Business Objects 4.1 (BO4) Workshop for Rave Training Agenda[1]

Course Description: In this BO4 Workshop, attendees are introduced to ad hoc reporting using the Business Objects reporting tool. The course provides Rave end users with the concepts required for basic ad hoc reporting using BO4. Attendees will learn how to access the Business Objects tool through Rave and will learn basic techniques necessary to create, run and view simple ad hoc reports.

The course will then progress into usage of the BO4 Web Intelligence tool and the data available in BO4 via the Rave Universe. Attendees will also learn how to publish BO4 reports in Rave. This course is intended for users with Rave experience who are new to Business Objects reporting.

Approximate Duration:

- 14 hours for web based training
- 16 hours for on-site/in-person training

Topic
Welcome   • Introductions   • Getting Started in BO4
Data Overview   • Dataflow Overview   • Clinical Data Overview   • Metric Data Overview
Getting Familiar with Reporter and Business Objects   • Launching Business Objects   • Moving Around Business Objects
Scheduling   • Scheduling Reports   • Reports History
Introduction to Web Intelligence Reporting

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[1] Maximum Number of Attendees: 10

- What is Web Intelligence

- What is a Universe

- Launching Web Intelligence

- Anatomy of the Query Panel

- Creating and Saving a Report

Report Features

- Anatomy of a Report

- Editing a Report Query

Restricting Data Returned By a Query

- Filtering Concepts

- Single Value Filtering

- Multi Value Filtering

- Prompted Filters

- Multiple Filters

- Pre-defined Filters

- Universe Context

Displaying Information

- Horizontal Table View

- Vertical Table View

- Crosstab View

- Form View

- Creating a Table

- Charts

Enhancing Reports

- Sorting Data

- Performing Calculations on Data

- Breaking on Data

- Report Filters

- Sections

- Ranking

Formatting

- Formatting Reports

- Formatting Tables

- Formatting Cells

- Formatting Sections

- Formatting Charts

Formulas and Variables

- Formulas and Variables

- Formatting Rules

Advanced Topics

- Multiple Queries

- Combined Queries

- Sub Queries

- Query on a Query

Querying Clinical Data

Publishing reports to Rave

Wrap Up

- Review

- Question/Answer

- Course Evaluations