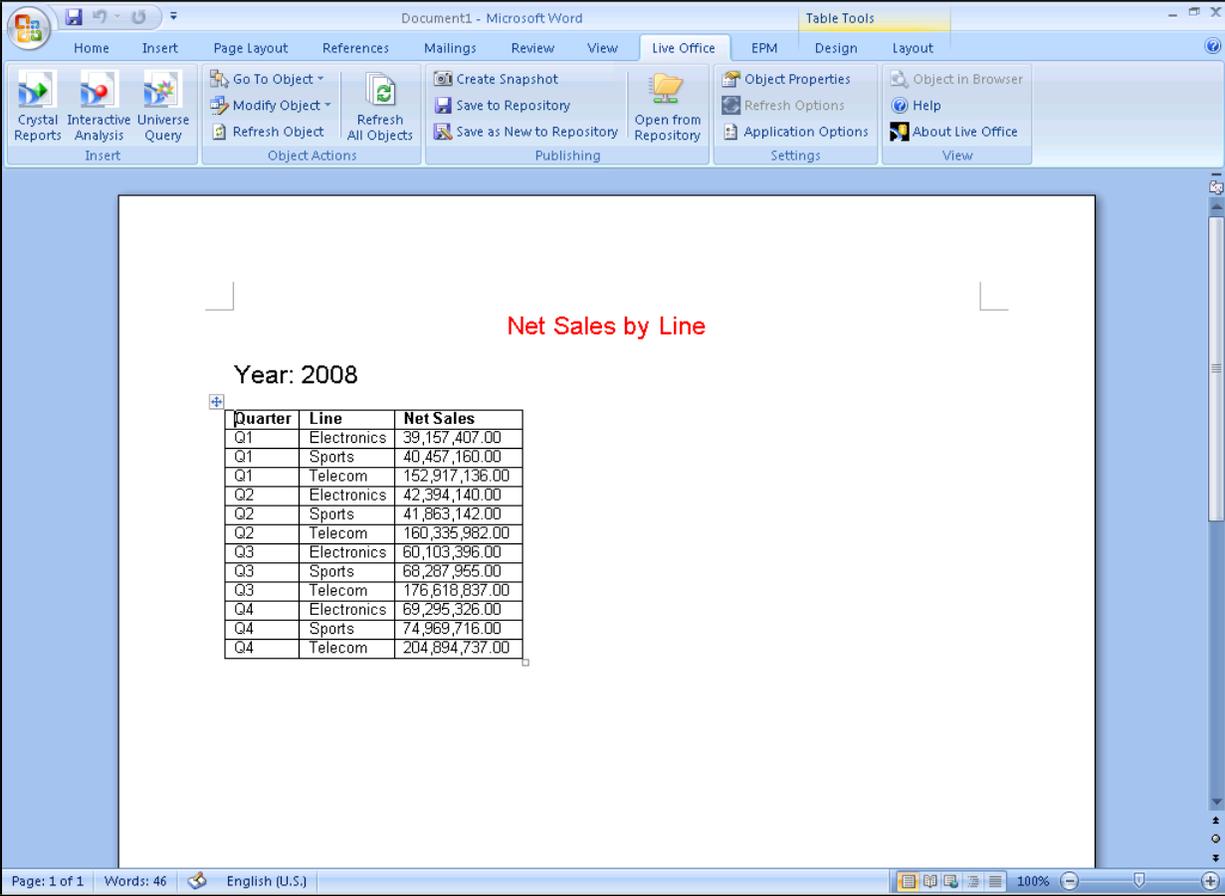
26. Click **Finish**.



You can give a different name to the object based on the fields you selected.

# Create a New Query

## Document1 - Microsoft Word



27. Press any key or click anywhere to exit the activity



Once the query has been added, you can adjust it to add or remove fields or modify filters.

You have successfully created a new universe query based on the STS Sales universe and inserted it into an Office document.

Press any key or click anywhere to exit the activity.