

Business Objects 4.2 (BO4) Workshop for Rave Instructor-Led Training Agenda¹

Course Description: This course is intended for users with Rave experience who are new to Business Objects reporting. 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. There will be hands-on exercises included as part of the course.

Approximate Duration:

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

Topic
<p>Welcome</p> <ul style="list-style-type: none"> • Introductions • Standard Reporting with Rave Overview • Getting Started in BO4
<p>Data Overview</p> <ul style="list-style-type: none"> • Dataflow Overview • Clinical Data Overview • Metric Data Overview • Universe Structure
<p>Getting Familiar with Reporter and Business Objects</p> <ul style="list-style-type: none"> • Launching Business Objects • Moving Around Business Objects

¹ Maximum Number of Attendees: 10

<ul style="list-style-type: none">• Understanding the Navigation and Main Panels
Scheduling <ul style="list-style-type: none">• Scheduling Reports• Reports History
Introduction to Web Intelligence Reporting <ul style="list-style-type: none">• What is Web Intelligence• Accessing Documents via the Launch Pad• What is a Universe• Launching Web Intelligence• Anatomy of the Query Panel• Creating and Saving a Report
Report Features <ul style="list-style-type: none">• Anatomy of a Report• Editing a Report Query
Restricting Data Returned By a Query <ul style="list-style-type: none">• Filtering Concepts• Single Value Filtering• Multi Value Filtering• Prompted Filters• Multiple Filters• Pre-defined Filters• Universe Context
Displaying Information <ul style="list-style-type: none">• Horizontal Table View• Vertical Table View• Crosstab View• Form View• Creating a Table• Charts

<ul style="list-style-type: none">• Embedded Links
Enhancing Reports <ul style="list-style-type: none">• Sorting Data• Custom Grouping• Performing Calculations on Data• Breaking on Data• Report Filters• Sections• Ranking
Formatting <ul style="list-style-type: none">• Formatting Reports• Formatting Tables• Formatting Cells• Formatting Sections• Formatting Charts• Table Hierarchies
Formulas and Variables <ul style="list-style-type: none">• Formulas and Variables• Formatting Rules
Advanced Topics <ul style="list-style-type: none">• Multiple Queries• Combined Queries• Sub Queries• Query on a Query
Deep Linking in EDC
Querying Clinical Data
Publishing Reports to Rave
Wrap Up <ul style="list-style-type: none">• Review

- Question/Answer
- Course Evaluations