

# NCDHHS

## Business Objects Web Intelligence (WEBI) 4.3 “Fiori” User Interface Introduction & Primer



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## Introduction

The BI Launchpad has changed significantly in the look and feel as well as adding some new features. The new design is called Fiorified BI Launchpad and this guide will refer to the existing interface as Classic BI Launchpad.

This guide is intended to give a comparison of the Classic BI Launchpad to the new Fiorified BI Launchpad and help existing users familiarize themselves with the new design.

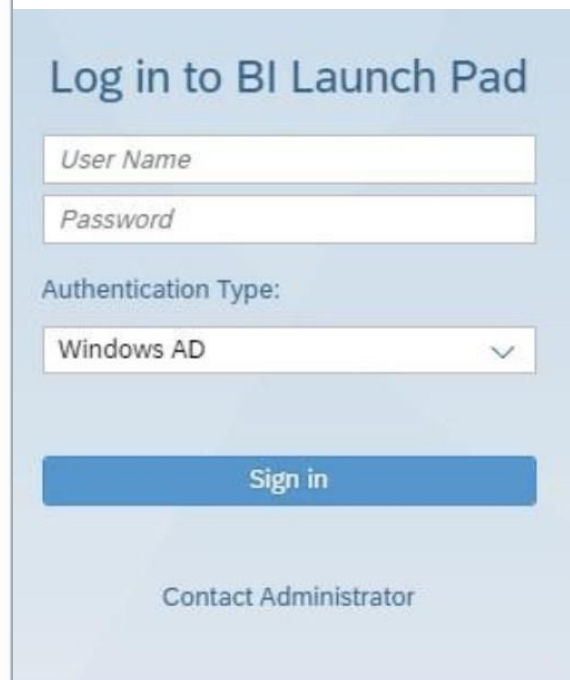
## Logging into BI Launchpad

Starting with the logon page you will notice the difference in style from the Classic BI Launchpad, however, the differences are mainly cosmetic. There is an addition of the Contact Administrator link that will open a new email to the BI Admins. Therefore, you can send an email if you have issues directly to the admins.

Classic Logon Page



Fiorified Logon Page

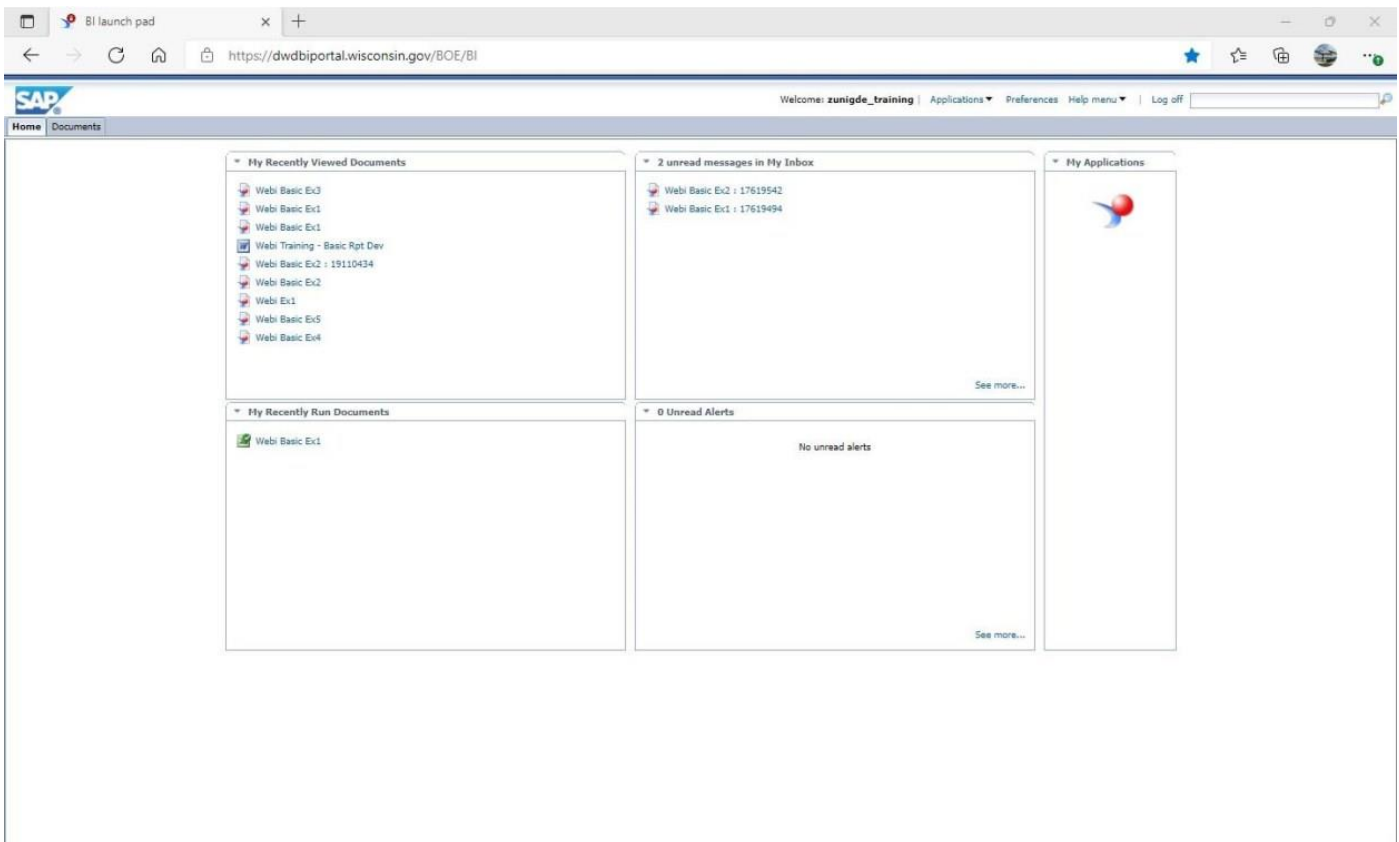


## Home Screen

The home screen has changed significantly from the Classic BI Launchpad. Most users probably land on the folders section of the BI Launchpad but we will compare the home page here.

### Classic Home Page

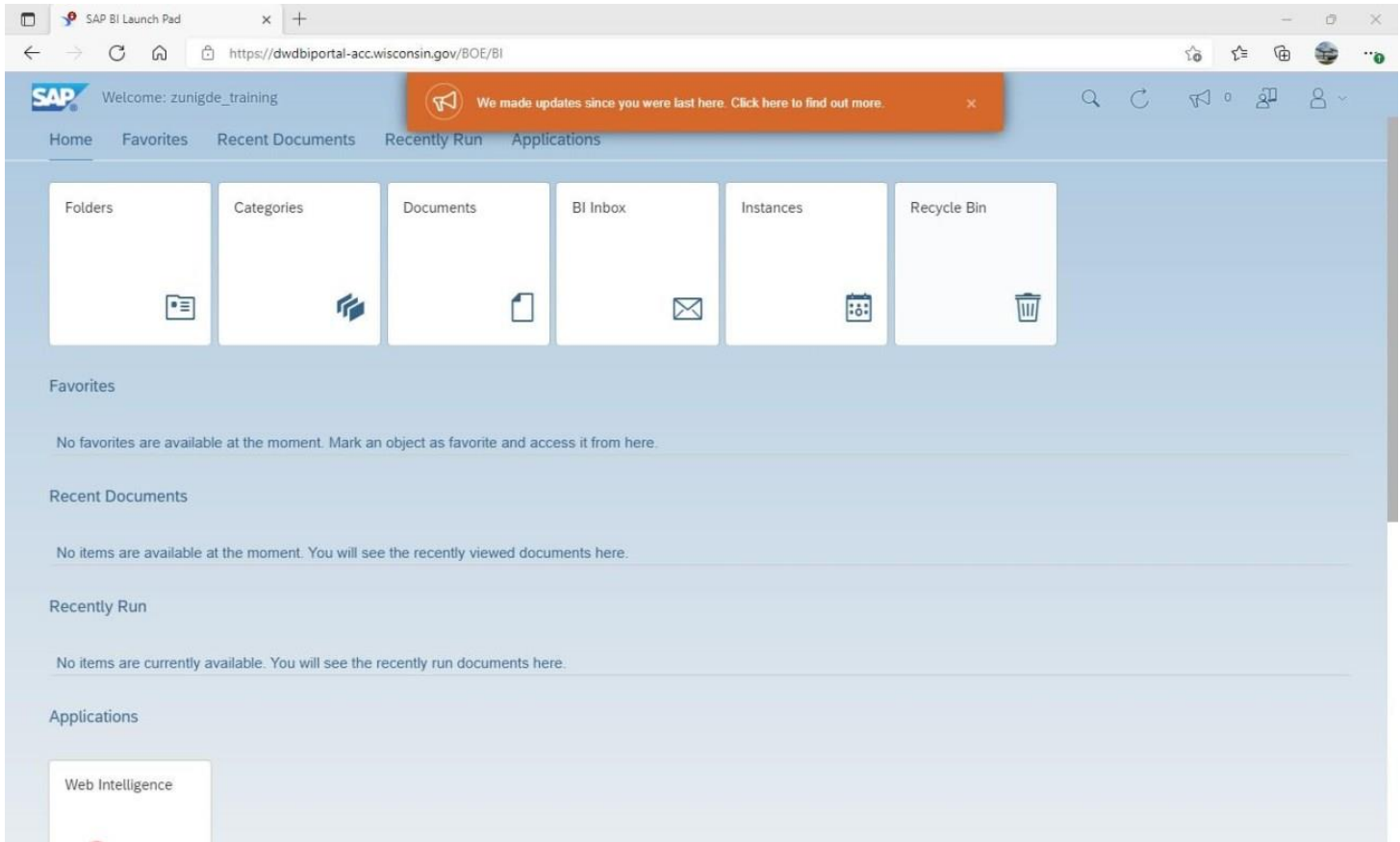
The classic home page contained Recently Viewed Documents, Unread BI Inbox messages, Recently Run Documents, Unread Alerts, and Applications.



## Fiorified Home Page

The new Fiorified Home Page is significantly different. There are Recent Documents, Recently Run Documents, and Applications like the Classic Home Page but there are a number of "tiles" that give access to the Folders, Categories, Documents that the user has access to, the user's BI Inbox, Scheduled instances, and the user's Recycle Bin. Most of these features were present in the classic interface but the new design is meant to simplify the navigation.

In the next few sections we will illustrate some of the new features as well as some of the navigational differences.

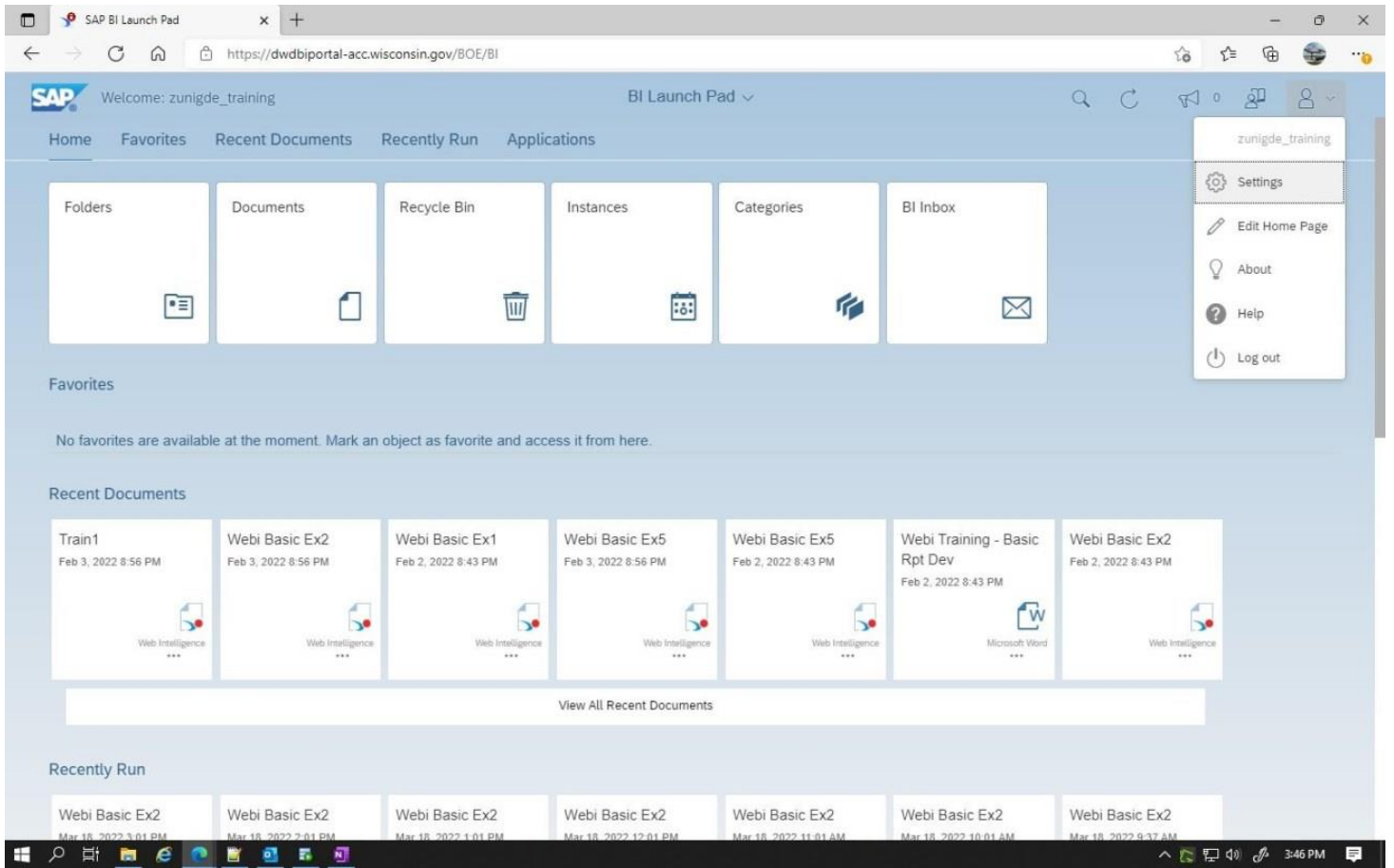


## User Menu

The user menu is in the upper-right of the page and contains user settings, Edit Home Page, the about and online help, and the log out button.

## Settings





The user preferences are now under the user icon Settings. It is broken into sections for basic User Account settings, Account Preferences, Application Preferences, and Appearance.



## User Account

This contains basic user information and database credentials.

### Settings

-  **User Account**  
zunigde\_training
-  **Account Preferences**  
Edit Account Preferences
-  **Application Preferences**  
Edit Application Preferences
-  **Appearance**  
Fiori 3.0

## User Account

Account Information

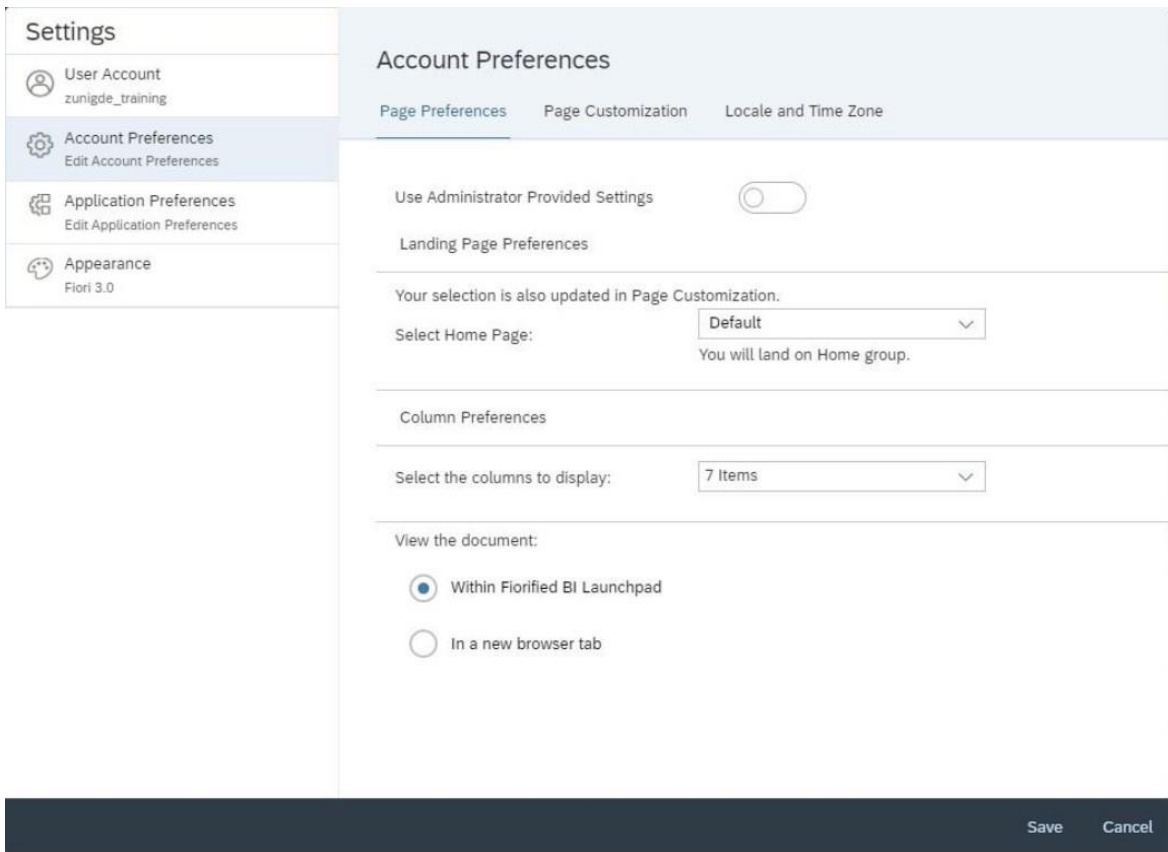
Database Credentials

Account Name:	zunigde_training	
Full Name:	zunigde_training	
Email:		
Description:		
Password Last Chan...	Mar 30, 2021 1:16 PM	
Alias		Authentication Type
secEnterprise:zunigde_training		secEnterprise

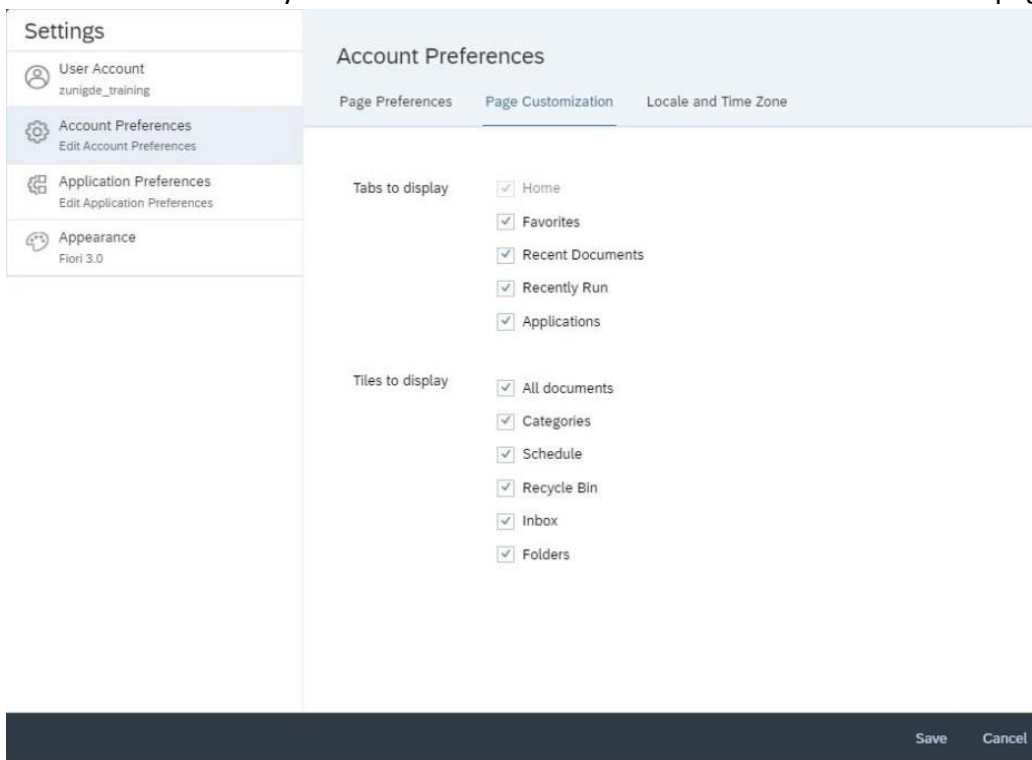
Save
Cancel

## Account Preferences

Here you can set page preferences like the home landing page, what columns to display in the folders area, and how to view documents. You can also choose to use the default settings.



The page customization menu allows you to hide or show tabs and tile that are on the home page.



### Application Preferences

Here is where you can change some basic settings for WebI. The other applications are not used in our environment.

**Settings**

- User Account  
zunigde\_training
- Account Preferences  
Edit Account Preferences
- Application Preferences**  
Edit Application Preferences
- Appearance  
Fiori 3.0

### Application Preferences

Web Intelligence   Crystal Reports   Analysis edition for OLAP

When viewing a document:

- Use the document locale to format the data
- Use my preferred viewing locale to format the data

Measurement unit:

- Centimeters
- Inches

Drill options:

- Synchronize drill on report blocks

Select a priority for saving to MS Excel:

- Prioritize the formatting of documents
- Prioritize easy data processing in Excel

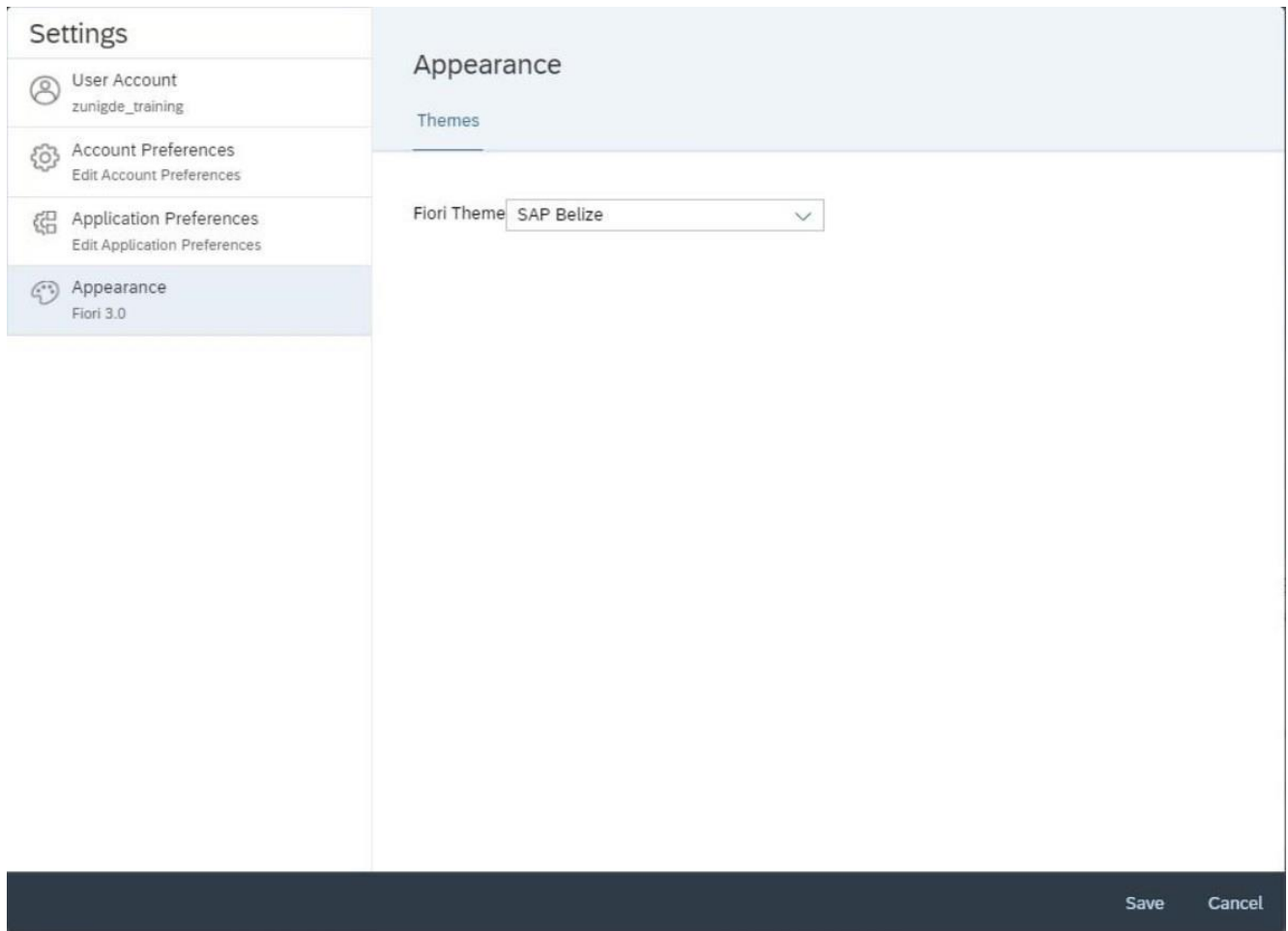
Select your preferred document orientation:

- Default (Administrator settings)
- Left to Right

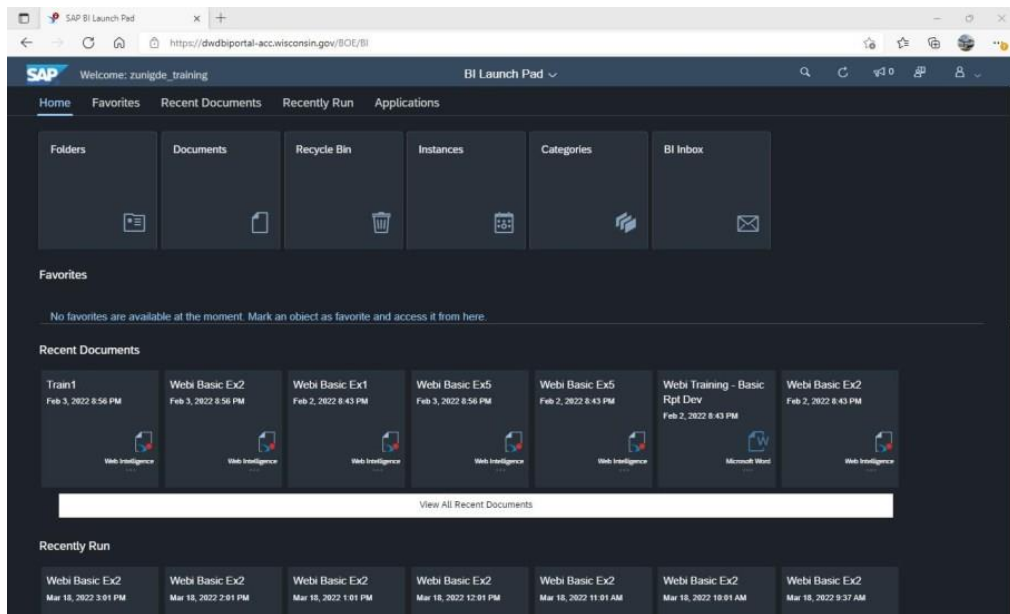
Save   Cancel

## Appearance

Lastly, you change the theme of the BI Launchpad to suit your preferences. The default is the SAP Belize theme but there are other themes like dark themes that some prefer.

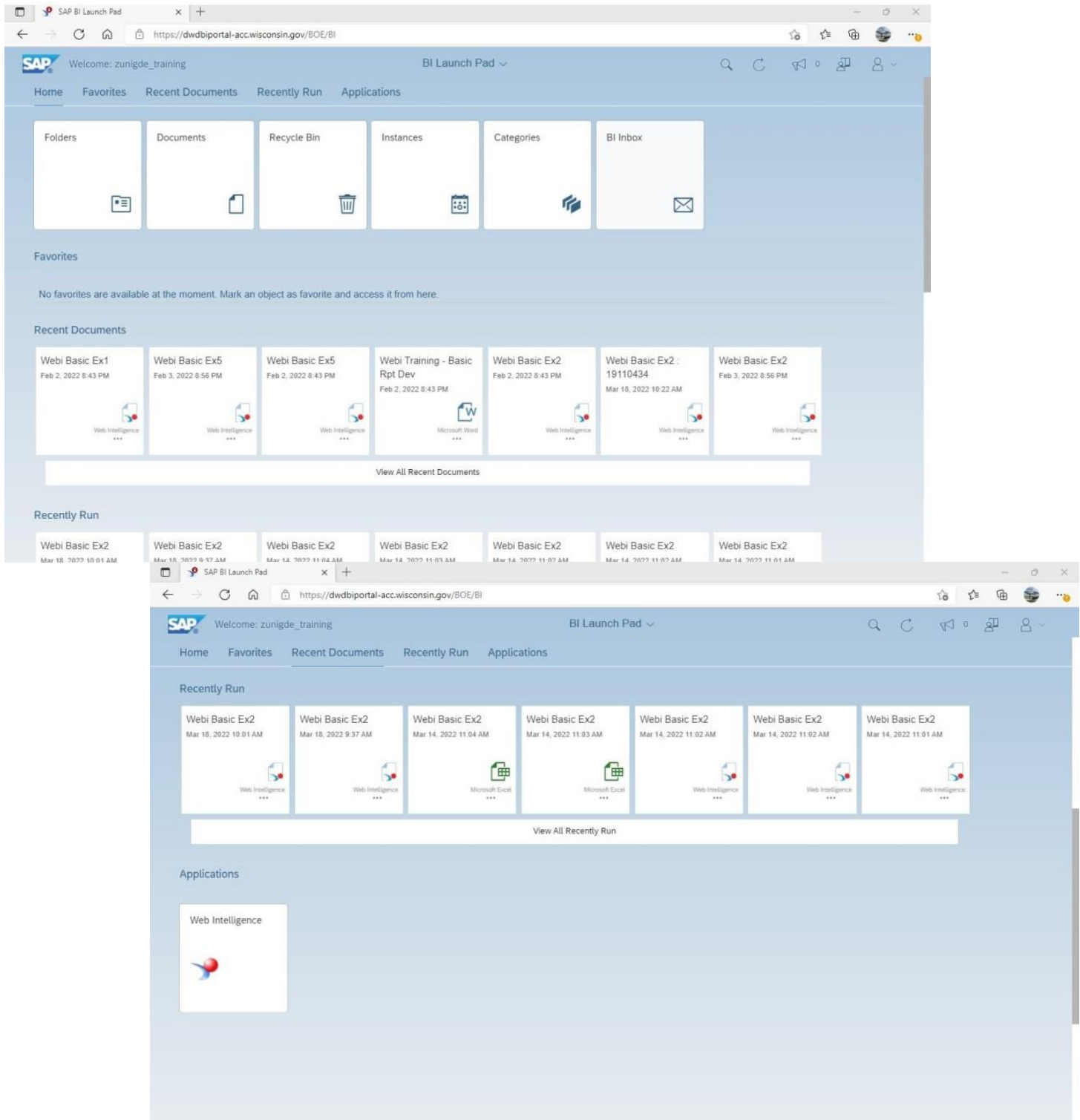


## SAP Quartz Dark Theme



# Navigating the BI Launchpad

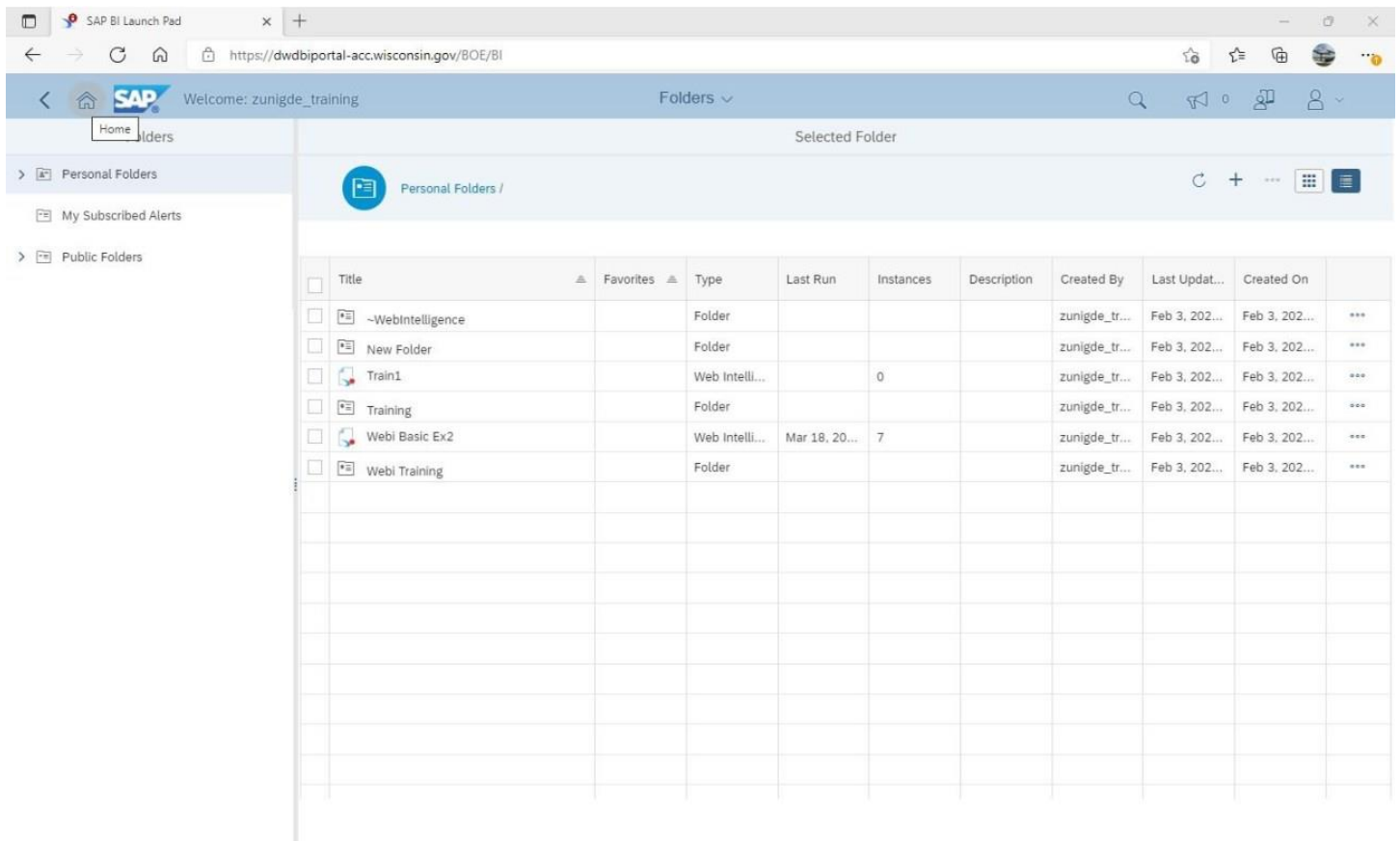
From the BI Launchpad home you can navigate in a number of ways. You can click on one of the tiles to jump to a section of the BI environment like Folders, Recycle bin, Instances, etc. You also have access to view documents you mark as favorites and navigate to recently viewed and run documents. Scrolling down will also give you access to applications such as WebI.



Once you have clicked on a tile like Folders, to get back to the Home page you have a couple of options.

## Home Button

You can click the Home icon at the top of the page to go back to the Home page from wherever you are in the BI Launchpad.



The screenshot shows the SAP BI Launchpad interface. At the top, there is a navigation bar with a home icon, the SAP logo, and the text "Welcome: zunigde\_training". Below this is a "Folders" dropdown menu. The main area displays a list of folders under "Personal Folders /". The list is as follows:

Title	Favorites	Type	Last Run	Instances	Description	Created By	Last Updat...	Created On	
~WebIntelligence		Folder				zunigde_tr...	Feb 3, 202...	Feb 3, 202...	***
New Folder		Folder				zunigde_tr...	Feb 3, 202...	Feb 3, 202...	***
Train1		Web Intelli...		0		zunigde_tr...	Feb 3, 202...	Feb 3, 202...	***
Training		Folder				zunigde_tr...	Feb 3, 202...	Feb 3, 202...	***
Webi Basic Ex2		Web Intelli...	Mar 18, 20...	7		zunigde_tr...	Feb 3, 202...	Feb 3, 202...	***
Webi Training		Folder				zunigde_tr...	Feb 3, 202...	Feb 3, 202...	***

## Navigate Back Button

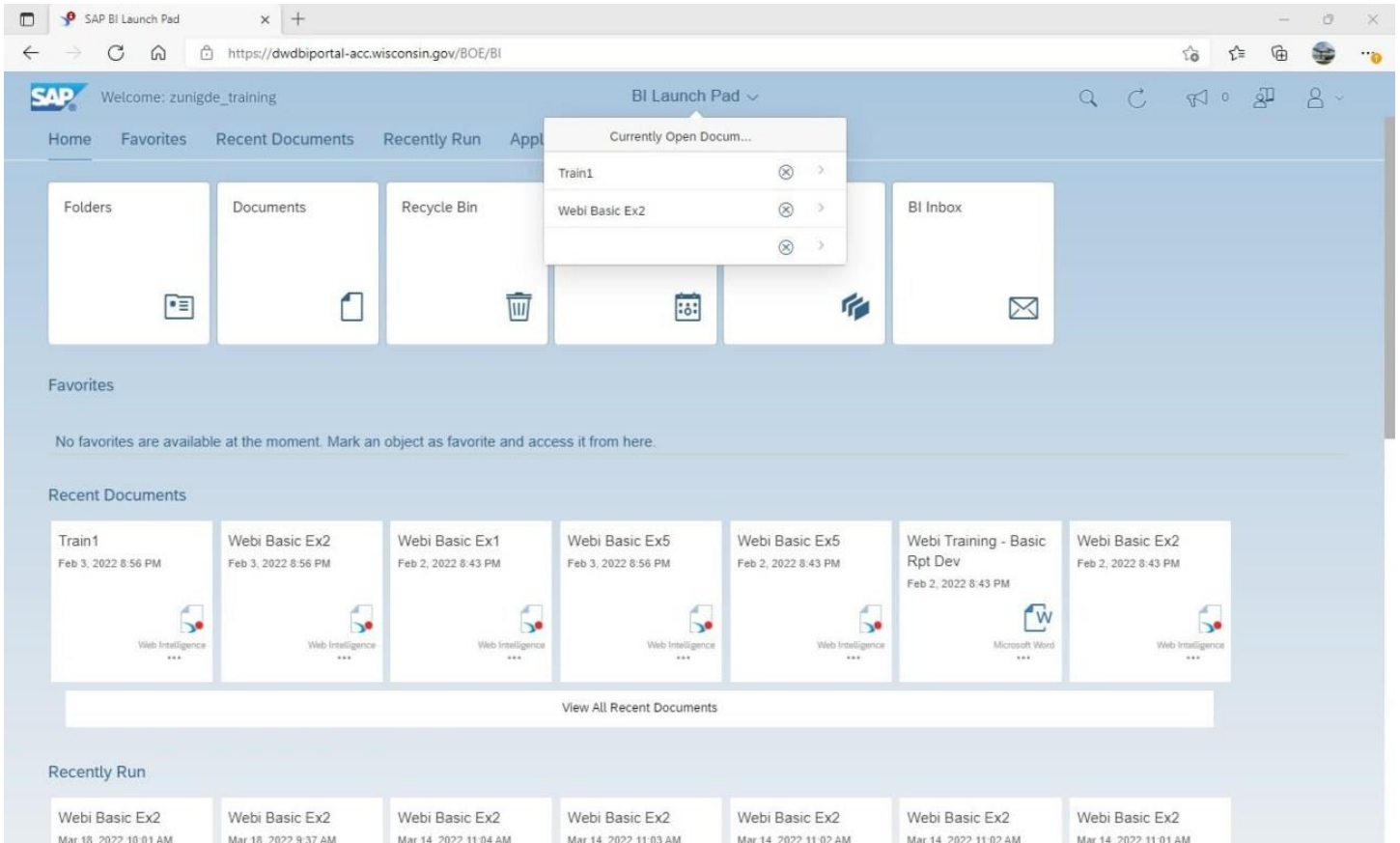
You can click the < icon at the top of the page to go back to the previous page you visited. From any of the main tiles it will bring you back to the Home page.

The screenshot shows the SAP BI Launchpad interface. The browser address bar displays 'https://dwdbiportal-acc.wisconsin.gov/BOE/BI'. The SAP logo and 'Welcome: zunigde\_training' are visible at the top. A 'Folders' dropdown menu is open, showing a list of folders and documents. The left sidebar contains navigation options: 'Personal Folders', 'My Subscribed Alerts', and 'Public Folders'. The main content area shows a table of folders and documents.

Title	Favorites	Type	Last Run	Instances	Description	Created By	Last Updat...	Created On	
~WebIntelligence		Folder				zunigde_tr...	Feb 3, 202...	Feb 3, 202...	***
New Folder		Folder				zunigde_tr...	Feb 3, 202...	Feb 3, 202...	***
Train1		Web Intelli...		0		zunigde_tr...	Feb 3, 202...	Feb 3, 202...	***
Training		Folder				zunigde_tr...	Feb 3, 202...	Feb 3, 202...	***
Webi Basic Ex2		Web Intelli...	Mar 18, 20...	7		zunigde_tr...	Feb 3, 202...	Feb 3, 202...	***
Webi Training		Folder				zunigde_tr...	Feb 3, 202...	Feb 3, 202...	***

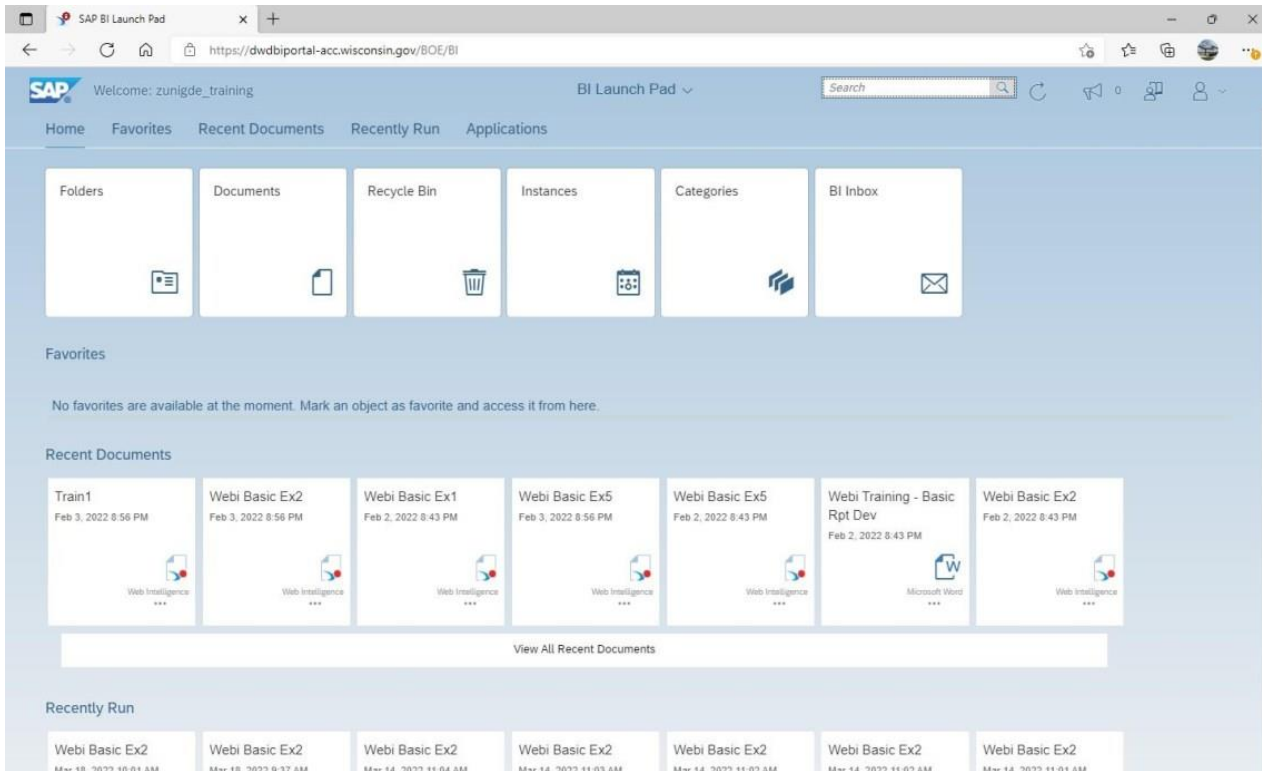
## Navigating between Open Documents

Wherever you are in the BI Launchpad you can view, navigate to, and close currently open documents. Click on the dropdown on the center top of the screen. The label will change based on where you are within the BI Launchpad, but this will always show the currently opened documents. To navigate to an open document, click on the title. You can also close an open document by clicking the X next to the name of the document you wish to close. Once a document is open, it remains open until you close it from this dropdown.

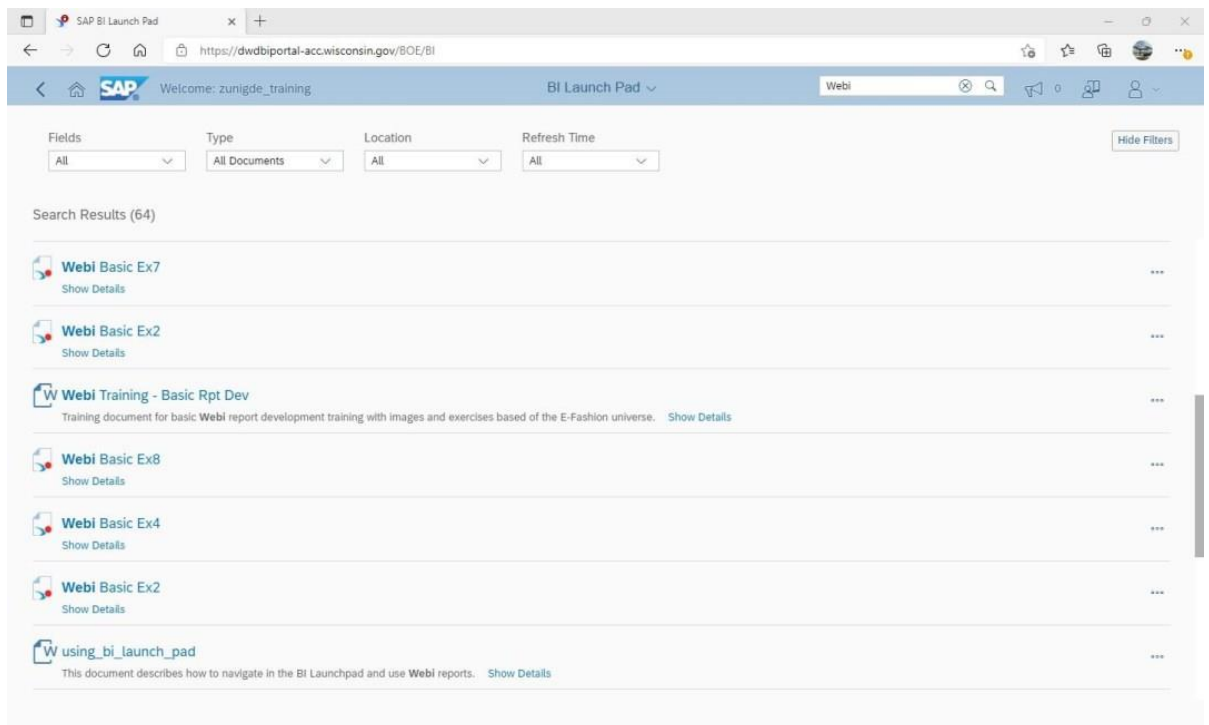


## Searching

The search function is accessed by clicking the eyeglass icon on the upper right of the BI Launchpad. Once you click on the eyeglass you will get a text box where you enter the text to search.

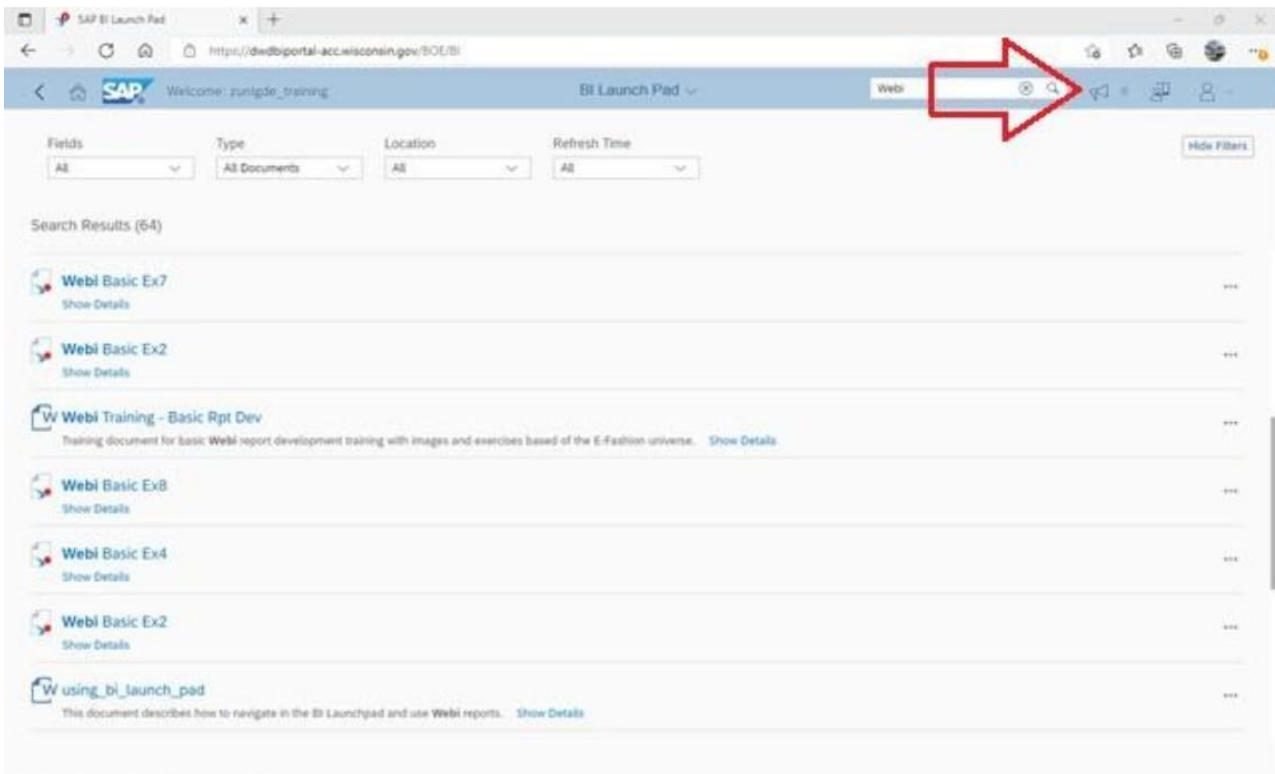


Once you get the search results you can further filter the results by editing the dropdown lists for Fields, Type, Location, and Refresh Time. From the results you can also open the document as well as perform all the actions you have permissions to via the ellipsis.



## Notifications

Notifications sent within the system will appear in the upper-right of the BI Launchpad. You can access any active notifications via the bullhorn icon.

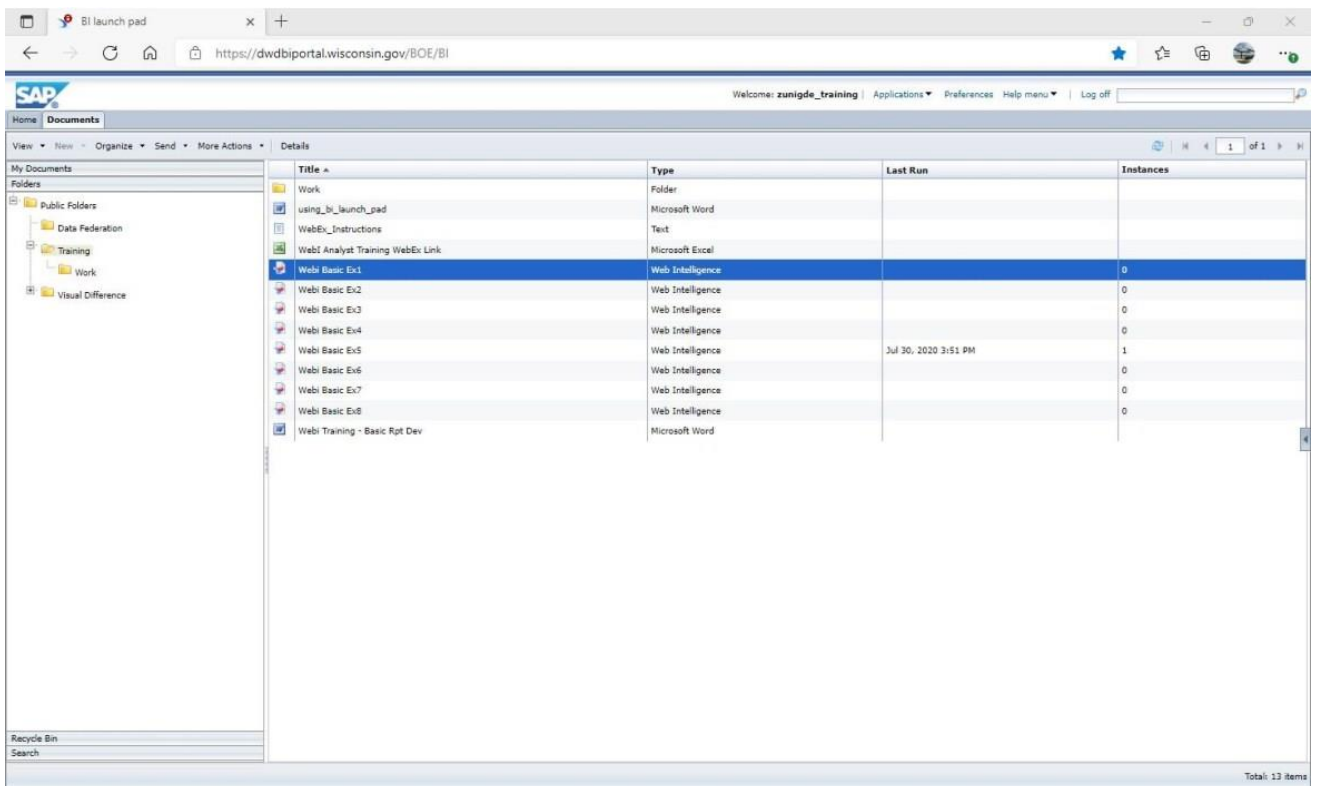
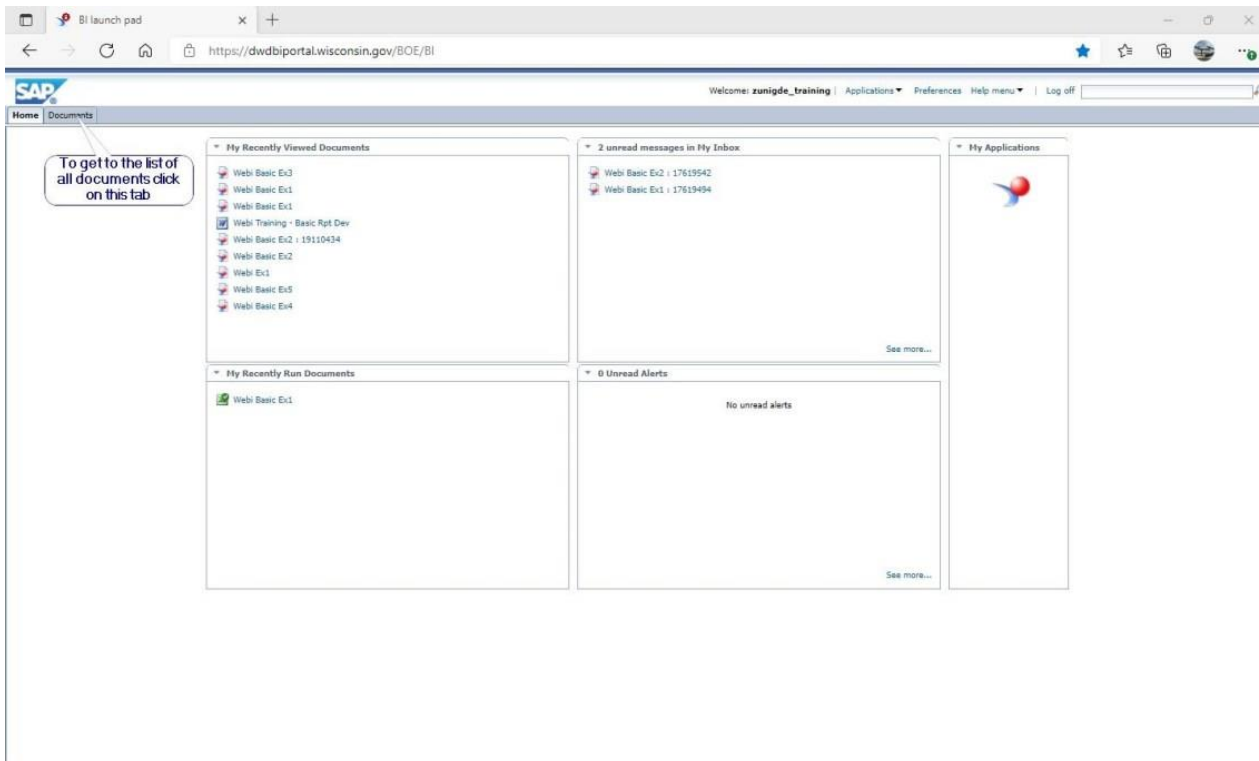


## Folders and Viewing Reports

### Folders

#### Classic View

From the Classic Home Page, you navigate to the folders by clicking on the Documents tab.



## Fiorified View

In the new Fiorified environment, simply click on the Folders tile. This will give the list of both Personal and Public folders. From here the navigation is very similar to the classic design. You can also toggle between list and tile views.

SAP BI Launch Pad | https://dwdportal-acc.wisconsin.gov/BOE/BI

Welcome: zunigde\_training | Folders

Public Folders / Training /

Title	Favorites	Type	Last Run	Instances	Description	Created By	Last Updat...	Created On
Work		Folder				Administrator	Feb 2, 202...	Jan 25, 20...
using_bi_launch_pad		Microsoft ...		0	This docu...	Administrator	Feb 2, 202...	Feb 2, 202...
WebEx_Instructions		Text		0		zunigdcvlw	Feb 2, 202...	Feb 2, 202...
Webi Analyst Training WebEx Link		Microsoft E...		0		funcckxqdd	Feb 2, 202...	Feb 2, 202...
Webi Basic Ex1		Web Intelli...		0		Administrator	Feb 2, 202...	Feb 2, 202...
Webi Basic Ex2		Web Intelli...		0		Administrator	Feb 2, 202...	Feb 2, 202...
Webi Basic Ex3		Web Intelli...		0		Administrator	Feb 2, 202...	Feb 2, 202...
Webi Basic Ex4		Web Intelli...		0		Administrator	Feb 2, 202...	Feb 2, 202...
Webi Basic Ex5		Web Intelli...		0		Administrator	Feb 2, 202...	Feb 2, 202...
Webi Basic Ex6		Web Intelli...		0		Administrator	Feb 2, 202...	Feb 2, 202...
Webi Basic Ex7		Web Intelli...		0		Administrator	Feb 2, 202...	Feb 2, 202...
Webi Basic Ex8		Web Intelli...		0		Administrator	Feb 2, 202...	Feb 2, 202...
Webi Training - Basic Rpt Dev		Microsoft ...		0	Training do...	Administrator	Feb 2, 202...	Feb 2, 202...

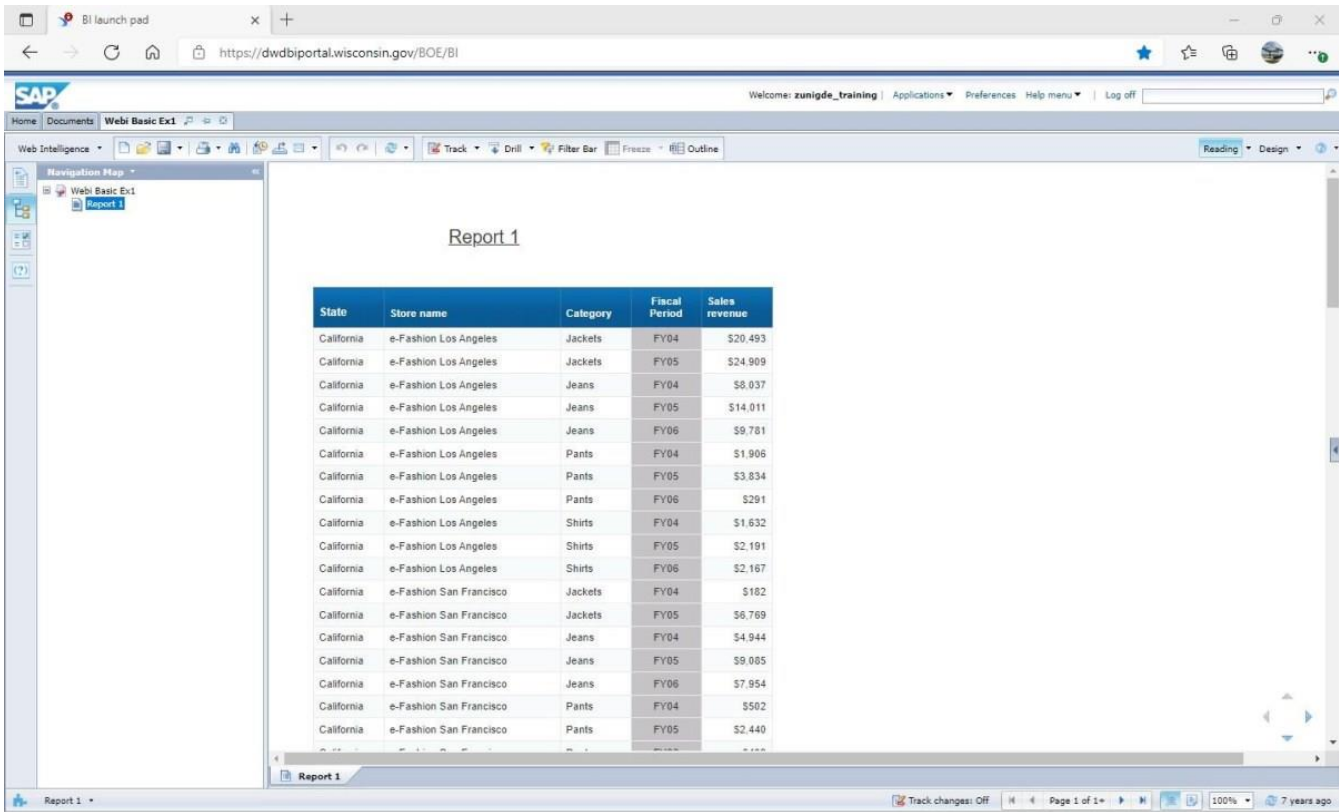
SAP BI Launch Pad | https://dwdportal-acc.wisconsin.gov/BOE/BI

Welcome: zunigde\_training | Folders

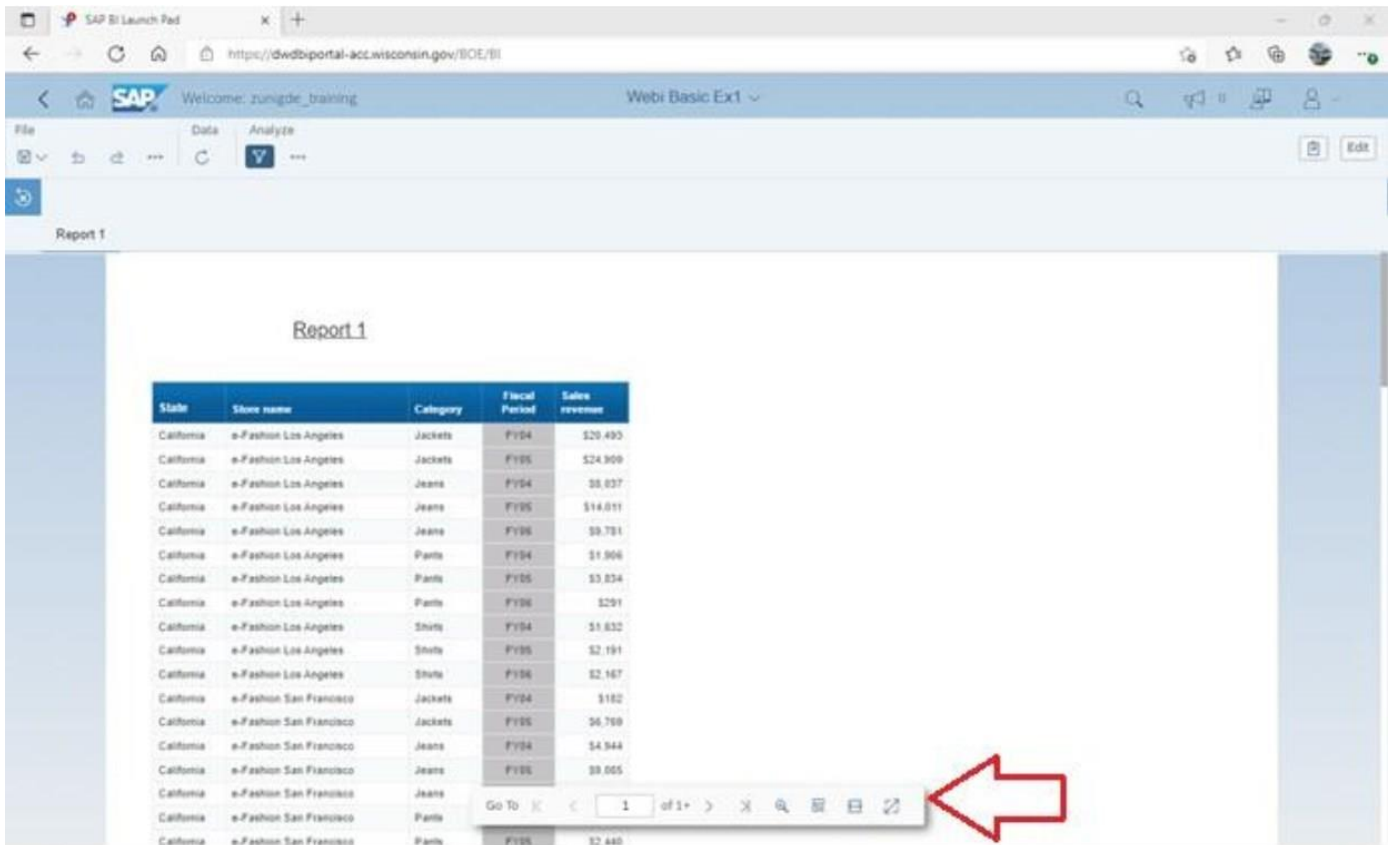
Public Folders / Training /

<b>Work</b> Feb 2, 2022 8:42 PM Folder	<b>using_bi_launch_pad</b> Feb 2, 2022 8:43 PM Microsoft Word	<b>WebEx_Instructions</b> Feb 2, 2022 8:43 PM Text	<b>Webi Analyst Training WebEx Link</b> Feb 2, 2022 8:43 PM Microsoft Excel	<b>Webi Basic Ex1</b> Feb 2, 2022 8:43 PM Web Intelligence
<b>Webi Basic Ex2</b> Feb 2, 2022 8:43 PM Web Intelligence	<b>Webi Basic Ex3</b> Feb 2, 2022 8:43 PM Web Intelligence	<b>Webi Basic Ex4</b> Feb 2, 2022 8:43 PM Web Intelligence	<b>Webi Basic Ex5</b> Feb 2, 2022 8:43 PM Web Intelligence	<b>Webi Basic Ex6</b> Feb 2, 2022 8:43 PM Web Intelligence
<b>Webi Basic Ex7</b> Feb 2, 2022 8:43 PM Web Intelligence	<b>Webi Basic Ex8</b> Feb 2, 2022 8:43 PM Web Intelligence	<b>Webi Training - Basic Rpt Dev</b> Feb 2, 2022 8:43 PM Microsoft Word		

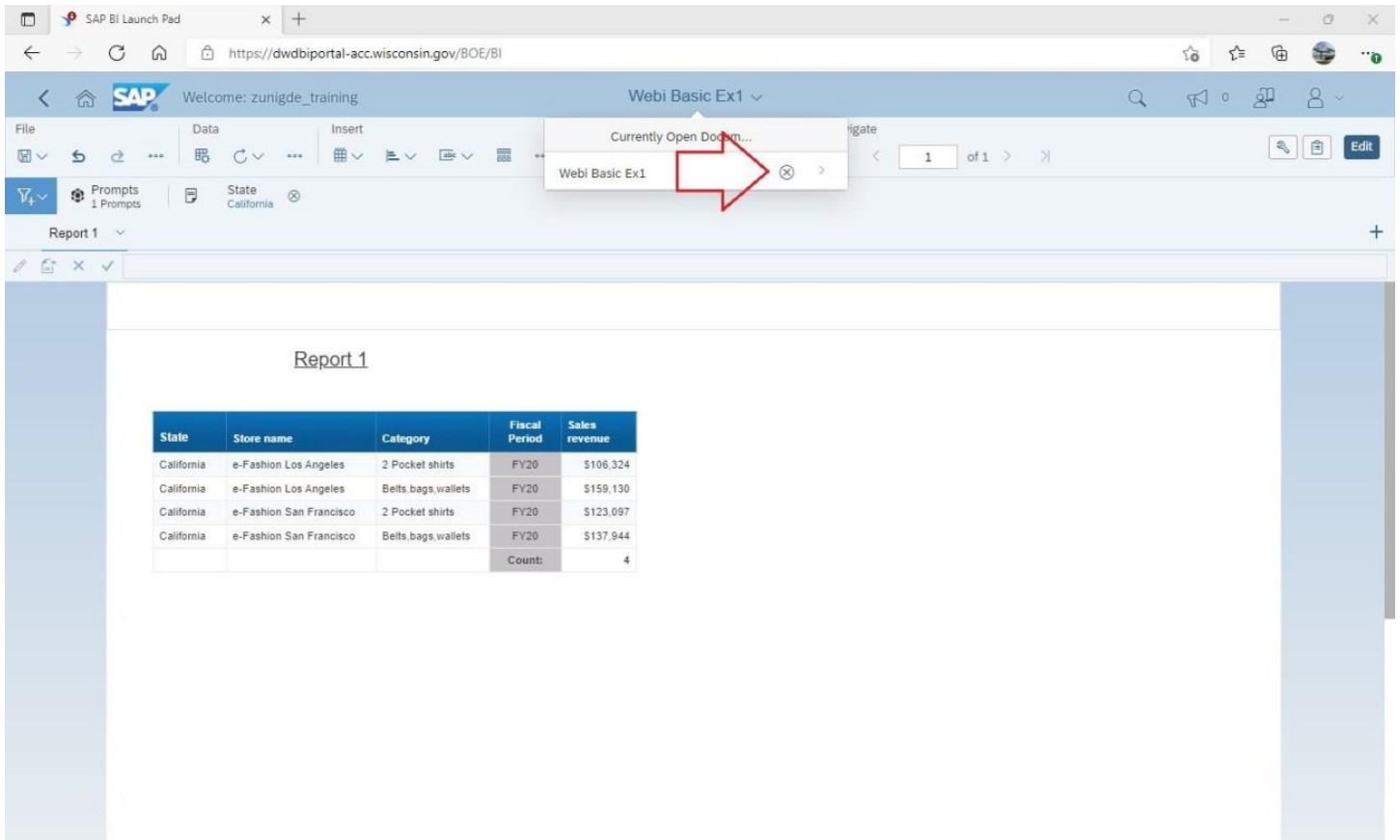
When opening a Webi document for viewing, the interface is simplified: **the report tabs are now at the top.**



There is a hidden report navigation bar below that you may need to hover over the bottom of the report to see. You can navigate between pages, zoom, show print layout, fit it to width, or fit to page.



Closing a report in the new Fiorified BI Launchpad is now controlled by the menu at the top of the BI Launchpad page. This lists all currently open documents. To close a particular report, click the X button next to the report you want to close. Navigating back to home page does not close a report.



## Documents and Recycle Bin

### Documents Tile

The Documents tile takes you to a list of documents to which you have access. Depending on your access, this list may be extensive; moreover, the folder path is not evident. Therefore, if you have the same report name in multiple folders, you must click on the ellipsis and view the details. The details also have a link that you can copy and share which takes the user directly to the report.

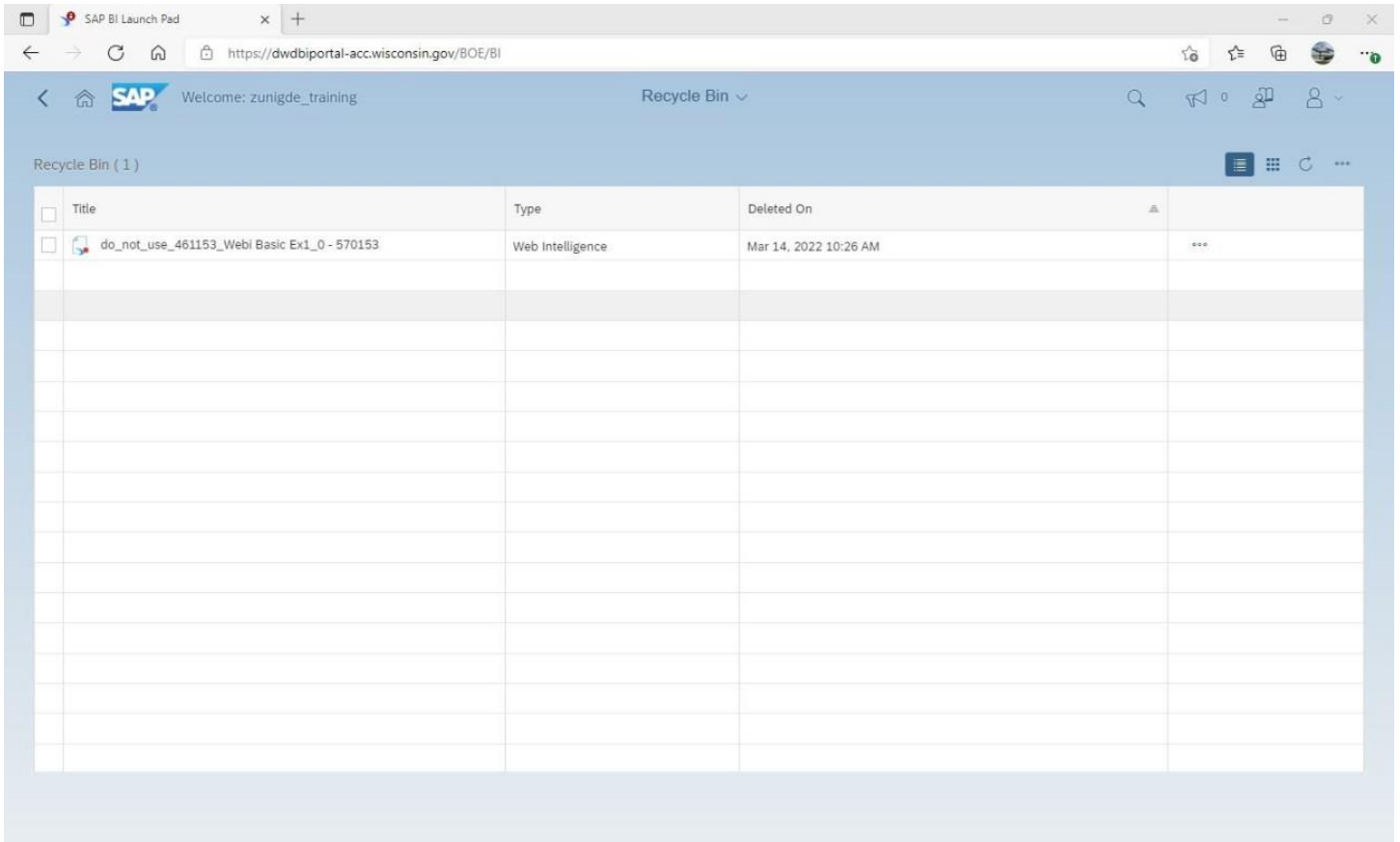
The screenshot shows the SAP BI Launch Pad interface. At the top, there's a browser window with the URL <https://dwdbiportal-acc.wisconsin.gov/BOE/BI>. Below the browser, the SAP logo and 'Welcome: zunigde\_training' are visible. The main area displays 'All Documents (28)' in a table format. A context menu is open over the 'Webi Basic Ex5' document, showing options like View, Properties, Modify, Schedule, Mobile Properties, History, Categories, Mark As Favorite, Details, Send To, and Delete. A 'Details' dialog box is overlaid on the table, providing the following information:

Details	
File Name :	Webi Basic Ex5
Description :	None
Keywords :	None
Categories :	None
Additional Details	
Type :	Web Intelligence
Owner :	zunigde_training
Created On :	Feb 3, 2022 10:04 AM
Last Modified :	Feb 3, 2022 8:56 PM
Last Run :	N/A
ID :	472715
CUID :	AZJtB4n0xHVLrNNbjARnQul
Locale :	en_US
Folder Path :	My Folders/Webi Training/
Document Link :	<a href="https://dwdbiportal-acc.wisconsin.gov/BOE/OpenDocument/openDocument.jsp?siDType=CUID&amp;iDocID=AZJtB4n0xHVLrNNbjARnQul">https://dwdbiportal-acc.wisconsin.gov/BOE/OpenDocument/openDocument.jsp?siDType=CUID&amp;iDocID=AZJtB4n0xHVLrNNbjARnQul</a>

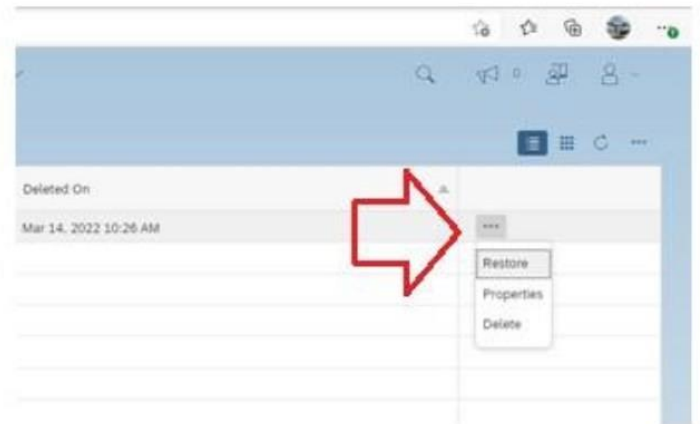
The dialog box also has a 'Close' button at the bottom right.

## Recycle Bin Tile

The recycle bin is now available to each user from the home page. This lists all the objects that the user has deleted. It works similar to Windows recycle bin in that you can restore or permanently delete objects. The recycle bin was available in previous versions but only accessible by administrators. The recycle bin, like the folder listing, is available in list and time modes.



By clicking the ellipsis on an object, you get the options to **Restore**, view **Properties**, or permanently **Delete** the object.

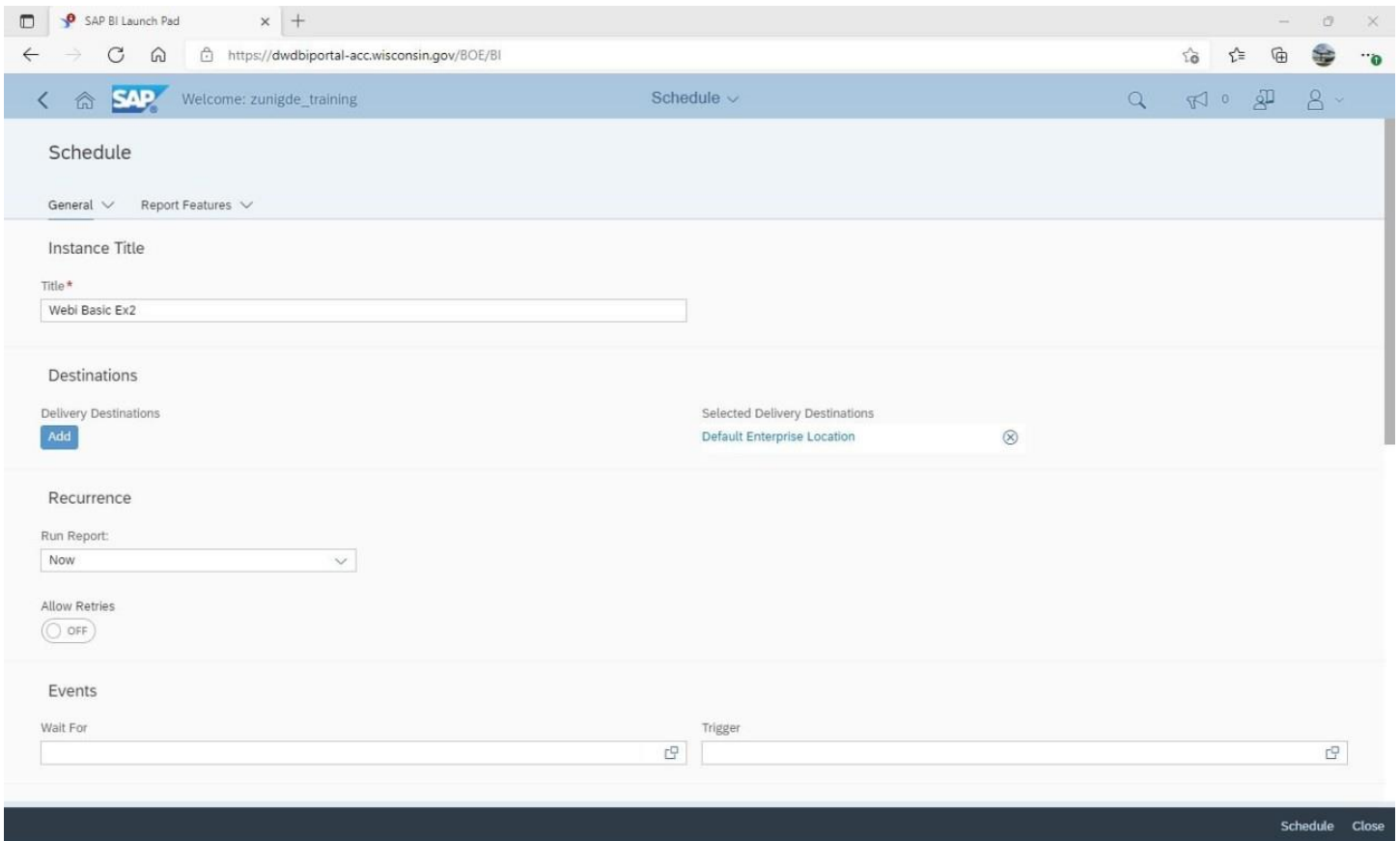


## Scheduling

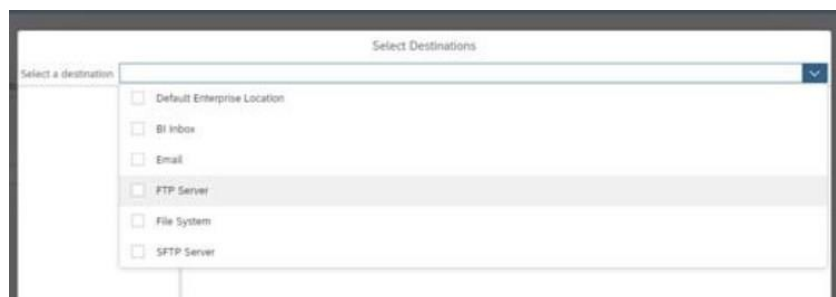
### Scheduling

The new Fiorified BI Launchpad has implemented a few new features in the scheduling area, some were only previously available in the CMC, and some are new like scheduling to multiple destinations within one schedule.

You create a schedule the same way in the new environment as you did in the past, but the interface is completely different.

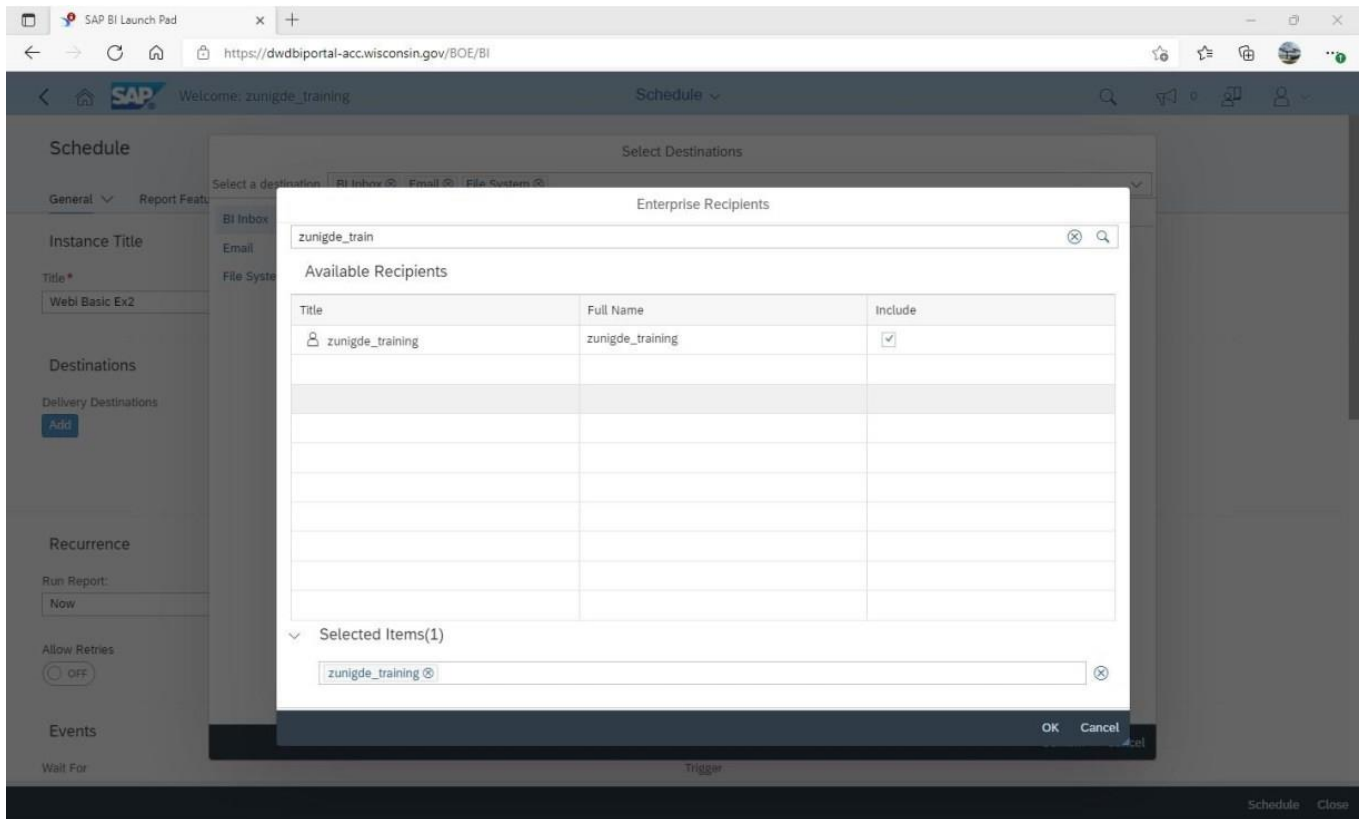
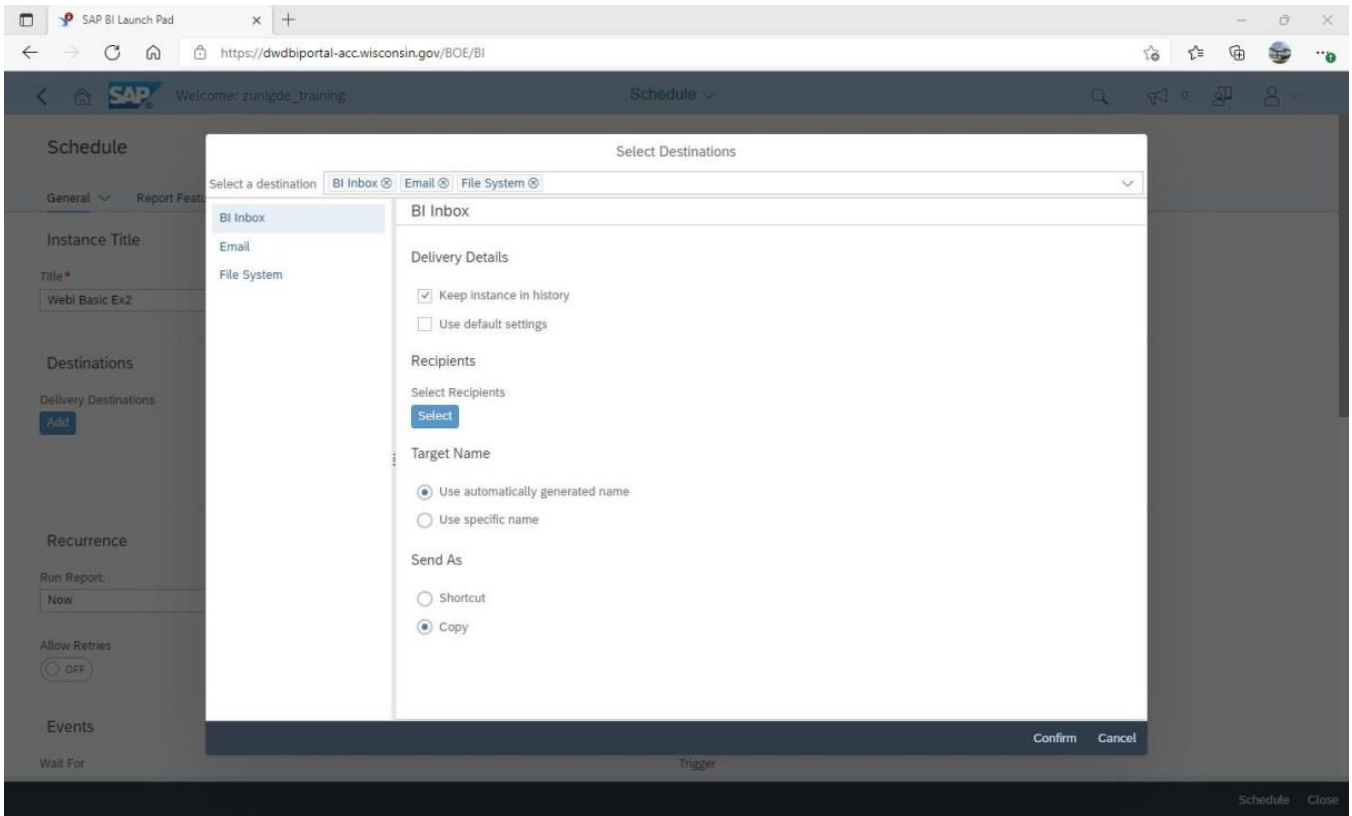


By clicking on the Add button, you are now able to select one or more destinations. This will add the destination type to the schedule. Remember to remove the Default Enterprise Location. The BI Inbox options are the same as the previous version. With each destination you can choose to keep the instance in history. Unselecting this will not save each instance and will save space on the system.



## BI Inbox Destination

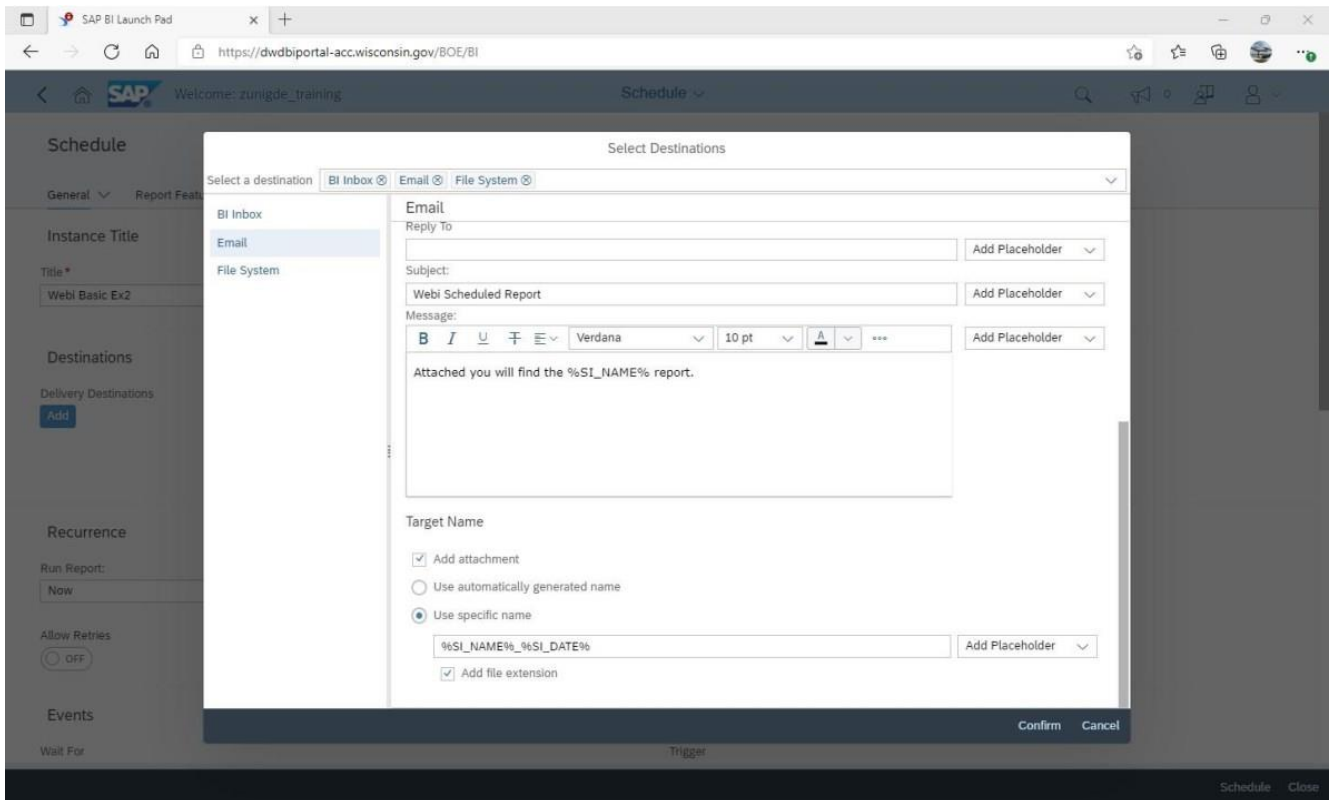
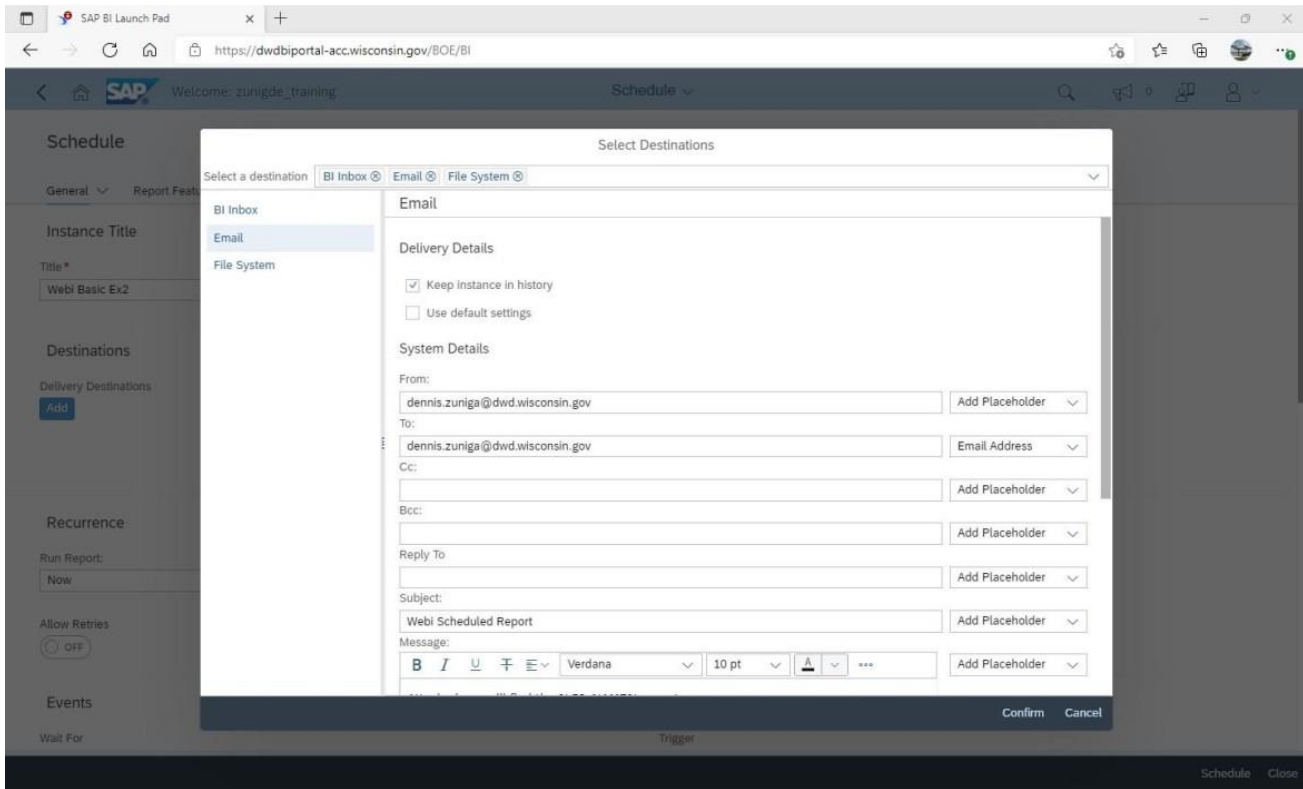
Once you have selected the destinations they will be listed in this dialog and you can access the settings from the left panel. If you selected multiple destinations, you will see all the destination types and can navigate between them to set individual properties.



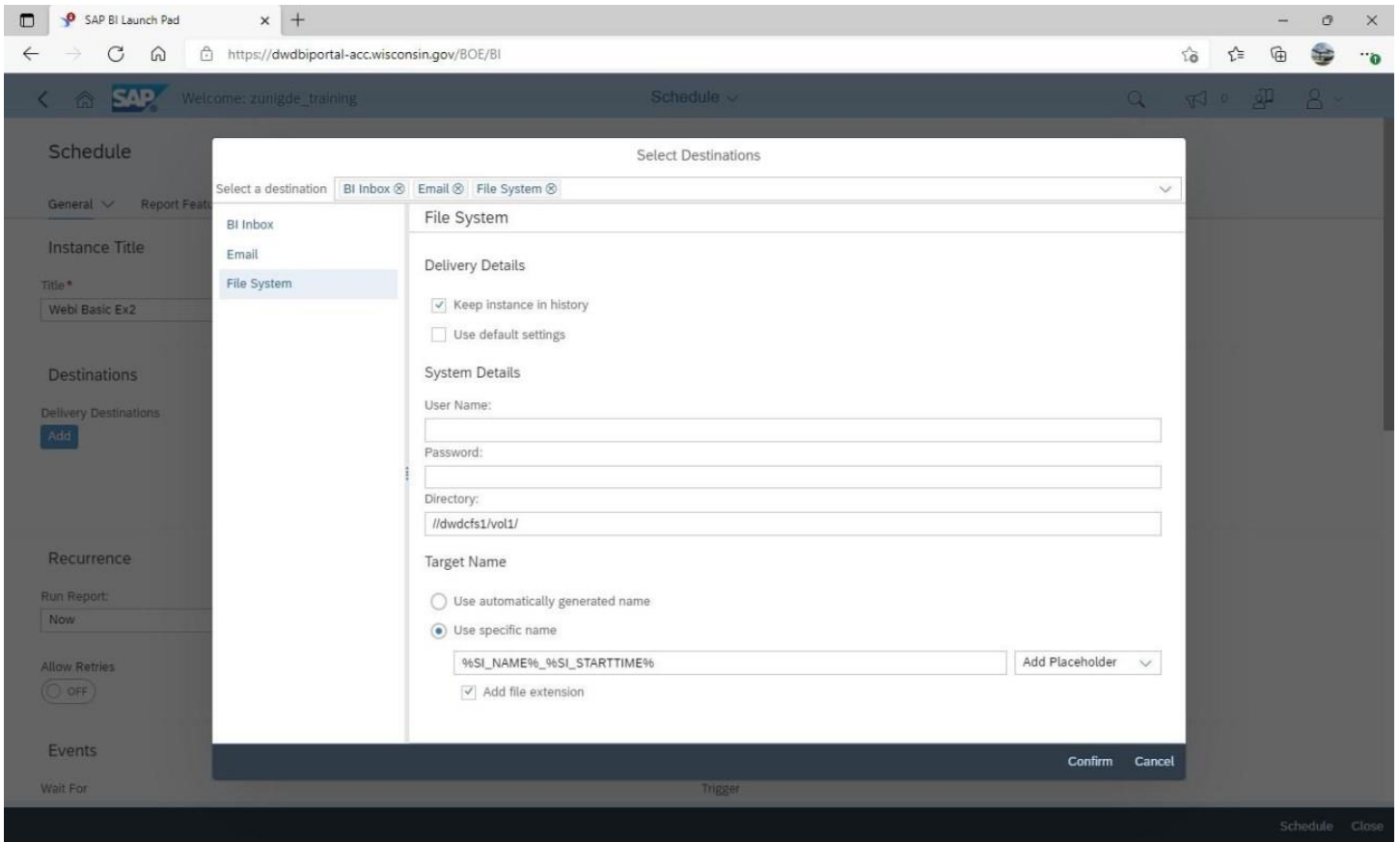
## Email Destination

Below are the settings for email destinations. It is very similar to the classic BI Launchpad settings; however, a new field, Reply To, has been added. The Reply To is the email address to which you want any replies to go.

For instance, if someone were to reply to the email generated by the schedule it would send the reply to whomever you designate.

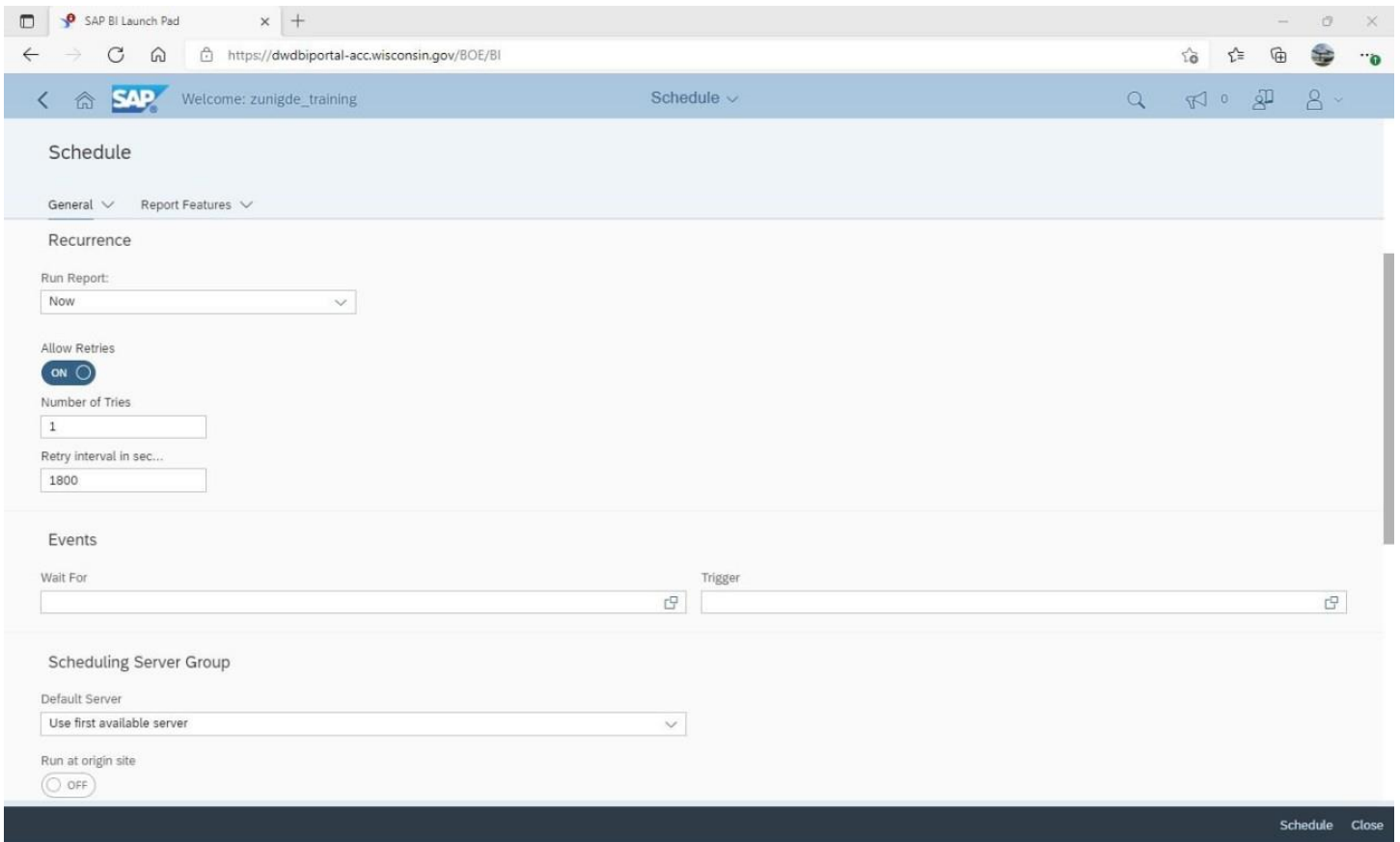


## File Server Destination



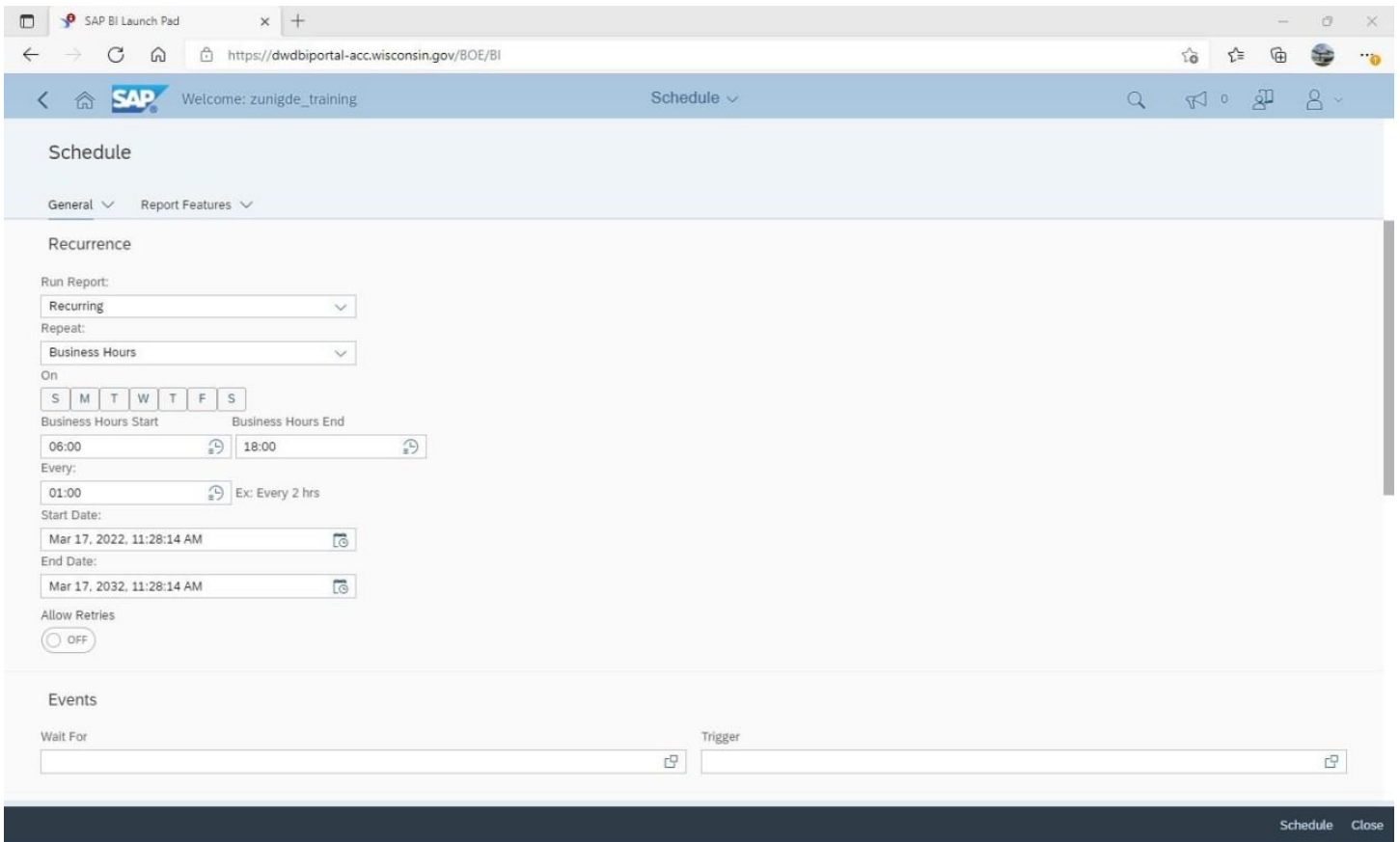
## Recurrence

Under the Recurrence section, there is an option now for retries which was only available in the CMC in the previous version. There is also a new type of recurrence called Business Hours.



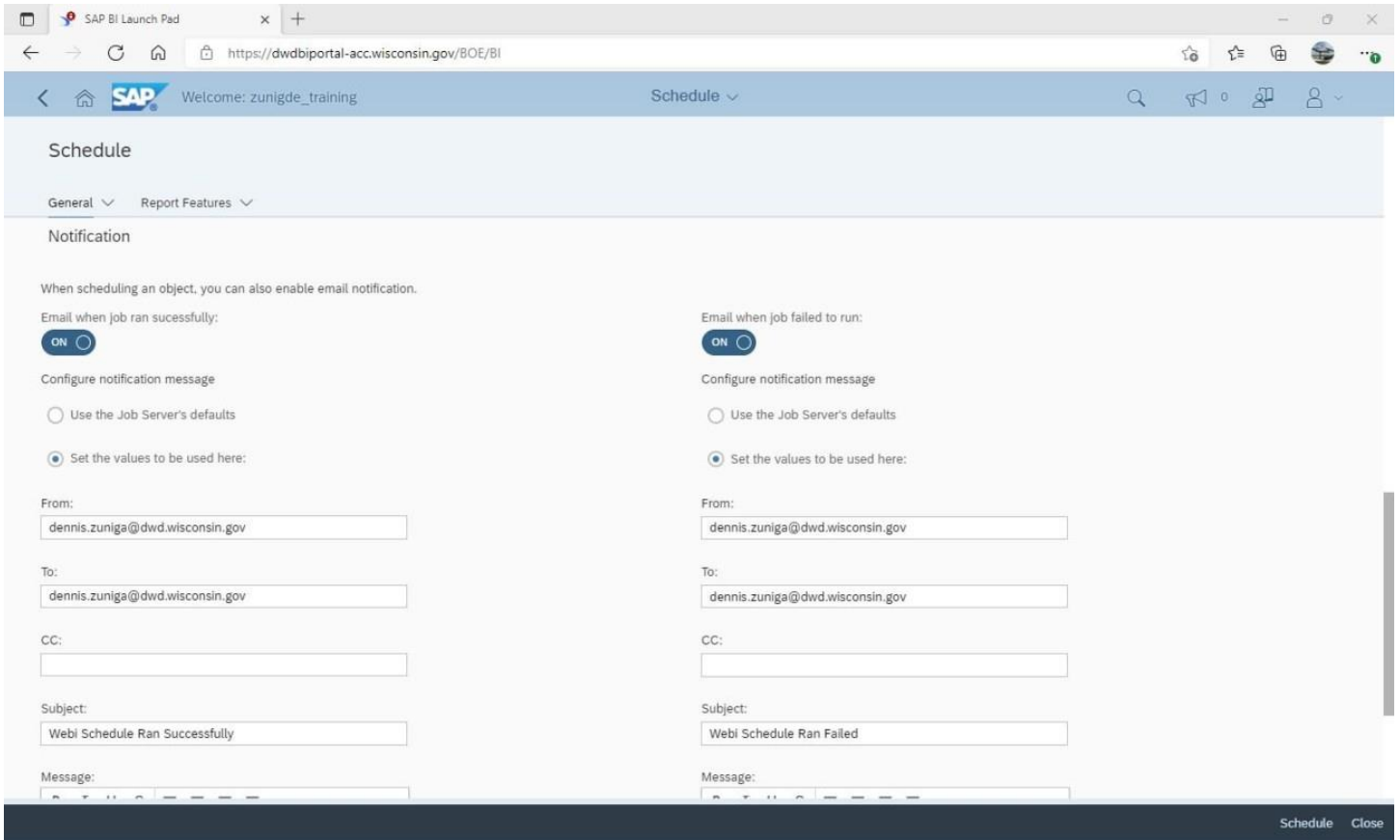
## Business Hours

There is a new scheduling feature introduced in this version that allows for periodic schedules within the hours you set as business hours.



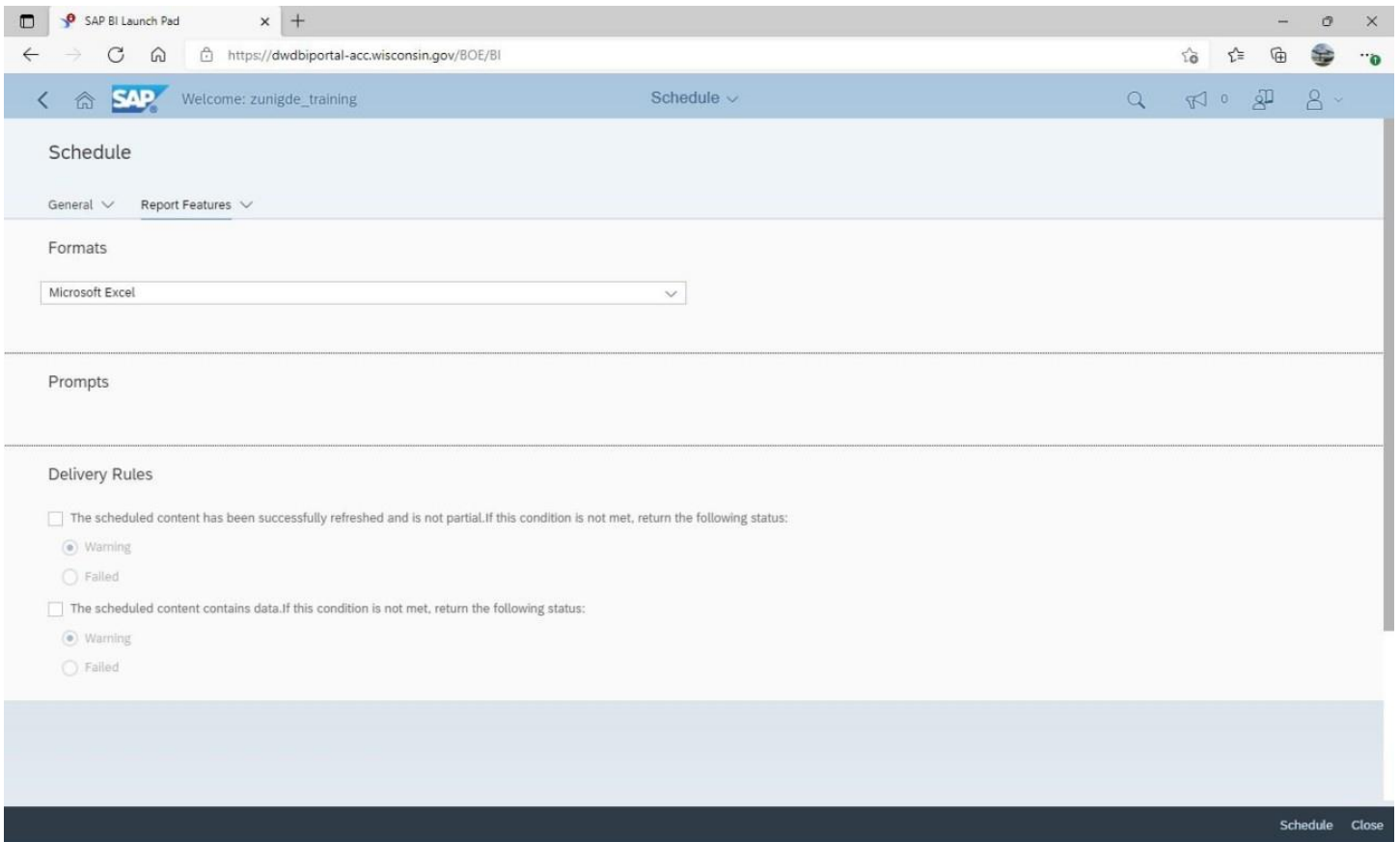
## Notifications

The BI Launchpad now has notifications for scheduling. In the past, this was only available in the CMC. With this feature you can set notifications on schedule success and/or failure.



## Formats, Prompts, and Delivery Rules

In this version, you set the format of the scheduled report, any prompts, and delivery rules in the Report Features menu.



## Instances

### Instances

Scheduled instances are now available in the new Fiorified BI Launchpad on the home page. In the past, this was only available in the CMC. It lists the users' scheduled reports and statuses. On this page you can manage all your scheduled instances.

SAP BI Launch Pad

https://dwdbiportal-acc.wisconsin.gov/BOE/BI

Welcome: zunigde\_training

Instances

### Schedule Instances

Instance Time: 13.03.2022 - 14.03.2022

Status: Select Instance Status

Type: Select Document Type

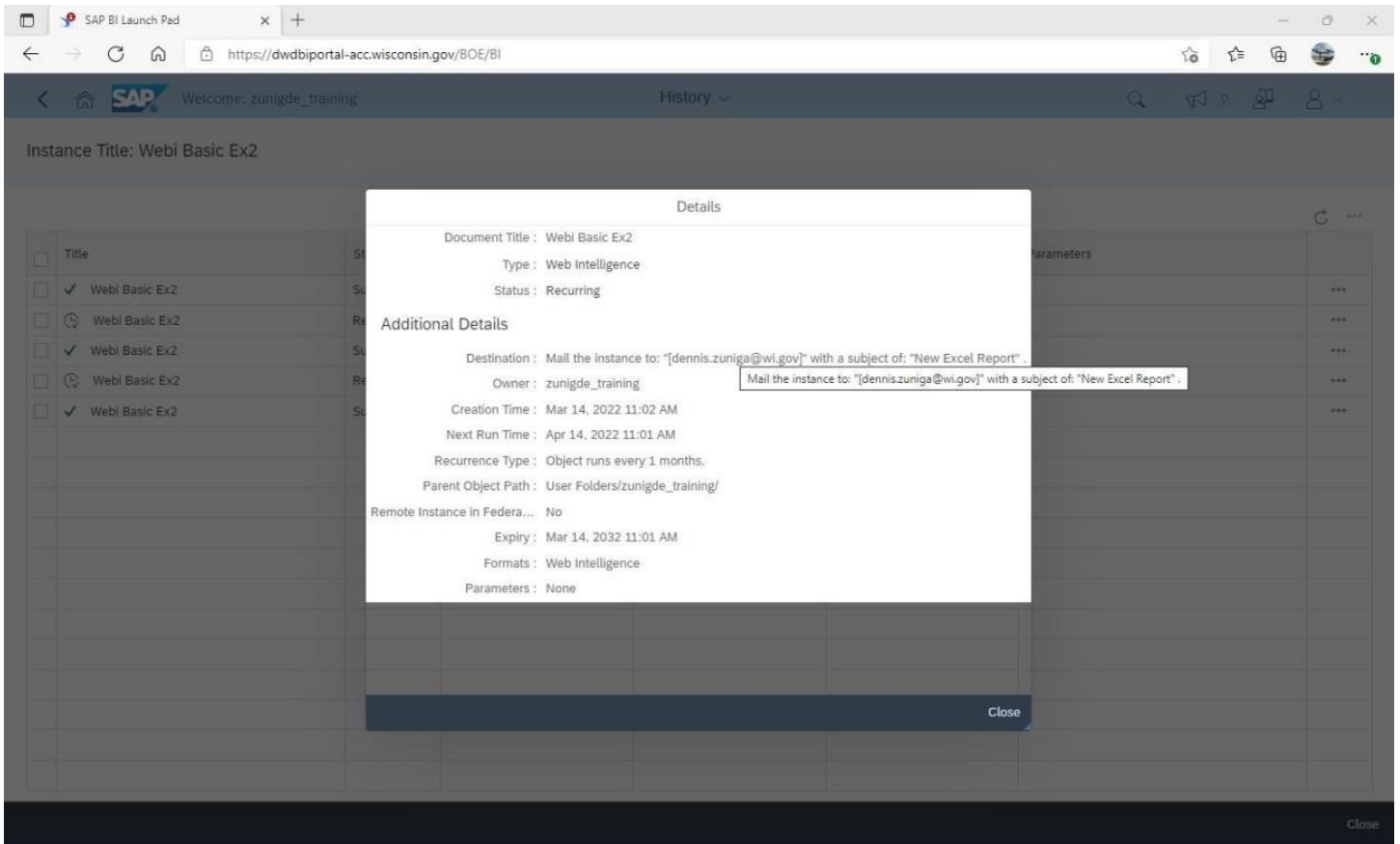
Title: Enter Document Title

Go

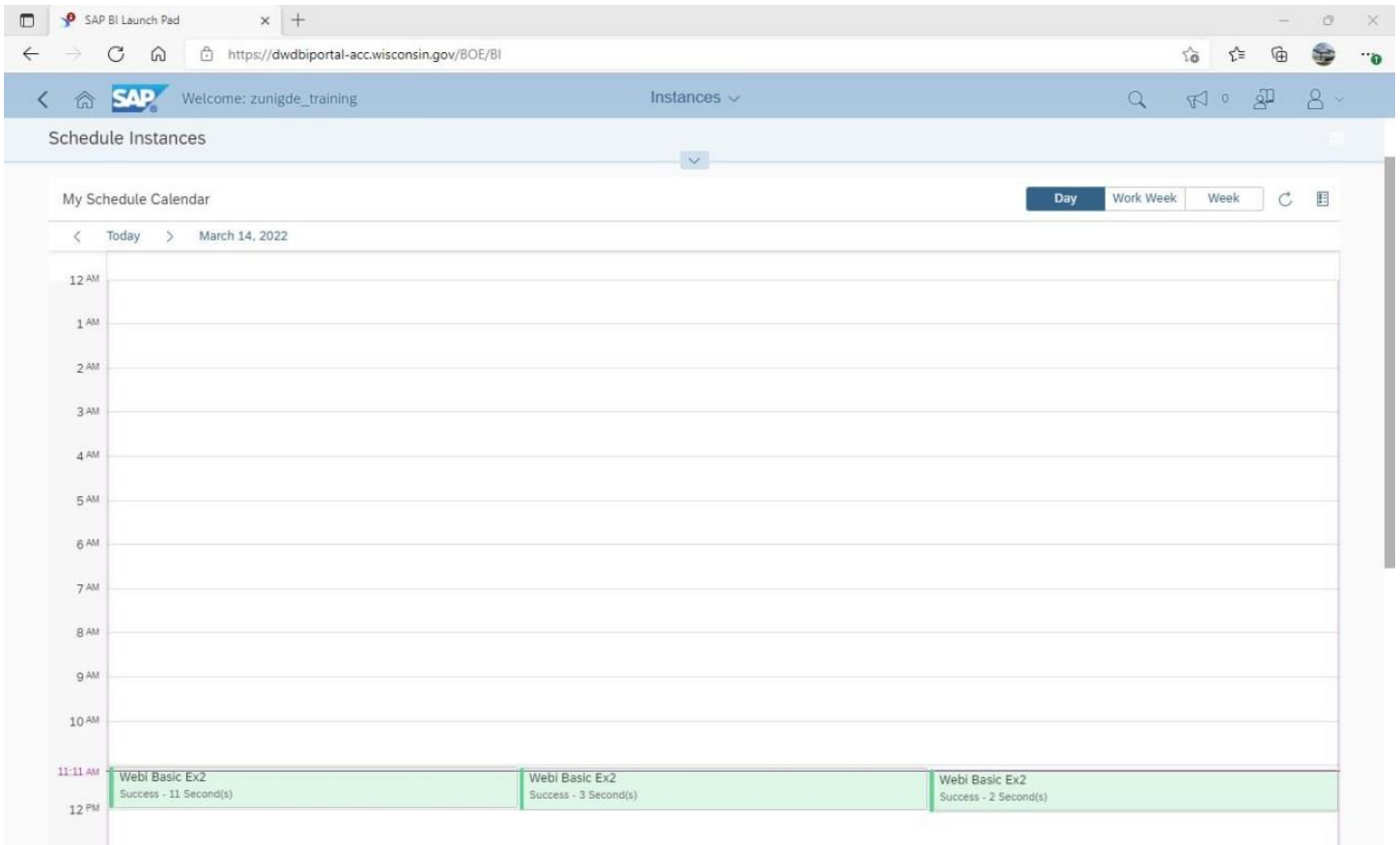
Instances (5)

Title	Type	Status	Instance Time	Scheduled By	Subscription	
<input type="checkbox"/> Webi Basic Ex2	Microsoft Excel	✓ Success	Mar 14, 2022 11:04 AM	zunigde_training		...
<input type="checkbox"/> Webi Basic Ex2	Microsoft Excel	🕒 Recurring	Mar 14, 2022 11:03 AM	zunigde_training		...
<input type="checkbox"/> Webi Basic Ex2	Web Intelligence	✓ Success	Mar 14, 2022 11:02 AM	zunigde_training		...
<input type="checkbox"/> Webi Basic Ex2	Web Intelligence	🕒 Recurring	Mar 14, 2022 11:02 AM	zunigde_training		...
<input type="checkbox"/> Webi Basic Ex2	Web Intelligence	✓ Success	Mar 14, 2022 11:01 AM	zunigde_training		...

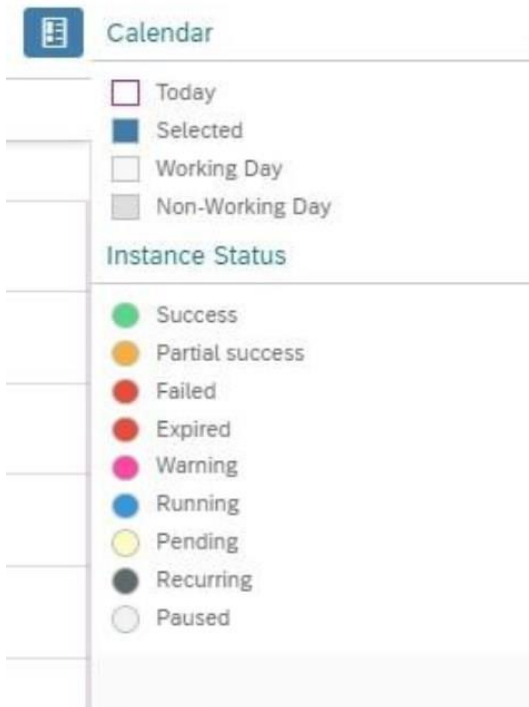
By clicking on a recurring instance's status, you can view the details about the schedule.



You can also view the instances in a calendar view by clicking the calendar icon.



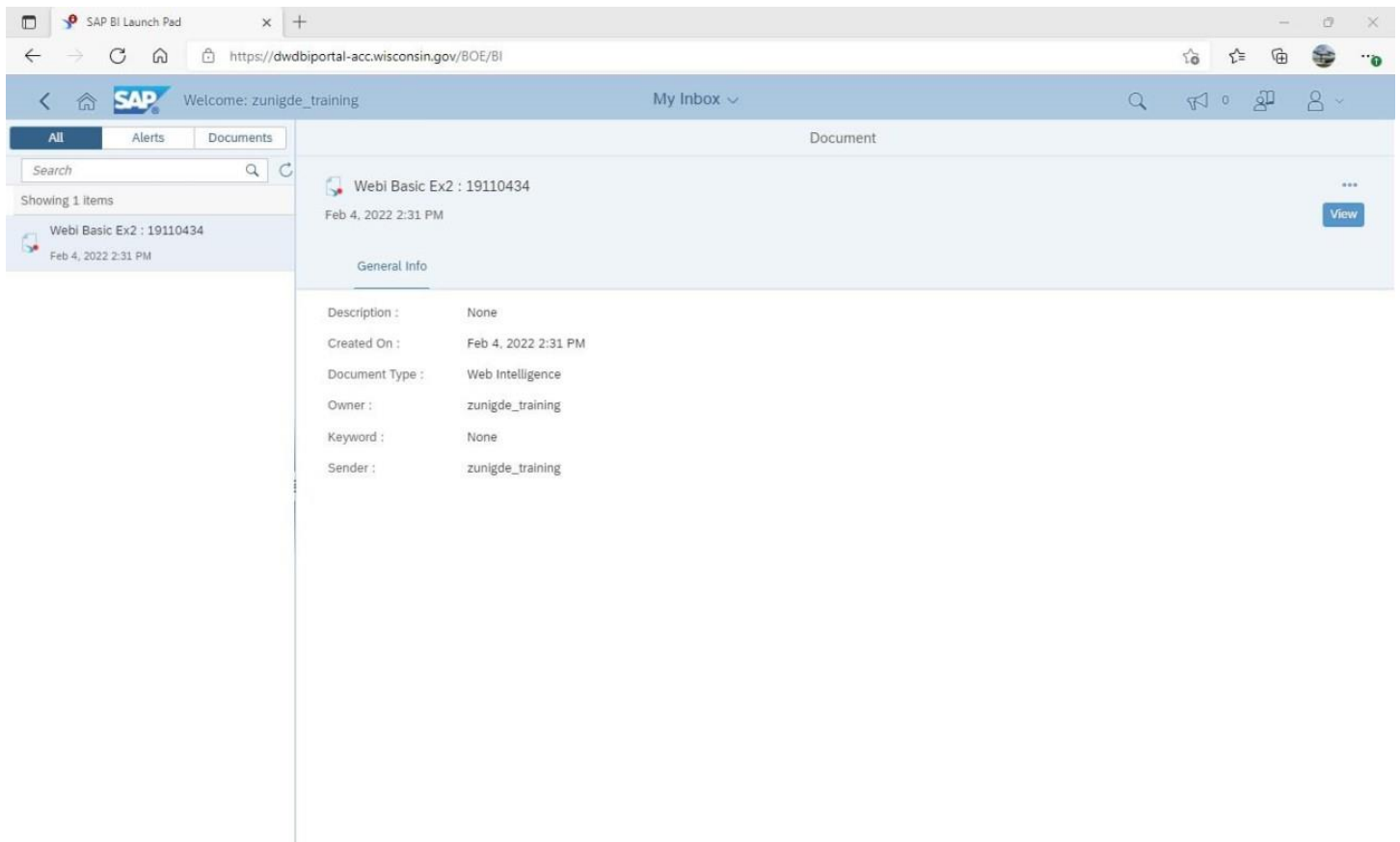
There is also a legend that explains the statuses of each scheduled report.



# BI Inbox

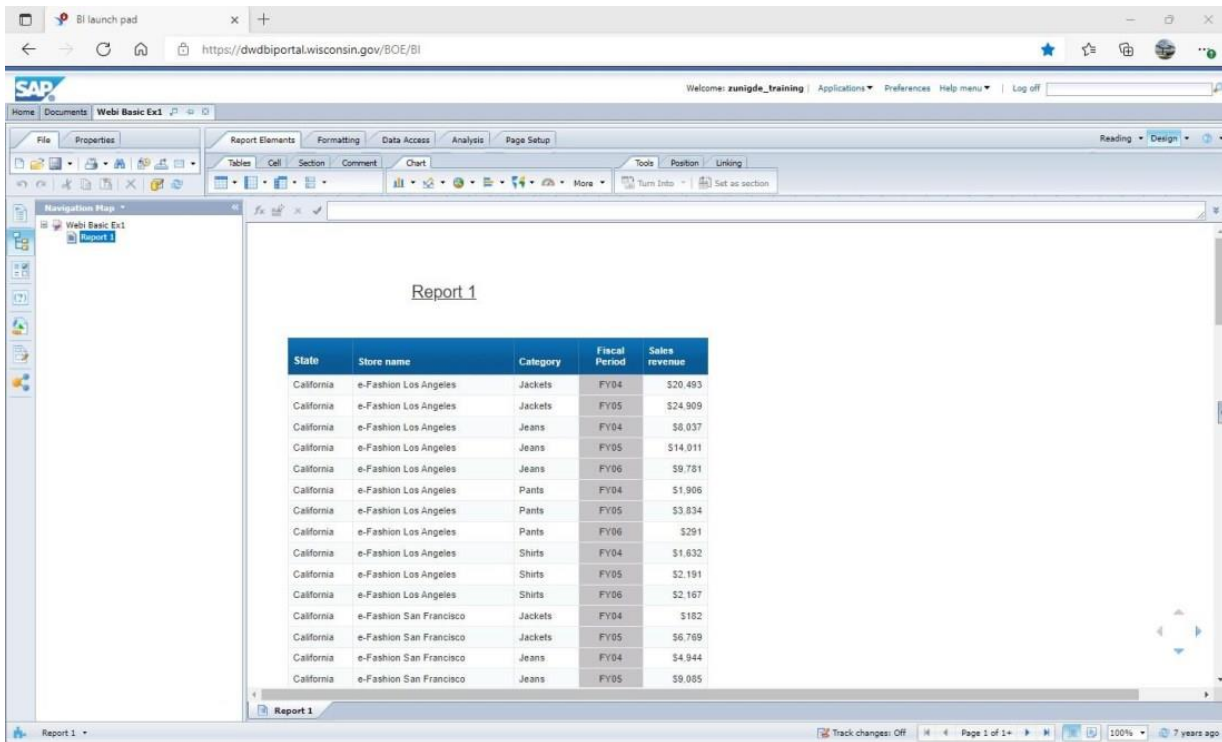
## BI Inbox

In the new Fiorified BI Launchpad, the BI Inbox has its own tile on the home page. You will see the list of all reports that have been sent to you via the BI Inbox as well as being able to view and manage these documents.

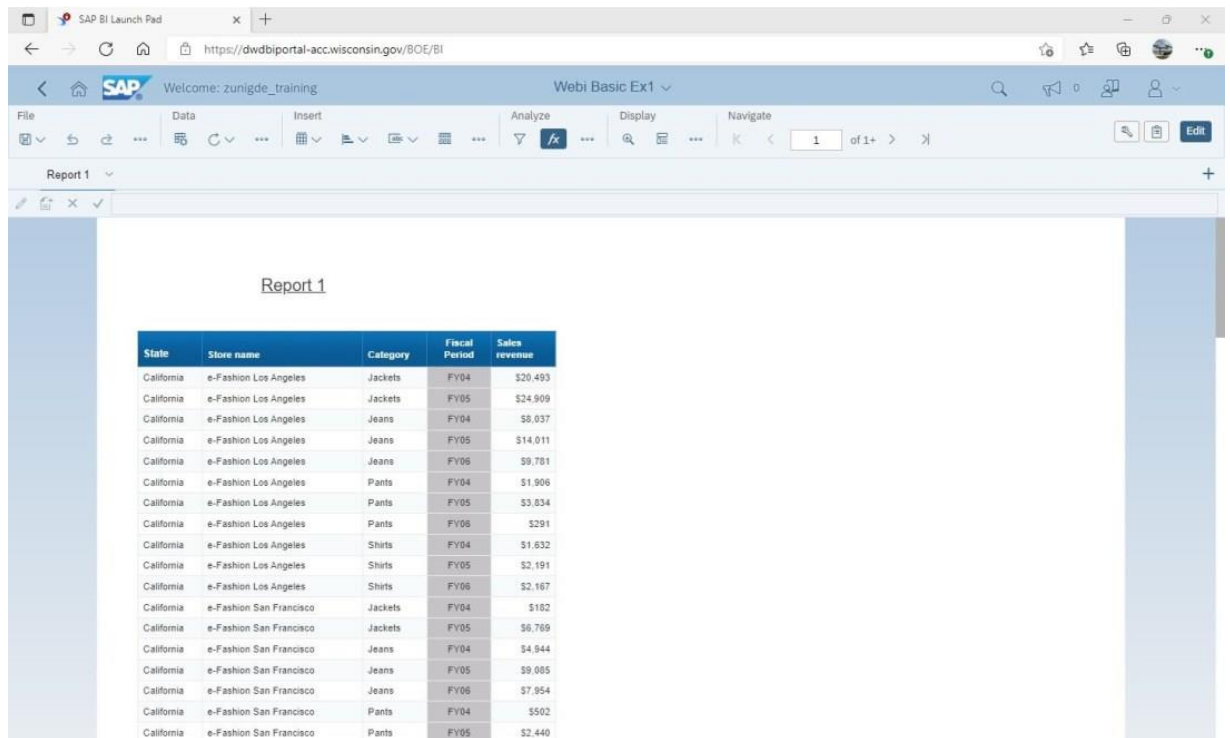


## Editing Reports

In classic Webi, once you have a document open, you have two main viewing modes: Reading and Design. You need to select Design mode to edit the report. The properties of objects are located in tabs at the top and along the left side are things such as Available Objects, Navigation Map, Input Controls, etc.

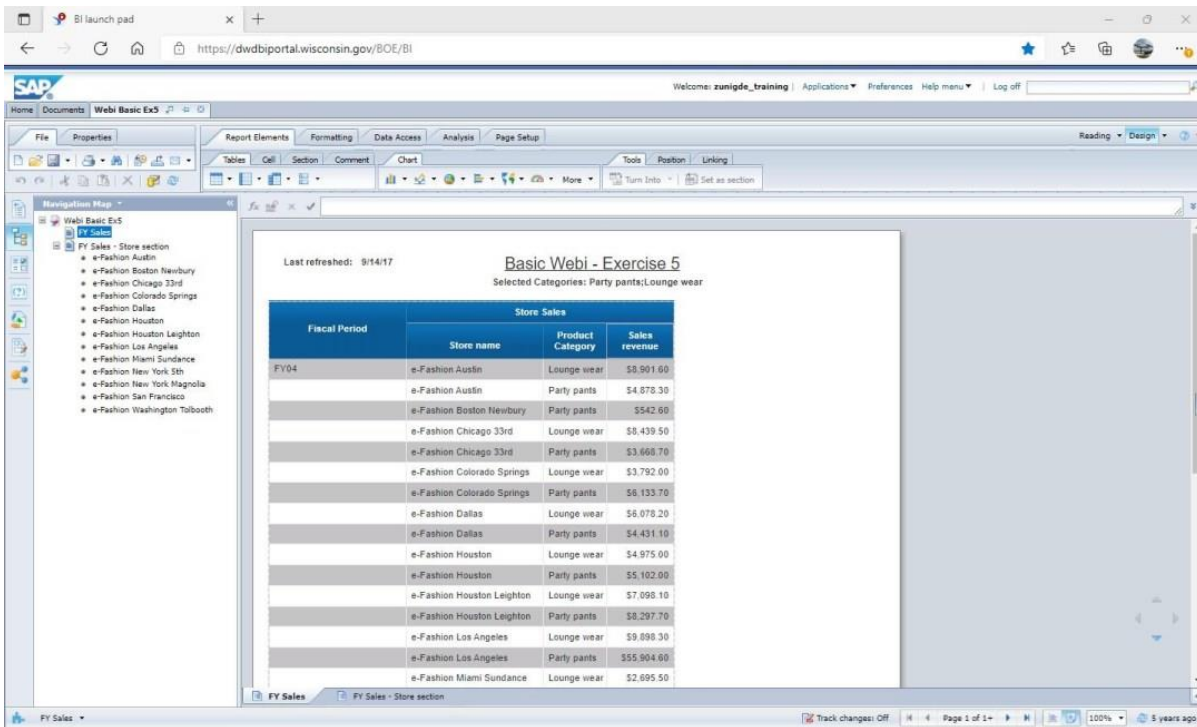


In the new Fiorified WebI, to edit a report once you have it open for viewing, simply click on the Edit icon. The Design Mode and Reading mode are no longer options as you can toggle between viewing and editing with a single click. The interface is much simplified as there is one single toolbar with limited options for the most common actions.

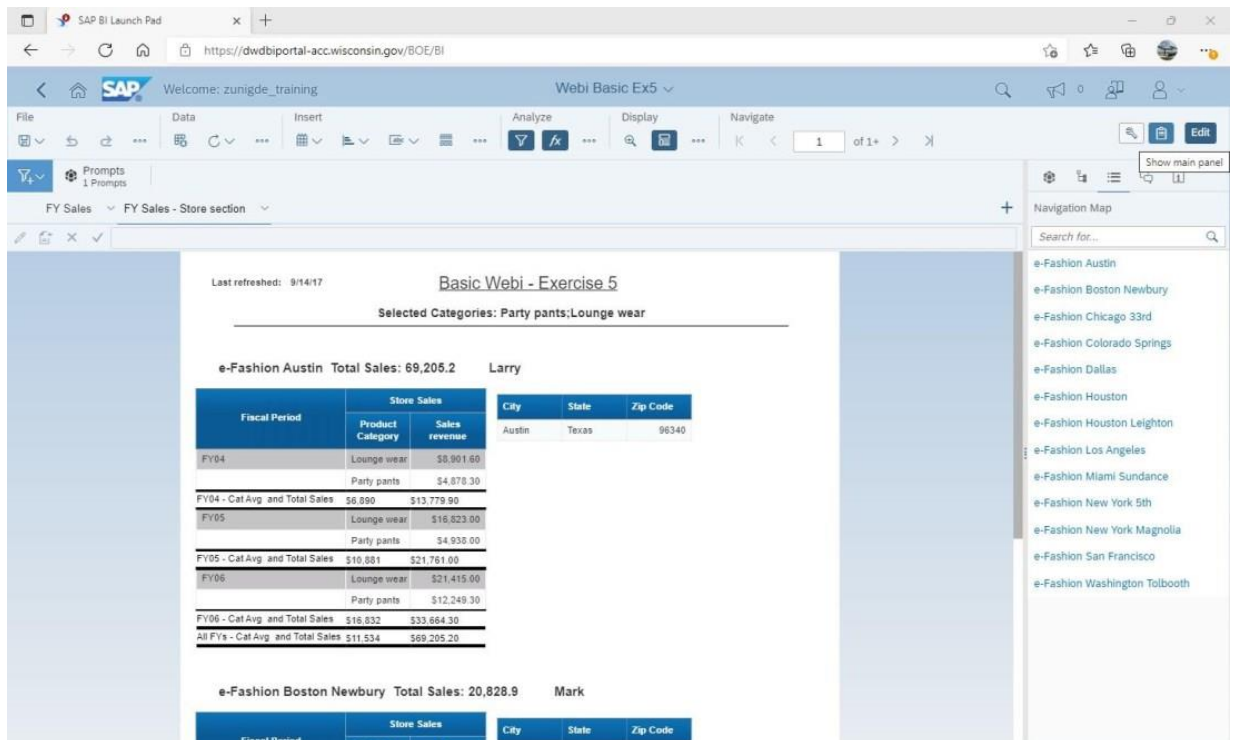


## Navigation Map

In classic WebI, the navigation map is located on the left side pane shown below.

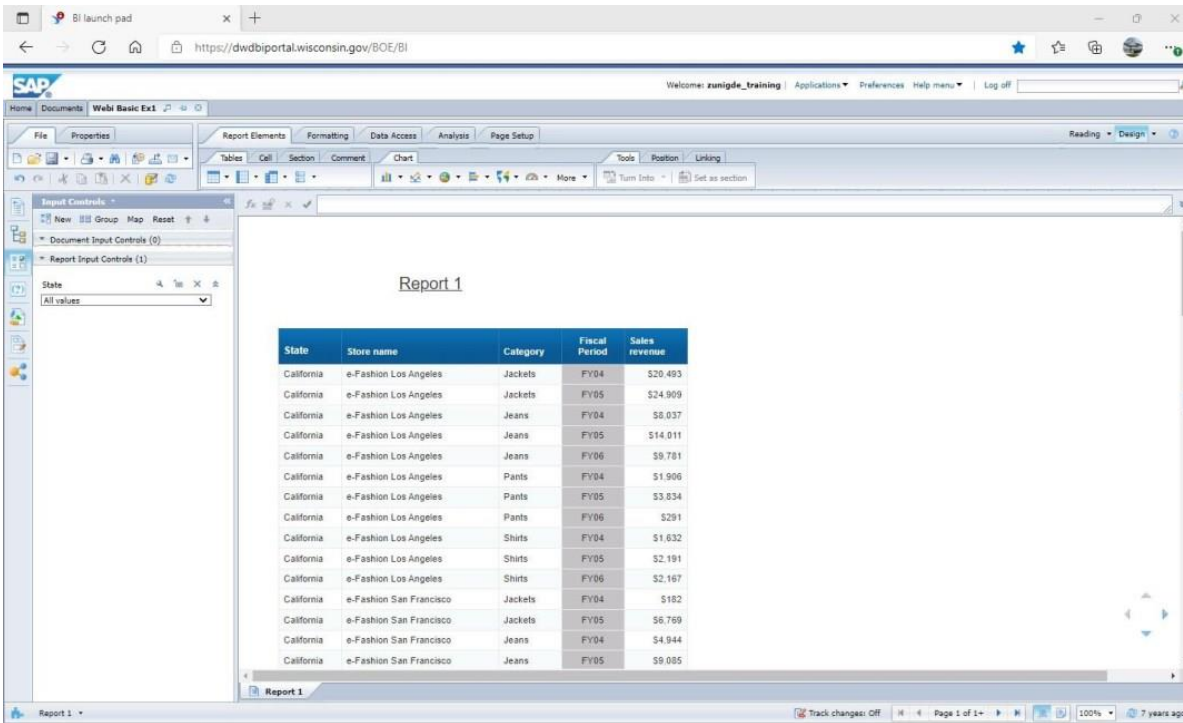


In the new Fiorified Webi, the navigation pane and other similar features that were in the left pane have now moved to the Main Panel. Toggling this on will show the Navigation Map as well as other features. The Navigation Map can now be searched. The Navigation Map only shows sections for the active report tab; it no longer show all tabs in one view.

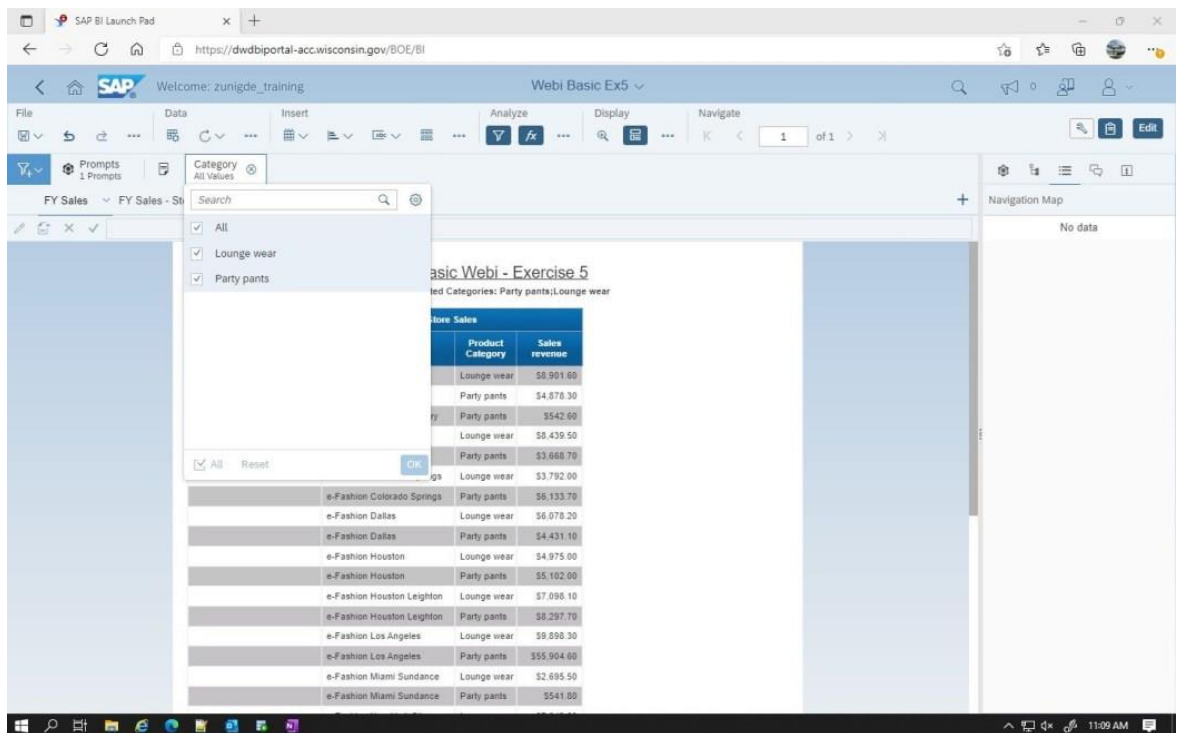


## Input Controls

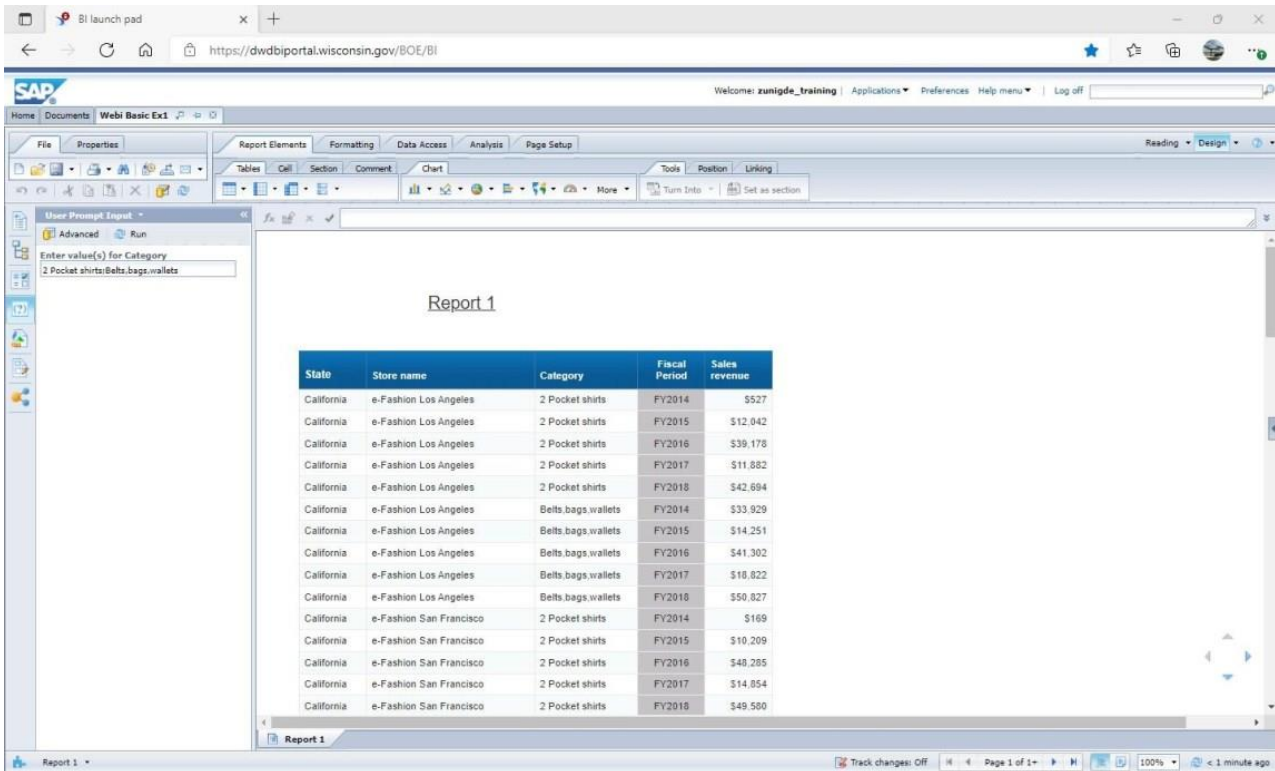
In classic Webi, the Input Controls can be found on the left panel.



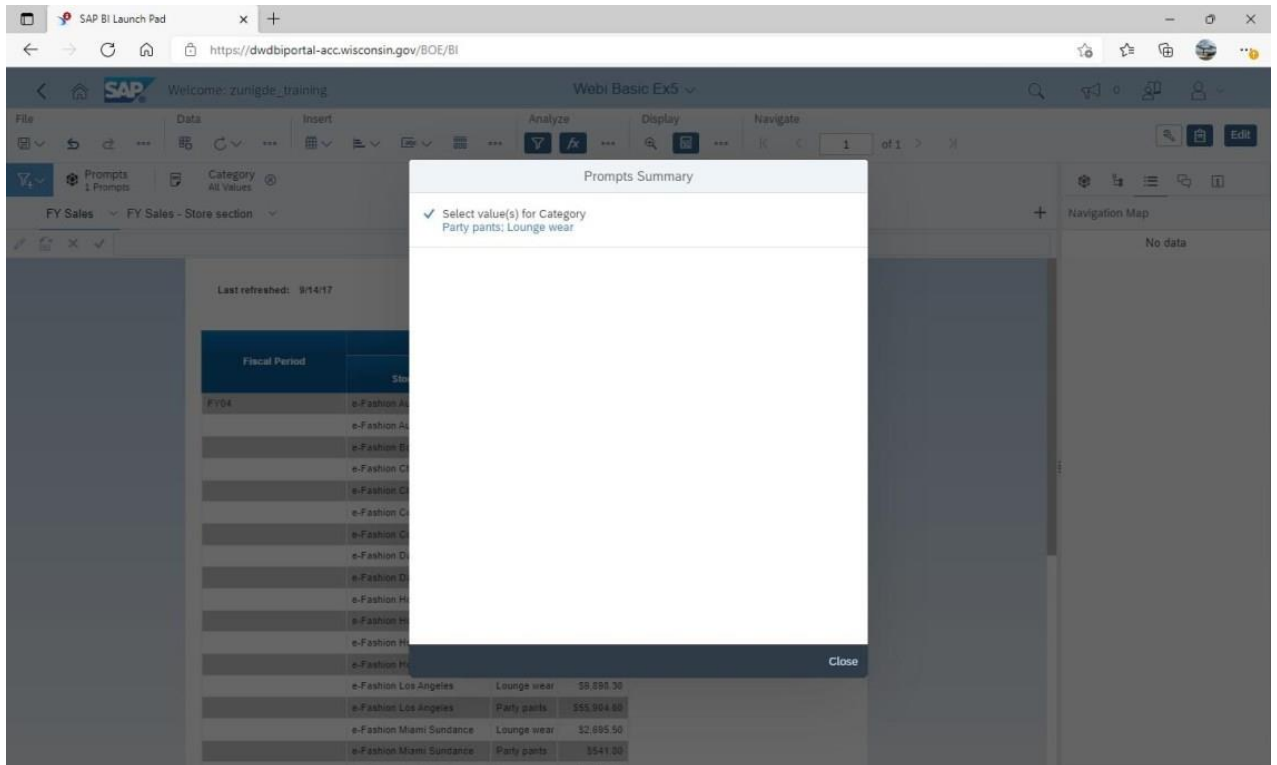
In the new Fiorified Webi, all filtering options have been consolidated into what was previously known as the filter bar. You can toggle the filter bar on and off by selecting the filter icon under the Analyze heading. The Input Controls are identified by the page icon on the filter bar. To invoke the Input Control, click on it and it will reveal several options.



**User Prompts**  
 Classic Webi displayed User Prompts in the left panel as shown below.

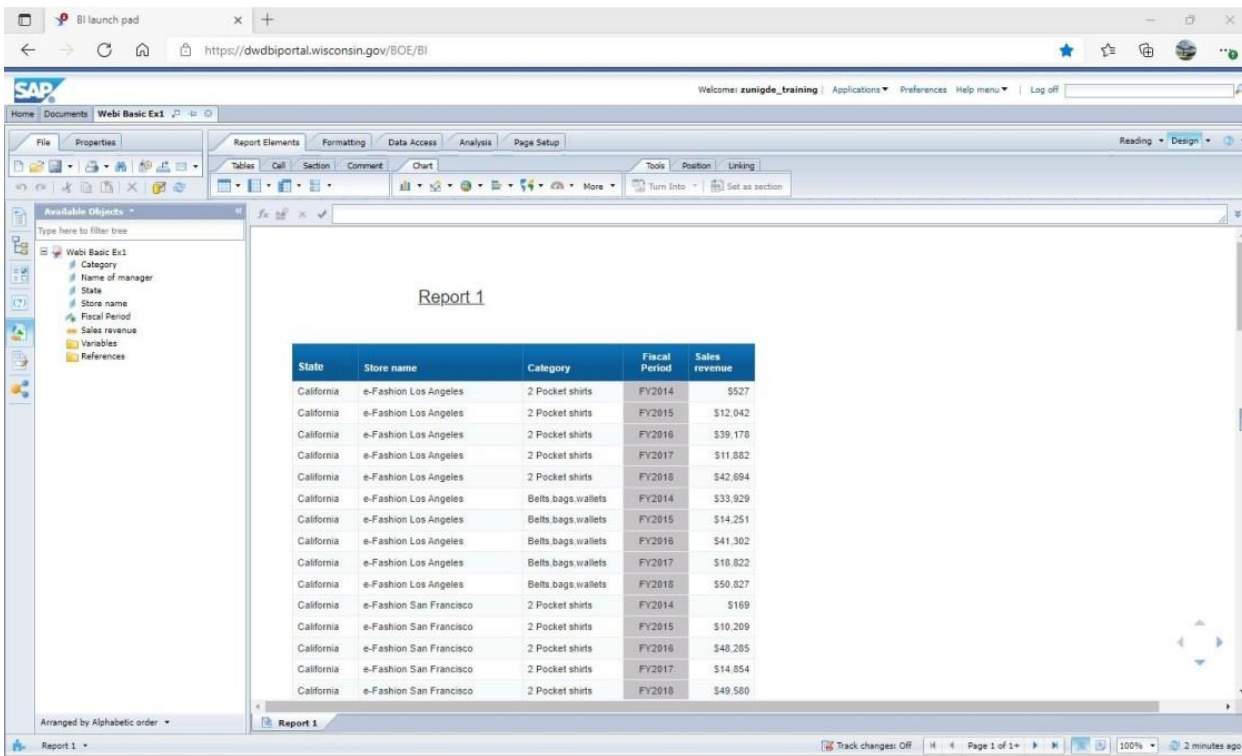


Fiorified WebI now shows user prompts in the filter toolbar along with input controls and other filters. Within the filter bar the prompts will be listed as a count but clicking on the Prompts icon will show you the Prompt Summary.

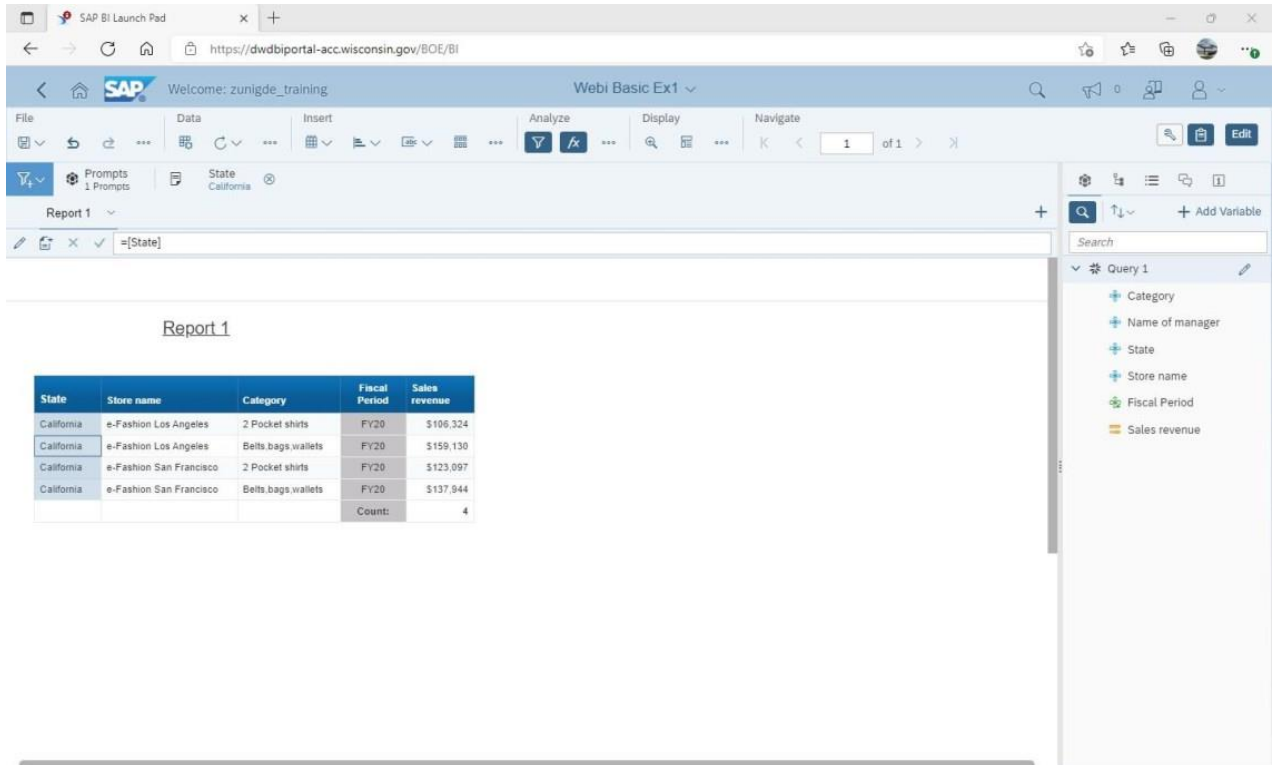


## Available Objects

In the classic WebI, the Available Objects from a query was located in the panel.

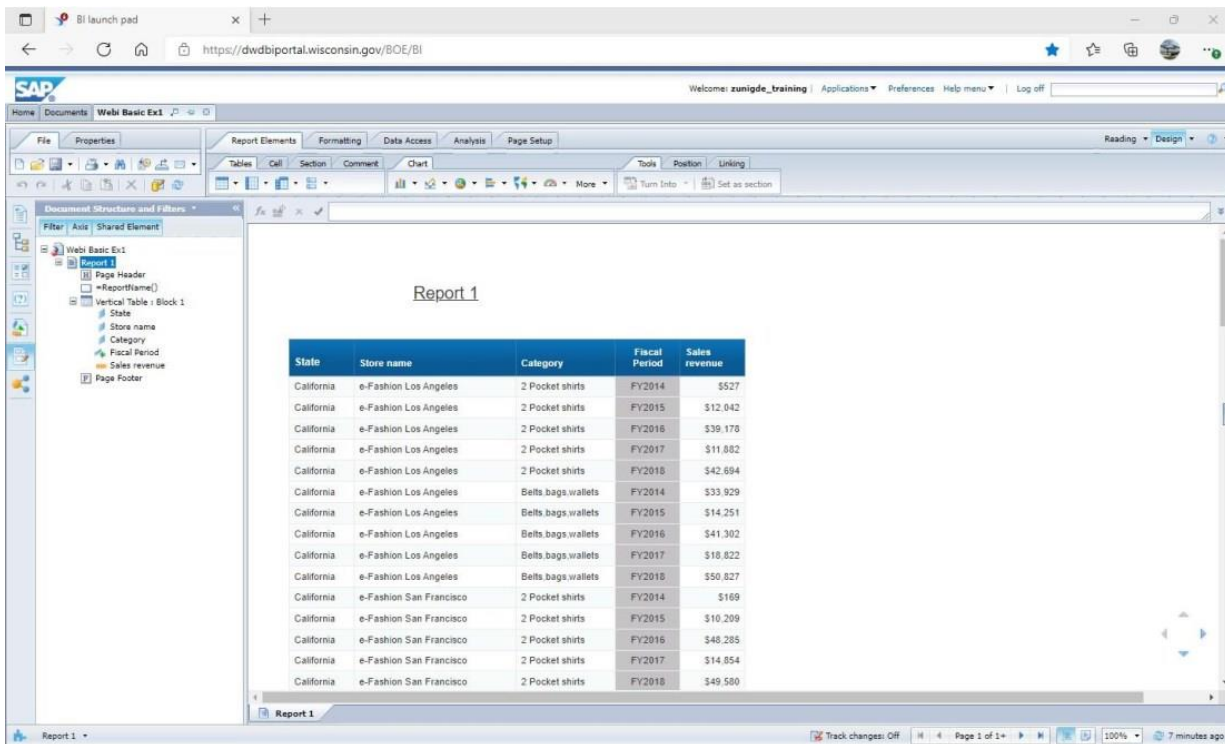


Available Objects in the new Fiorified WebI is now located in the Main Panel under the cube icon. Remember the Main Panel is a toggle so it may not be visible unless you click on the icon.

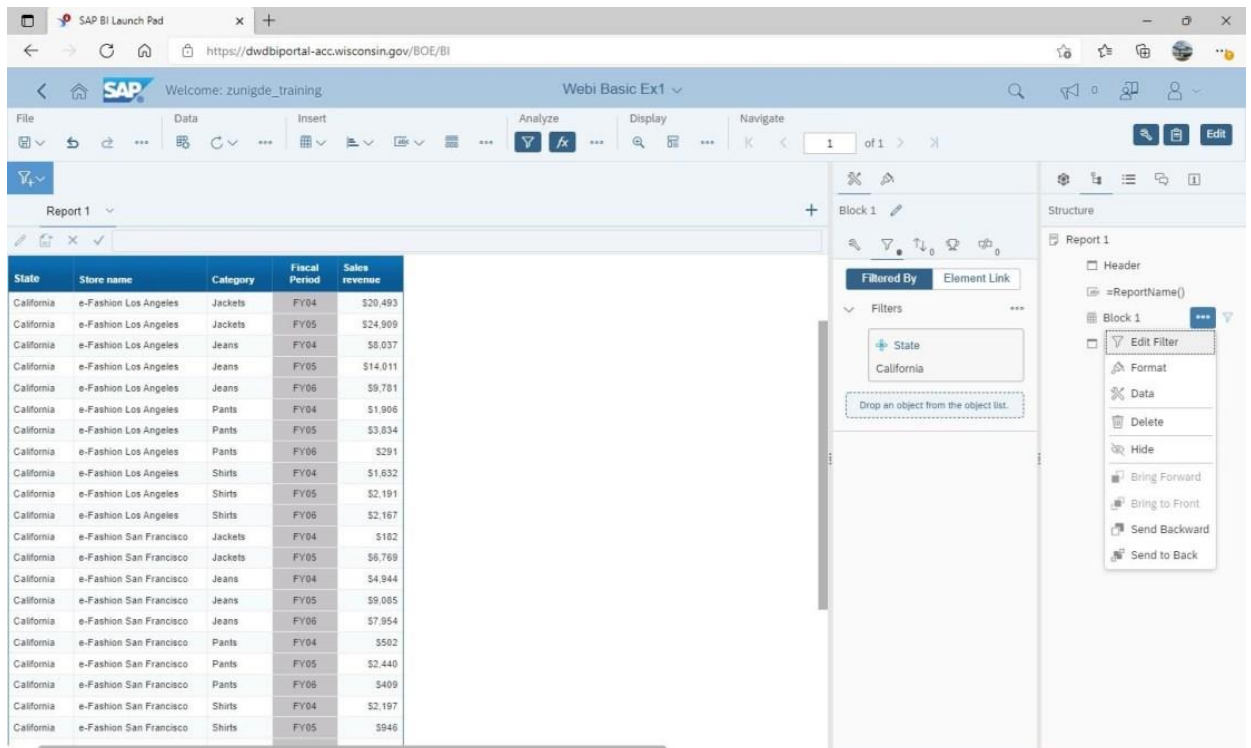


## Document Structure and Filters

The Document Structure and Filters feature is located in the left panel in classic WebI.



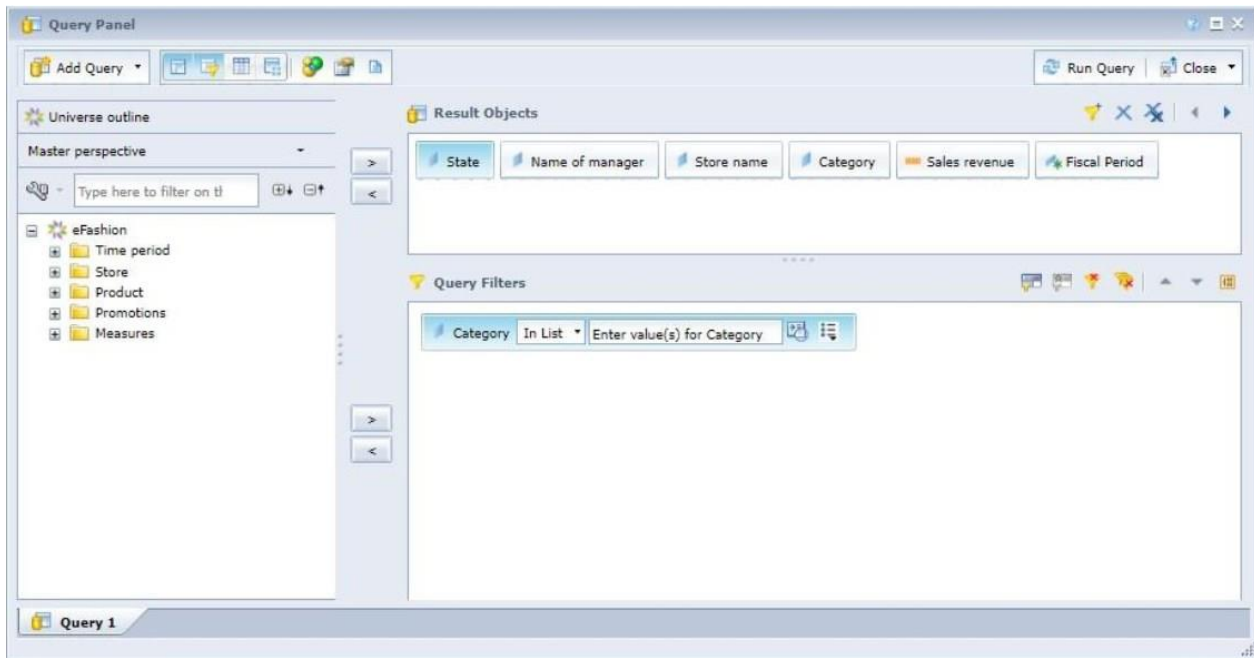
The Document Structure and Filters item is now within the Main Panel and filters are not directly editable from this menu. Filters are identified by the filter icon. To edit the filter, you must click on the ellipsis next to the object to get the Edit Filter option. This will open the properties menu for the object you selected.



## Query Panel

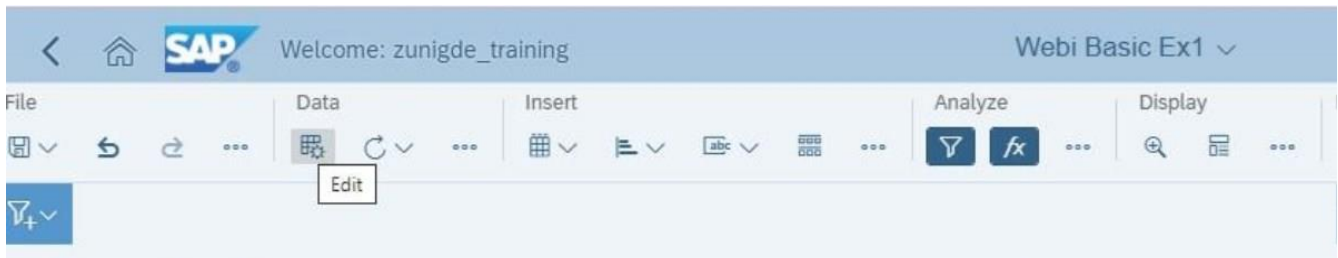
The Query Panel received only cosmetic changes. All the same functionality is there but the icons may have changed.

### Classic Query Panel



### Fiorified Query Panel

The query panel is accessed via the Data menu in editing mode.



Query Panel

Add Query ▾

Query 1 ▾

Master perspective ▾

Type here to filter 1 🔍

- ✳ eFashion
  - >  Time period
  - >  Store
  - >  Product
  - >  Promotions
  - >  Measures

**Result Objects**

>	State	Name of manager	Store name
<	Category	Sales revenue	Fiscal Period

**Query Filters**

>	Category	In List ▾	Enter value(s) for Category	⚙️	☰	⊗
<						

Run Apply Changes and Close Cancel