

Introduction to Ad Hoc Reporting with Business Objects for Rave

Instructor Led Training Course Outline

Course Description: This overview-level course introduces Rave end users to the concepts required for basic ad hoc reporting with the Business Objects tool. 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 focuses on introducing end users new to Business Objects to the basic functions needed to run simple reports.

Approximate Duration: 1.5 hours

Module	Topic
BO4 Basics	System Navigation
	The Query Panel
	Introduction to the Universe
	Data Model Overview
Ad Hoc Report #1: Subject Status Count by Site	Creating a New Report
	Introduction to Formatting
	Saving a Report
	Sectioning vs. Breaking a Report
	Adding a Sum Value
	More on Formatting
	Creating a Pie Chart
	Working with Saved Reports
Ad Hoc Report #2: Pages Requiring Verification	Creating a New Report
	Understanding Binary Values
	More on Formatting
	Introduction to Context
	Editing the Query and Query Filters