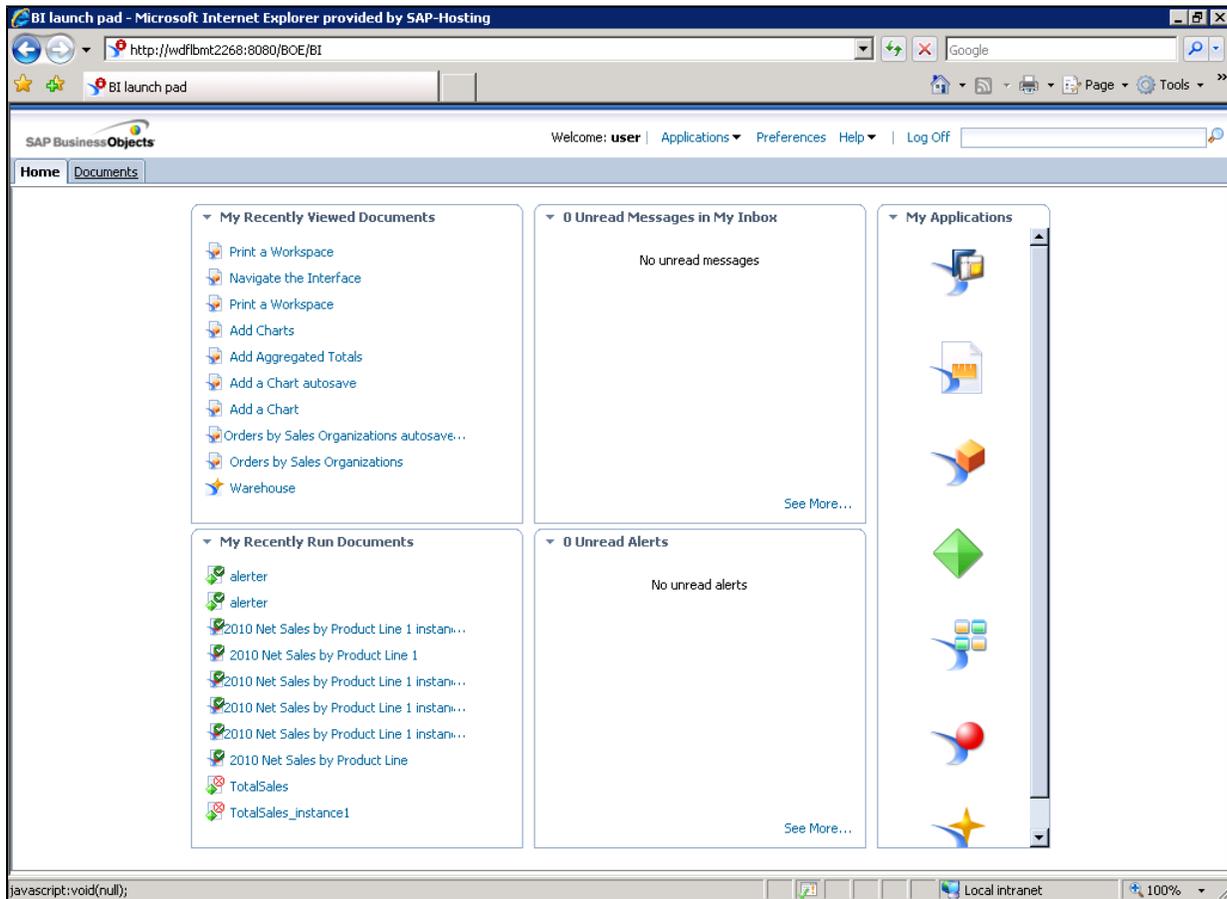


Procedure

BI launch pad



1. Press any key or click anywhere to continue



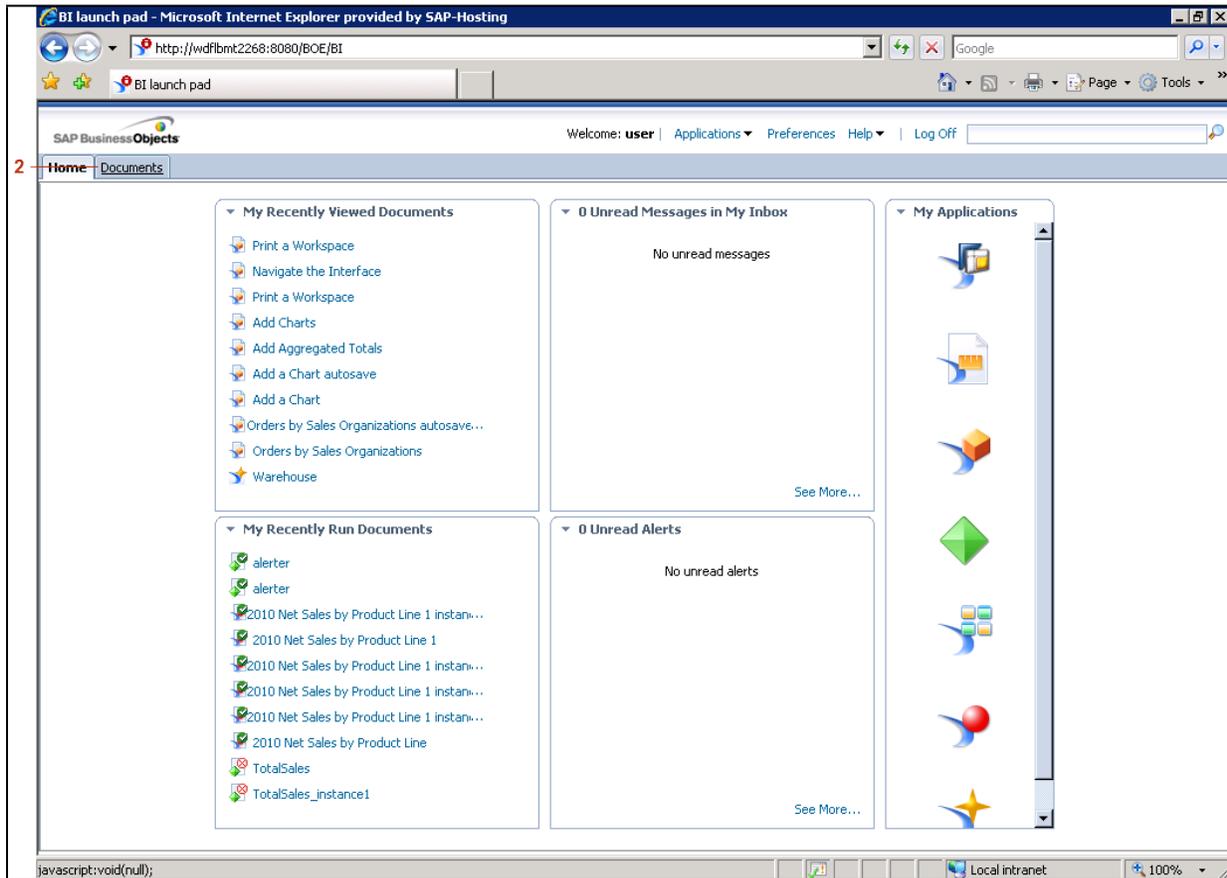
An Analysis workspace is an interactive document, similar to an Excel workbook, that allows you to connect to and analyze OLAP data.

Explore an Analysis workspace, and export it to Excel.

Press any key or click anywhere to continue.

View an Analysis Workspace

BI launch pad - Microsoft Internet Explorer provided by SAP-Hosting



2. Click **Documents**.



Start by opening the Document tab and viewing the Incoming Orders Value Analysis workspace.

View an Analysis Workspace

BI launch pad - Microsoft Internet Explorer provided by SAP-Hosting

The screenshot displays the SAP Business Objects BI launch pad interface within a Microsoft Internet Explorer browser window. The browser's address bar shows the URL <http://wdfibmt2268:8080/BOE/BI>. The page title is "BI launch pad - Microsoft Internet Explorer provided by SAP-Hosting".

The main content area is titled "SAP Business Objects" and includes a navigation menu with "Home" and "Documents" tabs. Below the navigation, there is a "Documents" section with a table listing various documents. The table has the following columns: "Title", "Type", "Last Run", "Instances", and "Description".

Title	Type	Last Run	Instances	Description
HTML_Module	Module			
Incoming Orders Value	Analysis Workspace			
Mod1Eval	Analysis Workspace			
Mod1Eval autosave	Analysis Workspace			
Modify Sheets	Analysis Workspace			
Modify Sheets autosave	Analysis Workspace			
Module 1	Module			
Moving periods	Web Intelligence		0	
Net Sales	Web Intelligence		0	
Order Processing Efficiency Dashboard	Crystal Reports		0	This report demonstrat
Orders by Sales Organizations	Analysis Workspace			
Orders by Sales Organizations autosav	Analysis Workspace			
Orders by Sales per Year	Analysis Workspace			
Orders by Sales per Year autosave	Analysis Workspace			
Print a Workspace	Analysis Workspace			
Profit Analysis by Country	Web Intelligence		0	
Quarterly Revenue Forecast	Flash			
Ranking	Analysis Workspace			
revenue by state	Flash			
Sales Analysis	BI workspace			
Sales Analysis by Product	BI workspace			
Sales by Customer and Product	Web Intelligence		0	
Sales Figures per Region	Web Intelligence		0	

A red number "3" is positioned to the right of the "Incoming Orders Value" row in the table. The status bar at the bottom of the browser window indicates "Local intranet" and "100%" zoom level. A message at the bottom left of the browser window states "The list pane is updated."

3. Click **Incoming Orders Value**.

View an Analysis Workspace

BI launch pad - Microsoft Internet Explorer provided by SAP-Hosting

The screenshot displays the SAP BusinessObjects BI launch pad interface. The browser address bar shows the URL: <http://wdfibmt2268:8080/BOE/BI>. The interface includes a navigation bar with 'Home' and 'Documents' tabs. A menu bar contains 'View', 'New', 'Organize', 'Send', and 'More Actions'. A sidebar on the left shows 'My Documents' with folders like 'My Favorites', 'Information Spaces', 'Travel Expenses', 'Inbox', 'My Alerts', 'Subscribed Alerts', and 'Personal Categories'. The main area is a table of documents:

Title	Type	Last Run	Instances	Description
HTML_Module	Module			
Incoming Orders Value	Analysis Workspace			
Mod1Eval	Analysis Workspace			
Mod1Eval autosave	Analysis Workspace			
Modify Sheets	Analysis Workspace			
Modify Sheets autosave	Analysis Workspace			
Module 1	Module			
Moving periods	Web Intelligence		0	
Net Sales	Web Intelligence		0	
Order Processing Efficiency Dashboard	Crystal Reports		0	This report demonstrat
Orders by Sales Organizations	Analysis Workspace			
Orders by Sales Organizations autosave	Analysis Workspace			
Orders by Sales per Year	Analysis Workspace			
Orders by Sales per Year autosave	Analysis Workspace			
Print a Workspace	Analysis Workspace			
Profit Analysis by Country	Web Intelligence		0	
Quarterly Revenue Forecast	Flash			
Ranking	Analysis Workspace			
revenue by state	Flash			
Sales Analysis	BI workspace			
Sales Analysis by Product	BI workspace			
Sales by Customer and Product	Web Intelligence		0	
Sales Figures per Region	Web Intelligence		0	

The status bar at the bottom indicates 'Total: 75 items' and 'The list pane is updated.' The system tray shows 'Local intranet' and '100%' zoom level.

4. Click the arrow beside the **View** box.

View an Analysis Workspace

BI launch pad - Microsoft Internet Explorer provided by SAP-Hosting

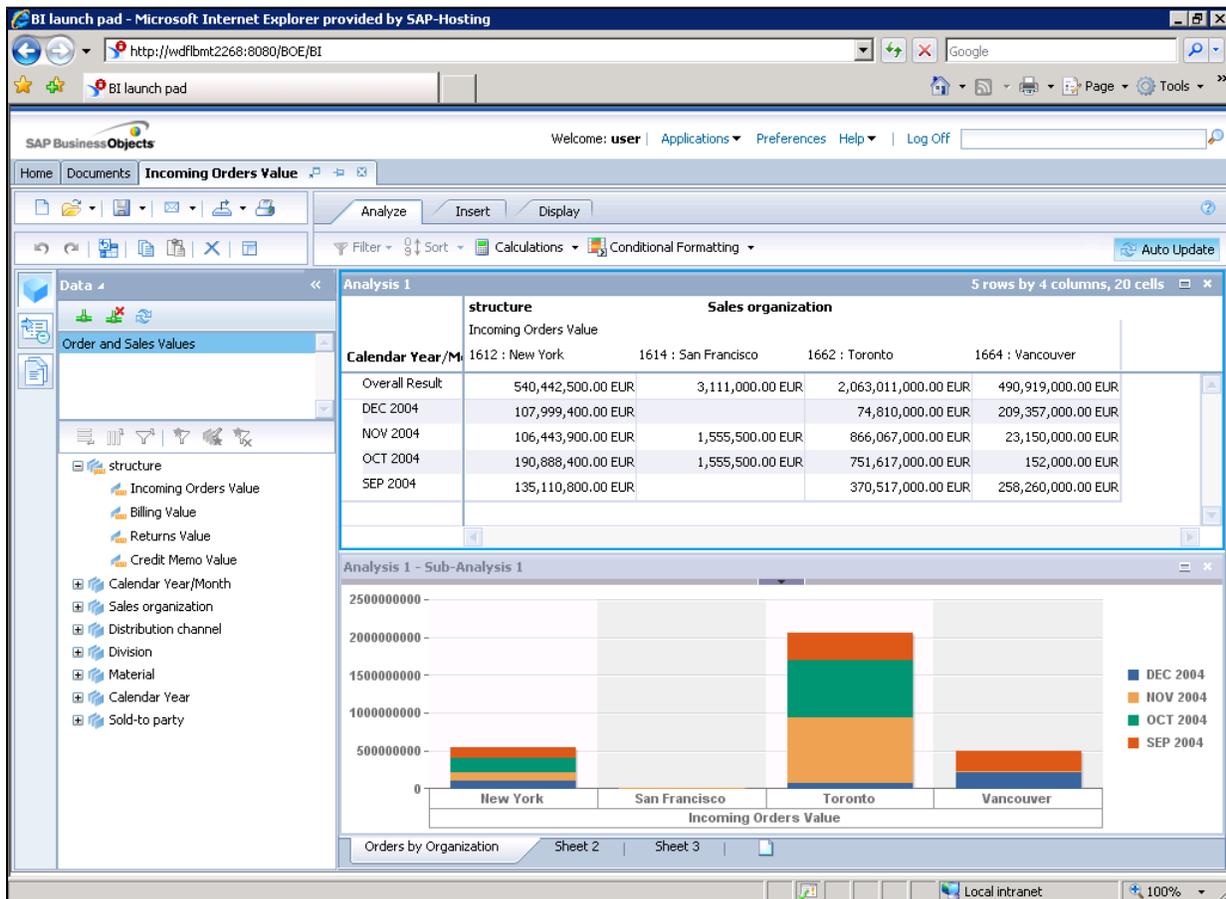
The screenshot shows the SAP BusinessObjects BI launch pad interface. The browser title is "BI launch pad - Microsoft Internet Explorer provided by SAP-Hosting". The address bar shows the URL "http://wdfibmt2268:8080/BOE/BI". The page header includes "SAP BusinessObjects" and "Welcome: user | Applications | Preferences | Help | Log Off". The main content area is a table with columns: Title, Type, Last Run, Instances, and Description. The table lists various analysis workspaces, with "Incoming Orders Value" selected. A red number "5" is placed to the left of the "View" menu in the left-hand navigation pane.

Title	Type	Last Run	Instances	Description
HTML_Module	Module			
Incoming Orders Value	Analysis Workspace			
Mod1Eval	Analysis Workspace			
Mod1Eval autosave	Analysis Workspace			
Modify Sheets	Analysis Workspace			
Modify Sheets autosave	Analysis Workspace			
Module 1	Module			
Moving periods	Web Intelligence		0	
Net Sales	Web Intelligence		0	
Order Processing Efficiency Dashboard	Crystal Reports		0	This report demonstrat
Orders by Sales Organizations	Analysis Workspace			
Orders by Sales Organizations autosave	Analysis Workspace			
Orders by Sales per Year	Analysis Workspace			
Orders by Sales per Year autosave	Analysis Workspace			
Print a Workspace	Analysis Workspace			
Profit Analysis by Country	Web Intelligence		0	
Quarterly Revenue Forecast	Flash			
Ranking	Analysis Workspace			
revenue by state	Flash			
Sales Analysis	BI workspace			
Sales Analysis by Product	BI workspace			
Sales by Customer and Product	Web Intelligence		0	
Sales Figures per Region	Web Intelligence		0	

5. Click [View](#).

View an Analysis Workspace

BI launch pad



6. Press any key or click anywhere to continue



The data is visualized in crosstab and chart components that you add to the sheets in the workspace.

Press any key or click anywhere to continue

View an Analysis Workspace

BI launch pad - Microsoft Internet Explorer provided by SAP-Hosting

The screenshot shows the SAP BusinessObjects BI launch pad interface. The main window displays 'Analysis 1' with a table of 'Incoming Orders Value' and a stacked bar chart titled 'Analysis 1 - Sub-Analysis 1'. The table shows data for four sales organizations (New York, San Francisco, Toronto, Vancouver) across four months (SEP 2004, OCT 2004, NOV 2004, DEC 2004). The bar chart visualizes this data, showing the total value for each organization and the contribution of each month.

Calendar Year/M	1612 : New York	1614 : San Francisco	1662 : Toronto	1664 : Vancouver
Overall Result	540,442,500.00 EUR	3,111,000.00 EUR	2,063,011,000.00 EUR	490,919,000.00 EUR
DEC 2004	107,999,400.00 EUR		74,810,000.00 EUR	209,357,000.00 EUR
NOV 2004	106,443,900.00 EUR		866,067,000.00 EUR	23,150,000.00 EUR
OCT 2004	190,888,400.00 EUR	1,555,500.00 EUR	751,617,000.00 EUR	152,000.00 EUR
SEP 2004	135,110,800.00 EUR		370,517,000.00 EUR	258,260,000.00 EUR

7. Click **Insert**.



The Insert tab contains features to add Analysis visualizations to an Analysis Sheet. You can insert a new crosstab or chart, or switch from one type of chart to another.

View an Analysis Workspace

BI launch pad - Microsoft Internet Explorer provided by SAP-Hosting

The screenshot shows the SAP BusinessObjects BI launch pad interface. The main window displays a crosstab titled 'Analysis 1' with the following data:

Calendar Year/M	Sales organization			
	1612 : New York	1614 : San Francisco	1662 : Toronto	1664 : Vancouver
Overall Result	540,442,500.00 EUR	3,111,000.00 EUR	2,063,011,000.00 EUR	490,919,000.00 EUR
DEC 2004	107,999,400.00 EUR		74,810,000.00 EUR	209,357,000.00 EUR
NOV 2004	106,443,900.00 EUR	1,555,500.00 EUR	866,067,000.00 EUR	23,150,000.00 EUR
OCT 2004	190,888,400.00 EUR	1,555,500.00 EUR	751,617,000.00 EUR	152,000.00 EUR
SEP 2004	135,110,800.00 EUR		370,517,000.00 EUR	258,260,000.00 EUR

Below the crosstab is a stacked bar chart titled 'Analysis 1 - Sub-Analysis 1' showing 'Incoming Orders Value' by organization (New York, San Francisco, Toronto, Vancouver) for the months of September, October, and November 2004. The legend indicates: DEC 2004 (blue), NOV 2004 (orange), OCT 2004 (green), and SEP 2004 (red).

8. Click **Display**.



The Display tab contains features to determine how data is displayed in the analysis. You can easily swap the rows and columns in a crosstab and set how numbers, totals, and zero values are displayed.



The Analyze tab contains features to help you actively analyze data. These features let you filter and sort data, as well as create calculations and conditional formatting in the data.

View an Analysis Workspace

BI launch pad - Microsoft Internet Explorer provided by SAP-Hosting

The screenshot displays the SAP Business Objects BI launch pad interface within a Microsoft Internet Explorer browser window. The browser address bar shows the URL: <http://wdfibmt2268:8080/BOE/BI>. The interface includes a navigation pane on the left with a tree view showing the 'structure' of the analysis workspace, including 'Incoming Orders Value', 'Billing Value', 'Returns Value', and 'Credit Memo Value'. The main workspace is titled 'Analysis 1' and displays a table of data for 'Incoming Orders Value' across four sales organizations: New York, San Francisco, Toronto, and Vancouver. The table shows data for the months of September, October, and November 2004, along with an overall result. Below the table, a stacked bar chart titled 'Analysis 1 - Sub-Analysis 1' visualizes the data, showing the contribution of each month to the total incoming orders value for each organization. The chart uses a color-coded legend: DEC 2004 (blue), NOV 2004 (orange), OCT 2004 (green), and SEP 2004 (red). The chart shows that Toronto has the highest total value, followed by Vancouver, New York, and San Francisco. The overall result is 540,442,500.00 EUR.

Calendar Year/M	1612 : New York	1614 : San Francisco	1662 : Toronto	1664 : Vancouver
Overall Result	540,442,500.00 EUR	3,111,000.00 EUR	2,063,011,000.00 EUR	490,919,000.00 EUR
DEC 2004	107,999,400.00 EUR		74,810,000.00 EUR	209,357,000.00 EUR
NOV 2004	106,443,900.00 EUR		866,067,000.00 EUR	23,150,000.00 EUR
OCT 2004	190,888,400.00 EUR	1,555,500.00 EUR	751,617,000.00 EUR	152,000.00 EUR
SEP 2004	135,110,800.00 EUR		370,517,000.00 EUR	258,260,000.00 EUR

9. Select the **Export** check box.



The Quick Access Toolbar provides general functions such as New, Open, Save, Export, Print, Undo, Copy, Paste, and Delete. This toolbar is always visible.

Export the Analysis workspace into Excel.

View an Analysis Workspace

BI launch pad - Microsoft Internet Explorer provided by SAP-Hosting

10

The screenshot displays the SAP BusinessObjects BI launch pad interface. The browser window title is "BI launch pad - Microsoft Internet Explorer provided by SAP-Hosting". The URL is "http://wdfibmt2268:8080/BOE/BI". The page shows a welcome message for user "user" and navigation options like "Applications", "Preferences", "Help", and "Log Off".

The main workspace is titled "Incoming Orders Value". It features a "Data" menu with options: "Excel", "CSV", "PDF", and "Analysis View". A red "10" is positioned to the left of the "Excel" option. Below the menu is a tree view showing the "structure" of the analysis, including "Incoming Orders Value", "Billing Value", "Returns Value", "Credit Memo Value", "Calendar Year/Month", "Sales organization", "Distribution channel", "Division", "Material", "Calendar Year", and "Sold-to party".

The central area displays "Analysis 1" with a table of data. The table has columns for "Calendar Year/M" and "Sales organization" (1612 : New York, 1614 : San Francisco, 1662 : Toronto, 1664 : Vancouver). The rows show "Overall Result" and monthly data for DEC 2004, NOV 2004, OCT 2004, and SEP 2004. Values are in EUR.

Calendar Year/M	1612 : New York	1614 : San Francisco	1662 : Toronto	1664 : Vancouver
Overall Result	540,442,500.00 EUR	3,111,000.00 EUR	2,063,011,000.00 EUR	490,919,000.00 EUR
DEC 2004	107,999,400.00 EUR		74,810,000.00 EUR	209,357,000.00 EUR
NOV 2004	106,443,900.00 EUR		866,067,000.00 EUR	23,150,000.00 EUR
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SEP 2004	135,110,800.00 EUR		370,517,000.00 EUR	258,260,000.00 EUR

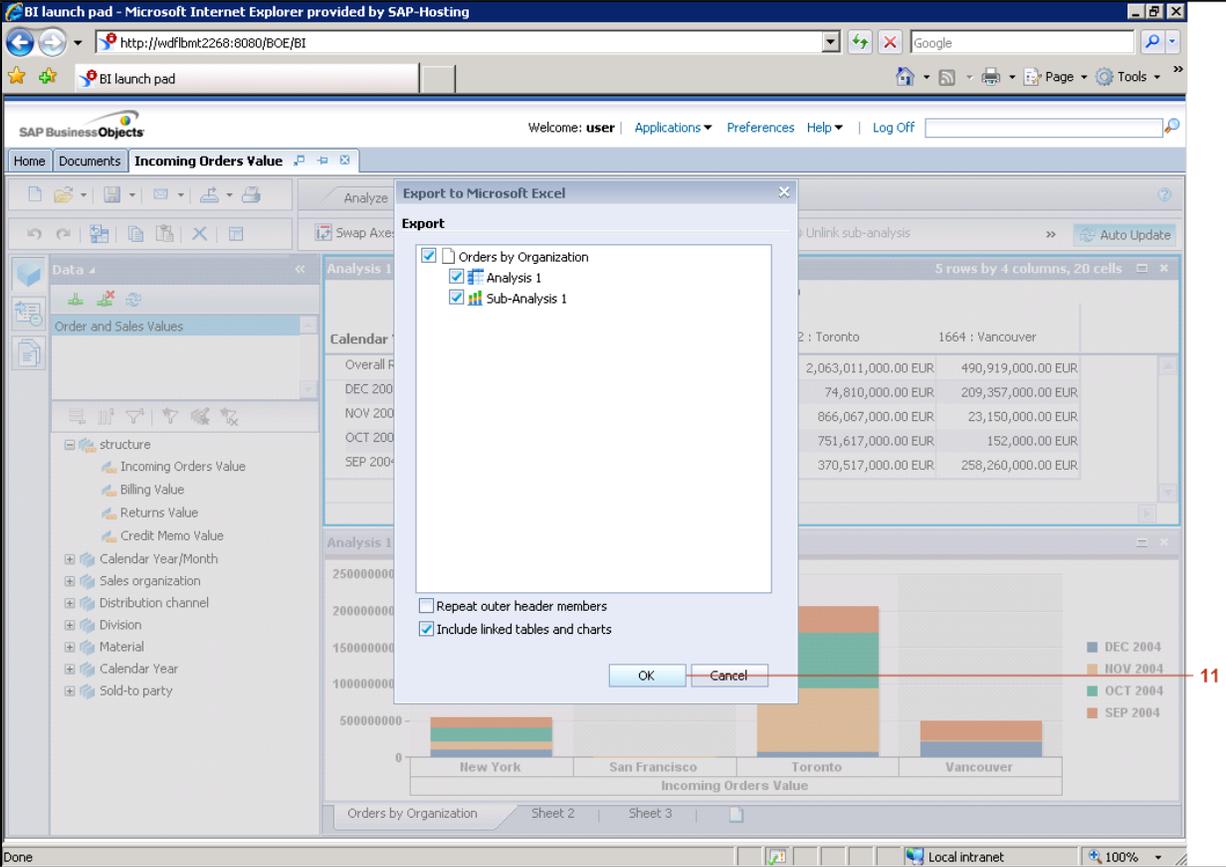
Below the table is a stacked bar chart titled "Analysis 1 - Sub-Analysis 1". The Y-axis represents value in EUR, ranging from 0 to 2,500,000,000. The X-axis shows "New York", "San Francisco", "Toronto", and "Vancouver". The bars are stacked by month: DEC 2004 (blue), NOV 2004 (orange), OCT 2004 (green), and SEP 2004 (red). The chart shows that Toronto has the highest total value, followed by New York, Vancouver, and San Francisco.

The bottom of the interface shows "Orders by Organization" and "Sheet 2 | Sheet 3". The status bar at the bottom indicates "Done" and "Local intranet".

10. Click **Excel**.

View an Analysis Workspace

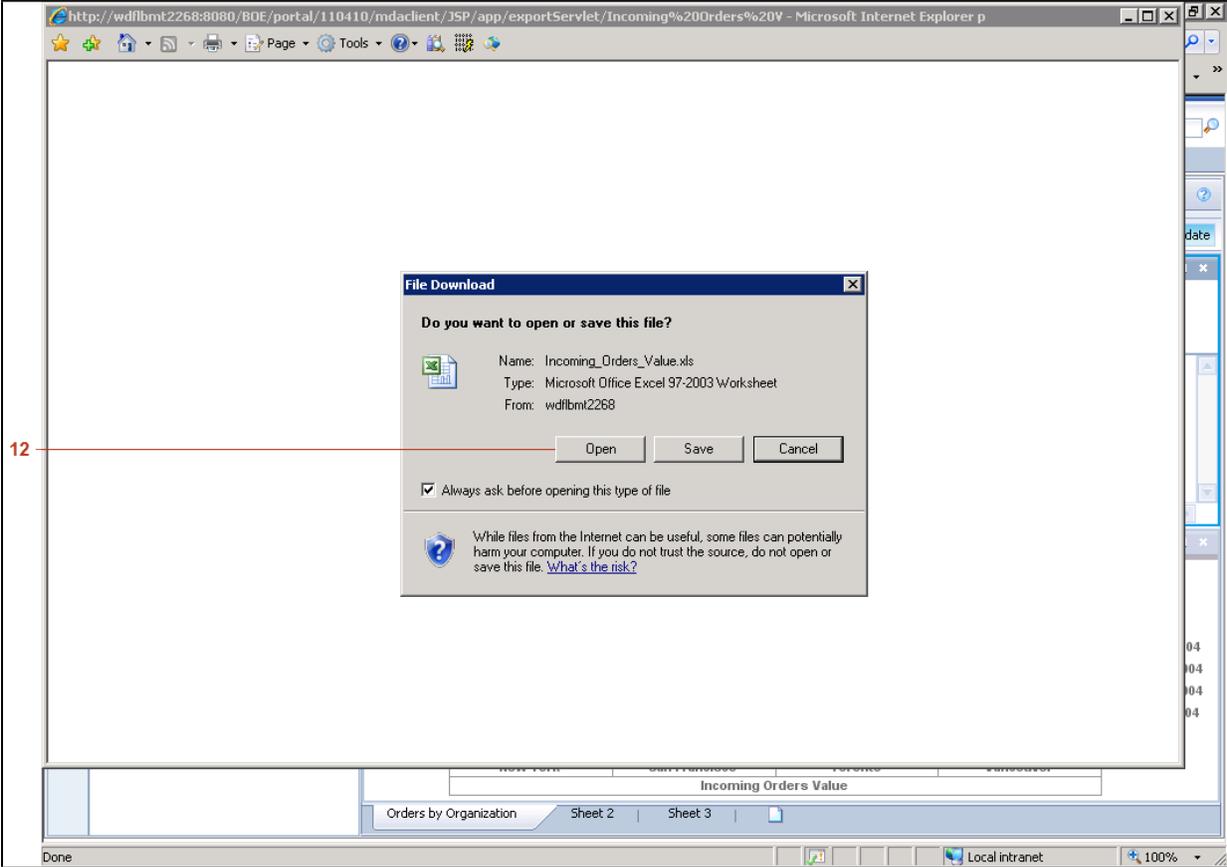
BI launch pad - Microsoft Internet Explorer provided by SAP-Hosting



11. Click **OK**.

View an Analysis Workspace

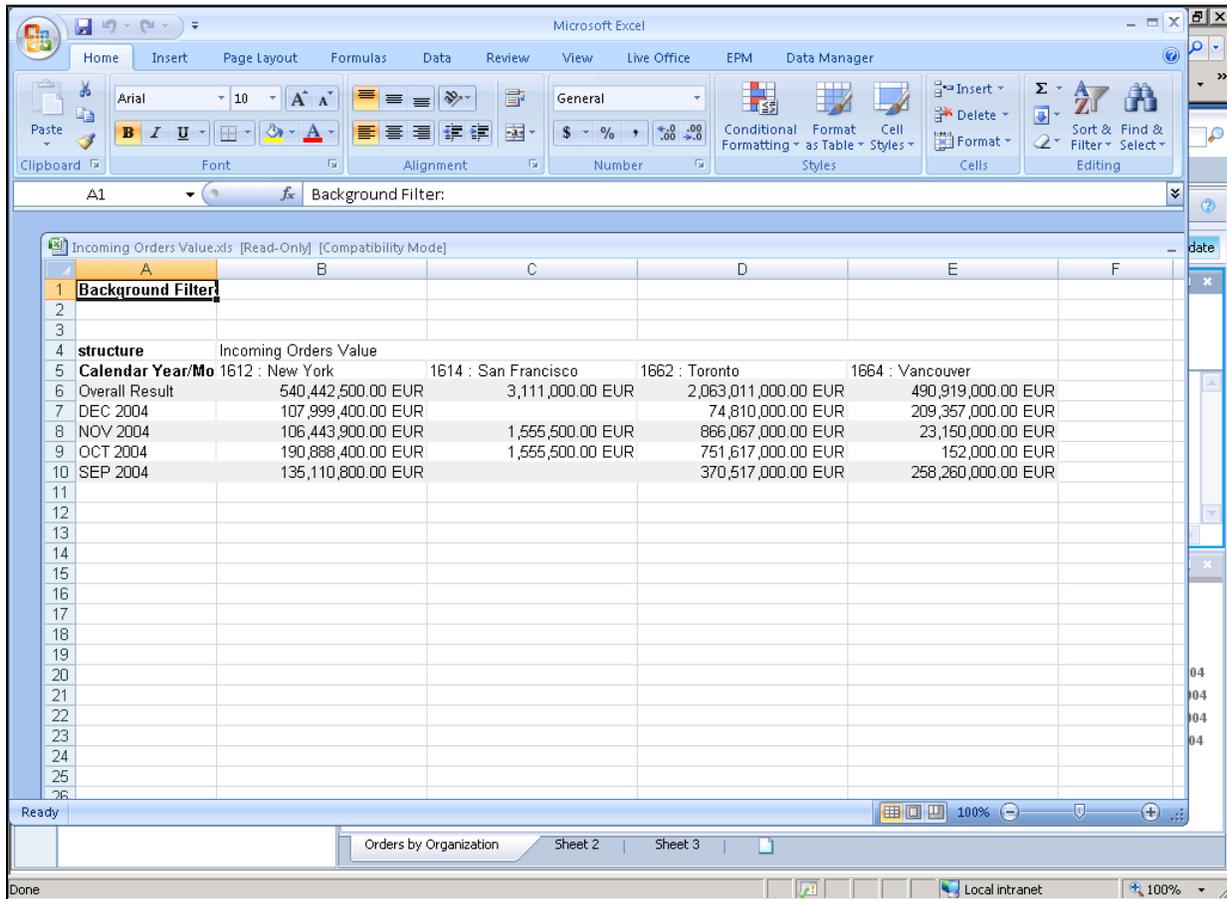
File Download



12. Click **Open**.

View an Analysis Workspace

BI launch pad - Microsoft Internet Explorer provided by SAP-Hosting



The screenshot shows a Microsoft Excel spreadsheet titled 'Incoming Orders Value.xls [Read-Only] [Compatibility Mode]'. The spreadsheet contains a table with the following data:

Calendar Year/Mo	1612 : New York	1614 : San Francisco	1662 : Toronto	1664 : Vancouver
Overall Result	540,442,500.00 EUR	3,111,000.00 EUR	2,063,011,000.00 EUR	490,919,000.00 EUR
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OCT 2004	190,888,400.00 EUR	1,555,500.00 EUR	751,617,000.00 EUR	152,000.00 EUR
SEP 2004	135,110,800.00 EUR		370,517,000.00 EUR	258,260,000.00 EUR

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



You have successfully explored an Analysis workspace, and exported it into Excel.

Press any key or click anywhere to exit the activity.