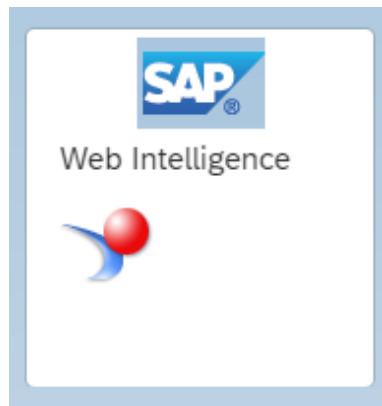




BusinessObjects WebIntelligence (WEBI)

4.3 “Fiori” User Interface

Introduction & Primer



VERSION: 1.0
DATE: 5/18/2022

Contents

BI Launchpad Logon and Home	4
Introduction	4
Logging into BI Launchpad.....	4
Home Screen	5
Classic Home Page.....	5
Fiorified Home Page	6
User Menu.....	7
Settings	7
User Account	8
Account Preferences	9
Navigating the BI Launchpad	12
Home Button	13
Navigate Back Button	14
Navigating between Open Documents.....	15
Searching	16
Notifications	17
Folders and Viewing Reports	18
Folders	18
Classic View.....	18
Fiorified View	19
Documents and Recycle Bin	22
Documents Tile	22
Recycle Bin Tile	23
Scheduling	24
Scheduling	24
BI Inbox Destination.....	25
Email Destination	26
File Server Destination.....	27
Recurrence.....	28
Business Hours	29
Notifications	30
Formats, Prompts, and Delivery Rules.....	31
Instances	32
Instances	32
BI Inbox	35

BI Inbox	35
Editing Reports	36
Navigation Map	37
Input Controls	38
User Prompts.....	39
Available Objects.....	40
Document Structure and Filters	41
Query Panel.....	42

BI Launchpad Logon and Home

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

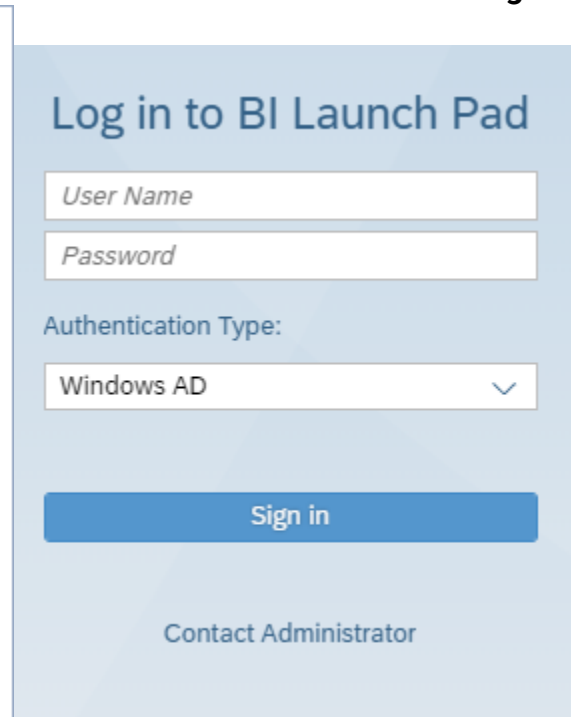
Starting with the logon page you will notice the difference in style from the Classic BI Launchpad, however, the differences are mainly cosmetic. There is an addition of the Contact Administrator link that will open a new email to the BI Admins. Therefore, you can send an email if you have issues directly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

Classic Logon Page



The Classic Logon Page features a white background with a yellow header bar. The title "SAP BusinessObjects" is in a large, bold, blue font, with "BI launch pad" below it. Instructions state: "Enter your user information, and click 'Log On'. If you are unsure of your account information, contact your system administrator." The login form includes three fields: "User Name" with the value "zunigde_training", "Password" (empty), and "Authentication" with a dropdown menu set to "Enterprise". A "Log On" button is positioned below the form. The SAP logo is in the bottom left, and a "Help" link is in the bottom right.

Fiorified Logon Page



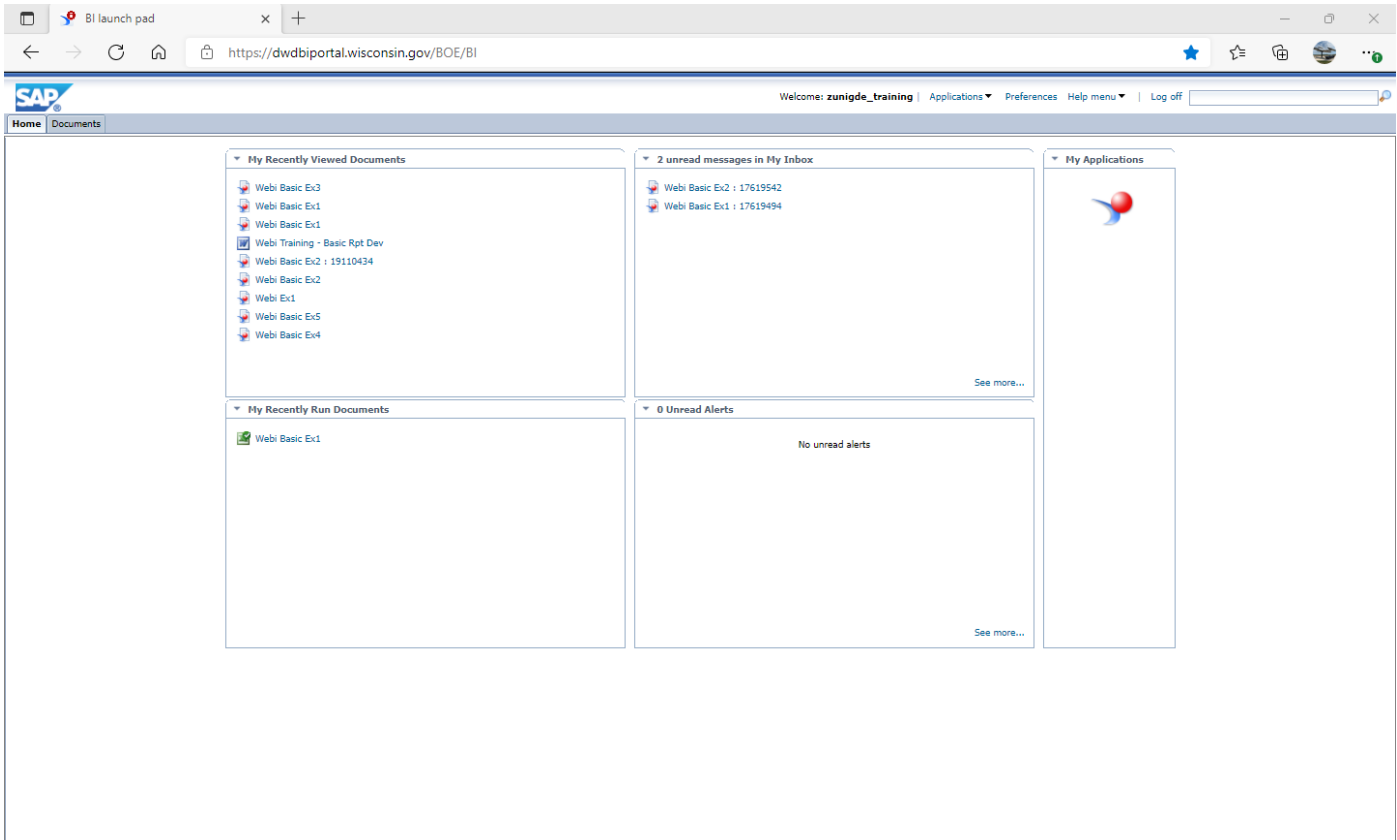
The Fiorified Logon Page has a light blue background. The title "Log in to BI Launch Pad" is in a large, blue font. It features two input fields for "User Name" and "Password". Below these is an "Authentication Type:" label and a dropdown menu currently showing "Windows AD". A prominent blue "Sign in" button is centered below the form. At the bottom, there is a "Contact Administrator" link.

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

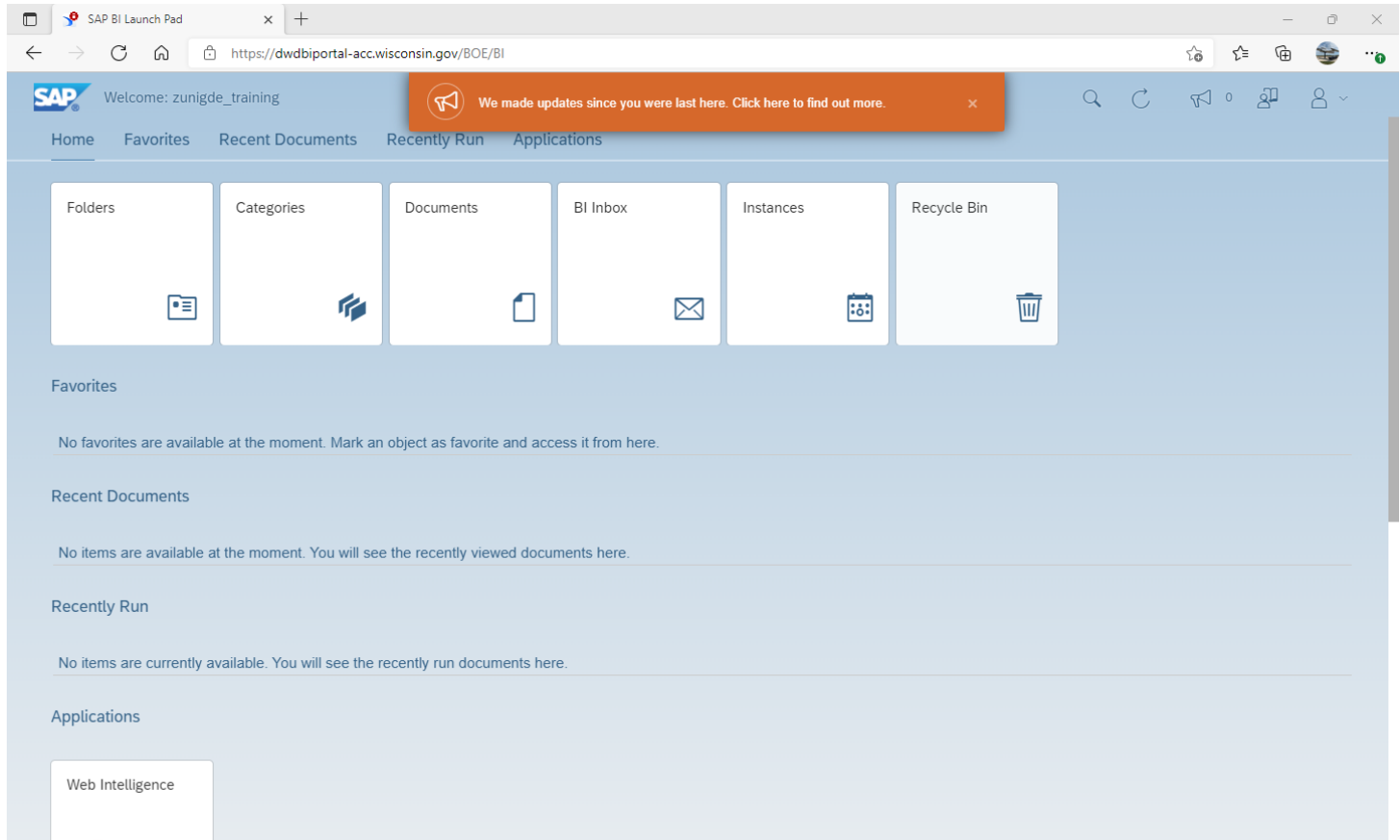
The classic home page contained Recently Viewed Documents, Unread BI Inbox messages, Recently Run Documents, Unread Alerts, and Applications.



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.

The screenshot displays the SAP BI Launch Pad interface. At the top, the browser address bar shows the URL <https://dwdbiportal-acc.wisconsin.gov/BOE/BI>. The SAP logo and the text "Welcome: zunigde_training" are visible on the left. The main navigation bar includes "Home", "Favorites", "Recent Documents", "Recently Run", and "Applications". A user menu is open in the top right corner, listing "Settings", "Edit Home Page", "About", "Help", and "Log out". Below the navigation bar, there are six panels: "Folders", "Documents", "Recycle Bin", "Instances", "Categories", and "BI Inbox". The "Favorites" section shows a message: "No favorites are available at the moment. Mark an object as favorite and access it from here." The "Recent Documents" section displays a list of documents with their names and timestamps, including "Train1", "Webi Basic Ex2", "Webi Basic Ex1", "Webi Basic Ex5", "Webi Training - Basic Rpt Dev", and another "Webi Basic Ex2". A "View All Recent Documents" button is located below this list. The "Recently Run" section shows a list of documents with their names and timestamps, all labeled "Webi Basic Ex2". The Windows taskbar is visible at the bottom of the screen, showing the time as 3:46 PM.

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 screenshot shows the 'Account Preferences' dialog box with the 'Page Preferences' tab selected. On the left is a 'Settings' sidebar with options for User Account, Account Preferences (selected), Application Preferences, and Appearance. The main content area is titled 'Account Preferences' and has three sub-tabs: 'Page Preferences', 'Page Customization', and 'Locale and Time Zone'. Under 'Page Preferences', there is a toggle for 'Use Administrator Provided Settings' which is currently off. Below that is the 'Landing Page Preferences' section, which includes a note that selections are also updated in Page Customization. A dropdown menu for 'Select Home Page:' is set to 'Default', with a sub-note 'You will land on Home group.'. The 'Column Preferences' section has a dropdown for 'Select the columns to display:' set to '7 Items'. The 'View the document:' section has two radio buttons: 'Within Fiorified BI Launchpad' (selected) and 'In a new browser tab'. At the bottom right, there are 'Save' and 'Cancel' buttons.

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

The screenshot shows the 'Account Preferences' dialog box with the 'Page Customization' tab selected. The 'Settings' sidebar is the same as in the previous screenshot. The main content area is titled 'Account Preferences' and has three sub-tabs: 'Page Preferences', 'Page Customization' (selected), and 'Locale and Time Zone'. Under 'Page Customization', there are two sections: 'Tabs to display' and 'Tiles to display'. 'Tabs to display' includes five items with checked checkboxes: Home, Favorites, Recent Documents, Recently Run, and Applications. 'Tiles to display' includes six items with checked checkboxes: All documents, Categories, Schedule, Recycle Bin, Inbox, and Folders. At the bottom right, there are 'Save' and 'Cancel' buttons.

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:

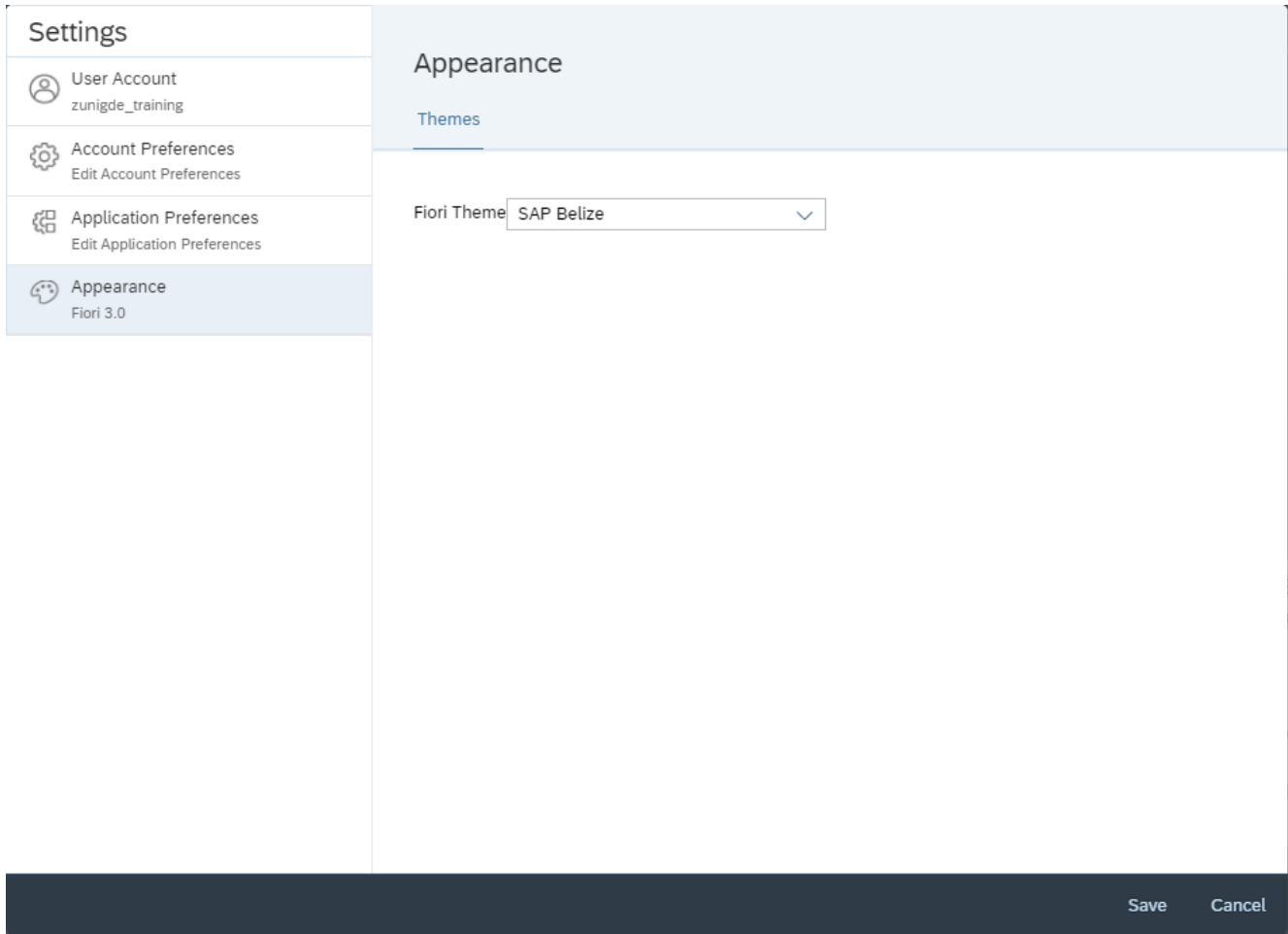
Default (Administrator settings)

Left to Right

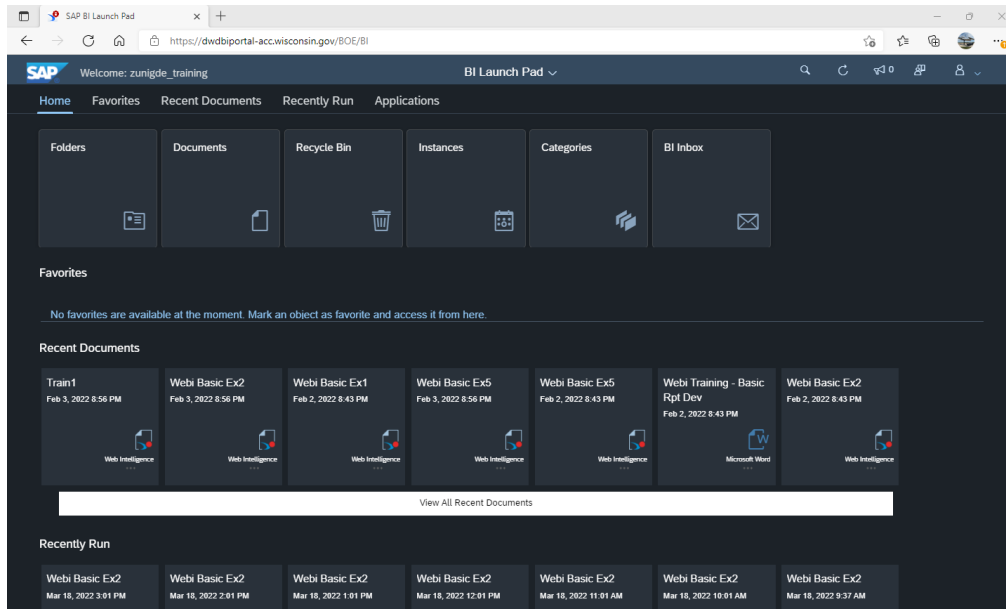
Save Cancel

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.

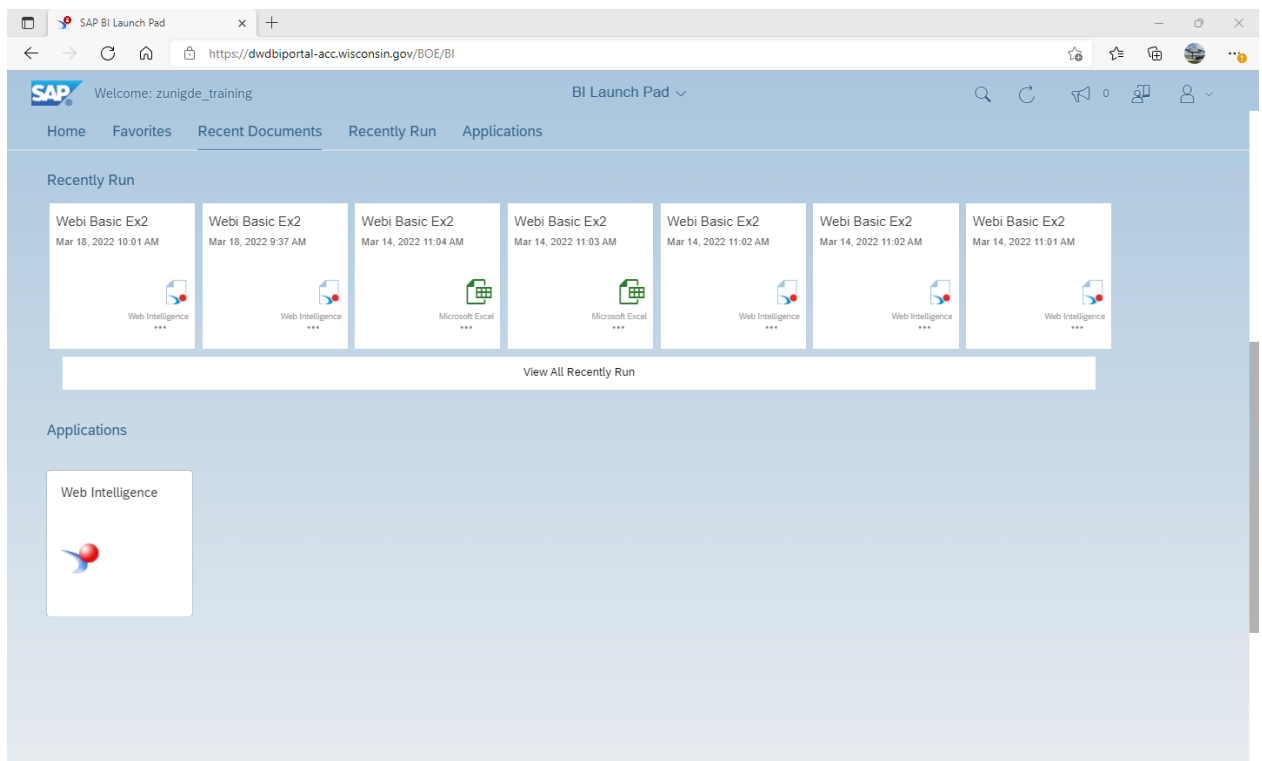
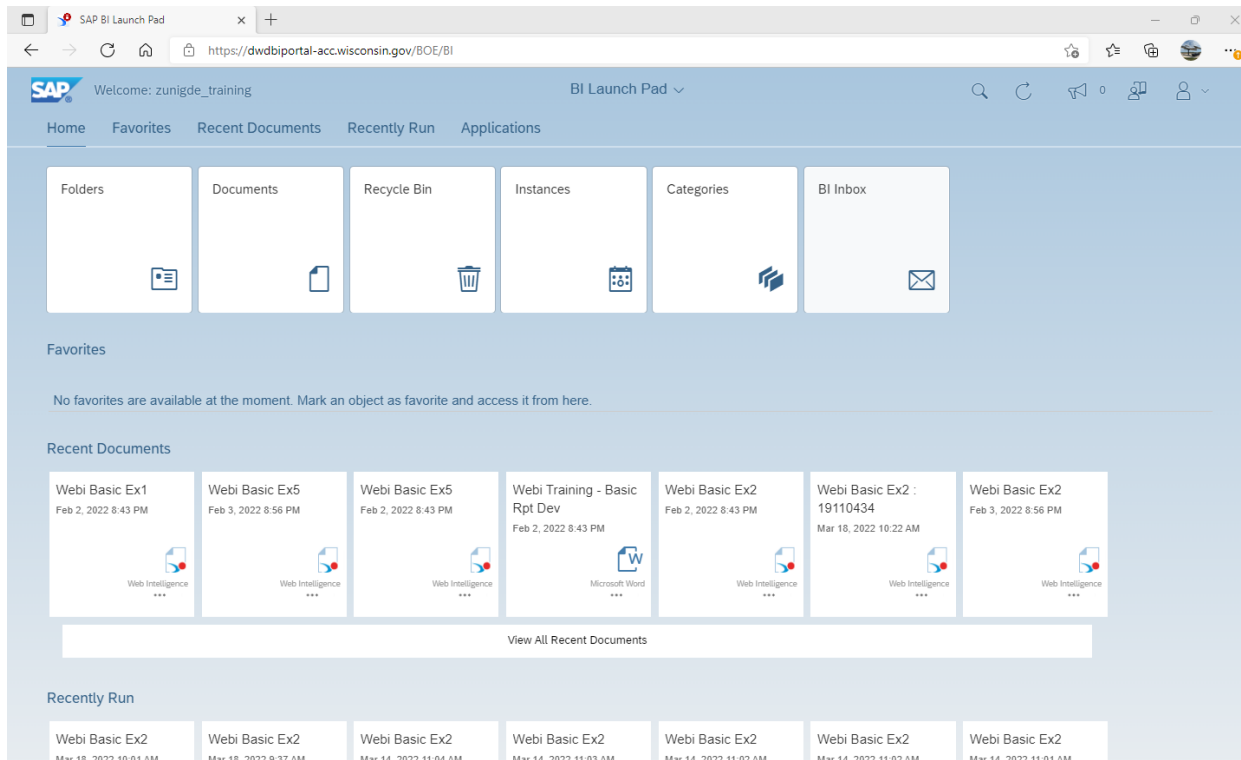


SAP Quartz Dark Theme



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.



Navigate Back Button

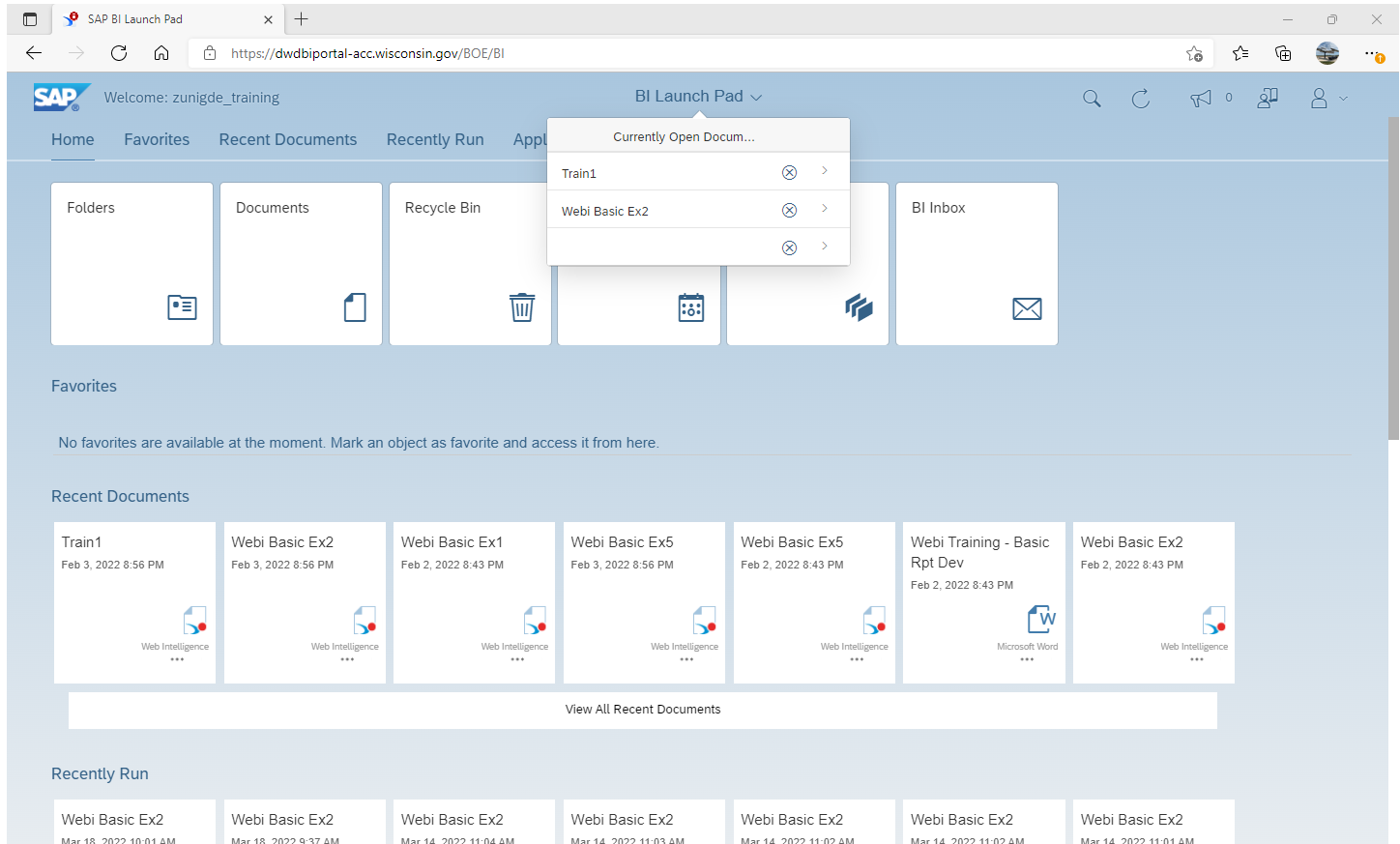
You can click the < icon at the top of the page to go back to the previous page you visited. From any of the main tiles it will bring you back to the Home page.

The screenshot shows the SAP BI Launch Pad interface. At the top, there is a navigation bar with a home icon, the SAP logo, and the text 'Welcome: zunigde_training'. To the right of the SAP logo is a 'Navigate Back' button with a left-pointing arrow icon. The main content area is titled 'Selected Folder' and shows a list of folders under 'Personal Folders /'. The list is presented in a table format with the following columns: Title, Favorites, Type, Last Run, Instances, Description, Created By, Last Updat..., and Created On. The table contains several rows of folder information.

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...

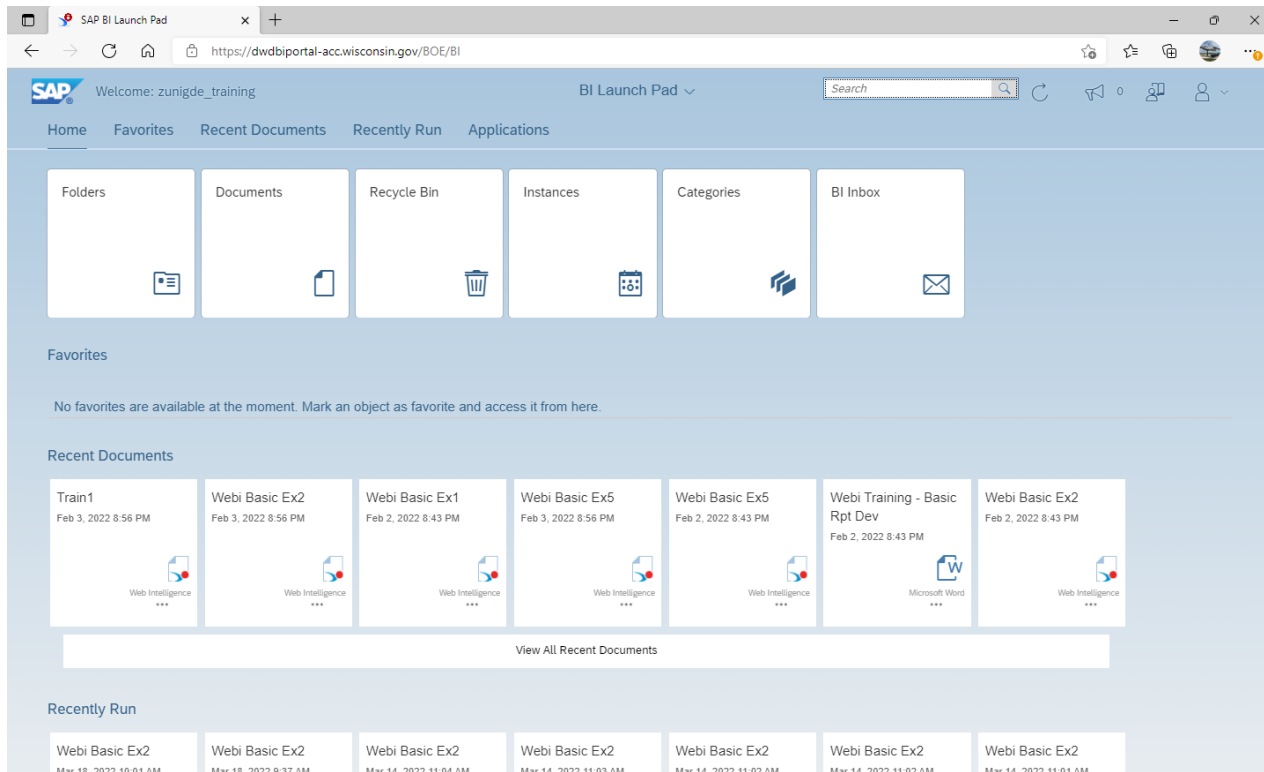
Navigating between Open Documents

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 close open document as well 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.

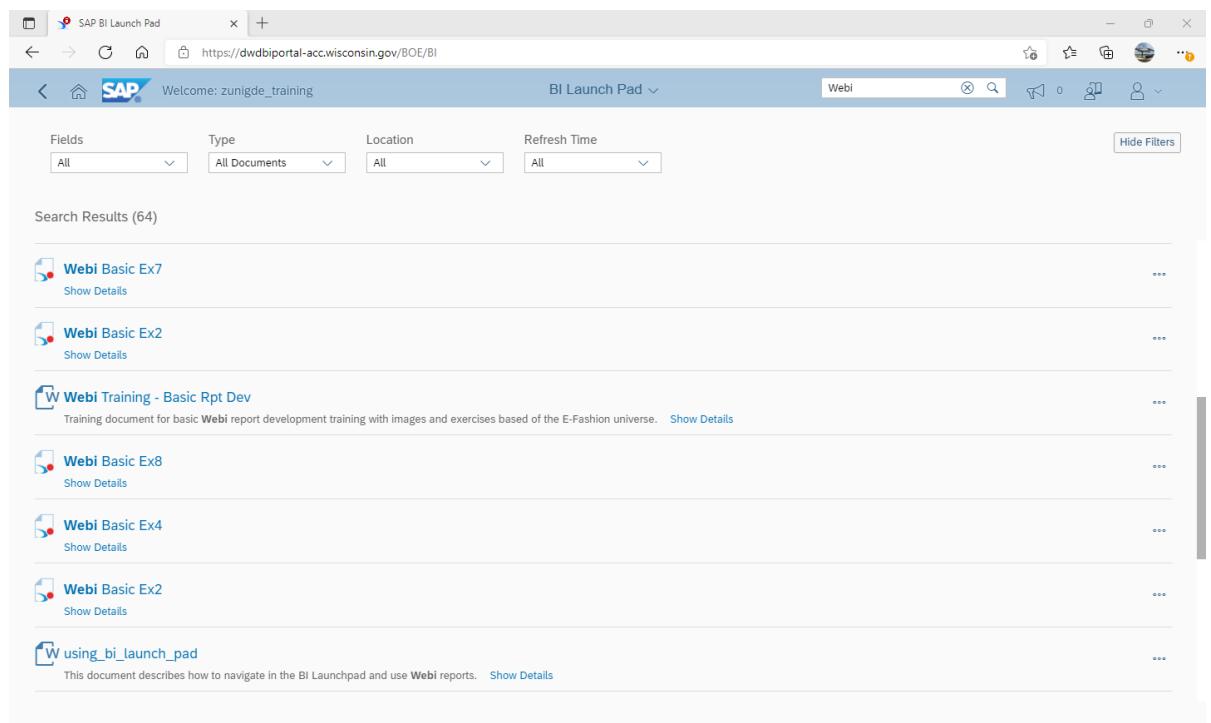


Searching

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.

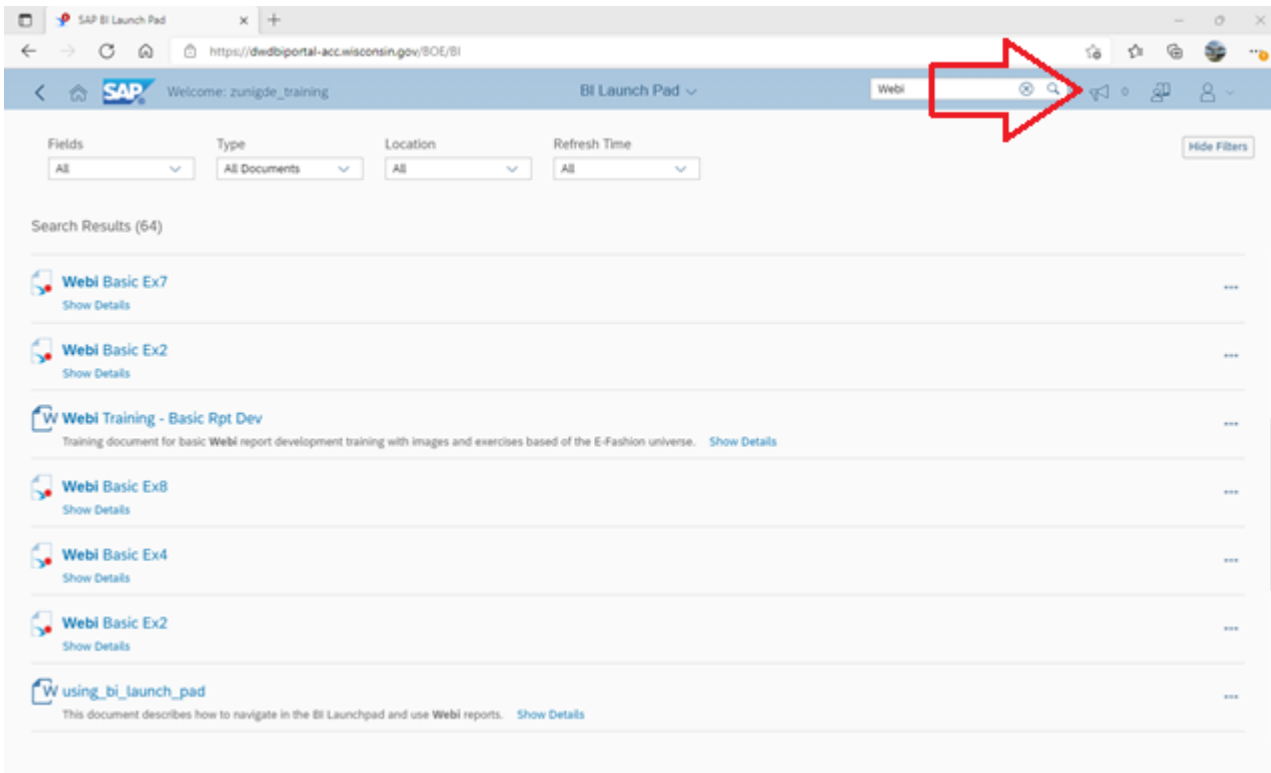


Once you get the search results you can further filter the results by editing the dropdown lists for Fields, Type, Location, and Refresh Time. From the results you can also open the document as well as perform all the actions you have permissions to via the ellipsis.



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.

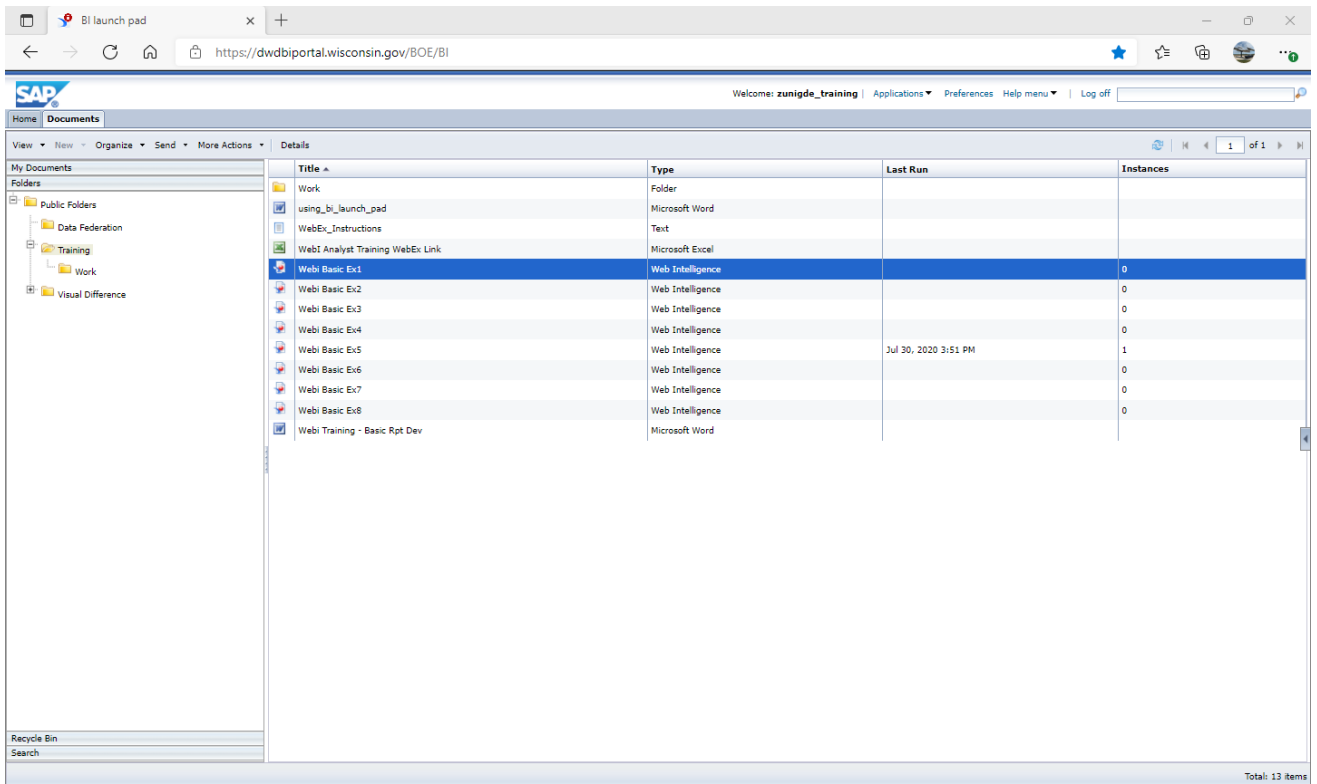
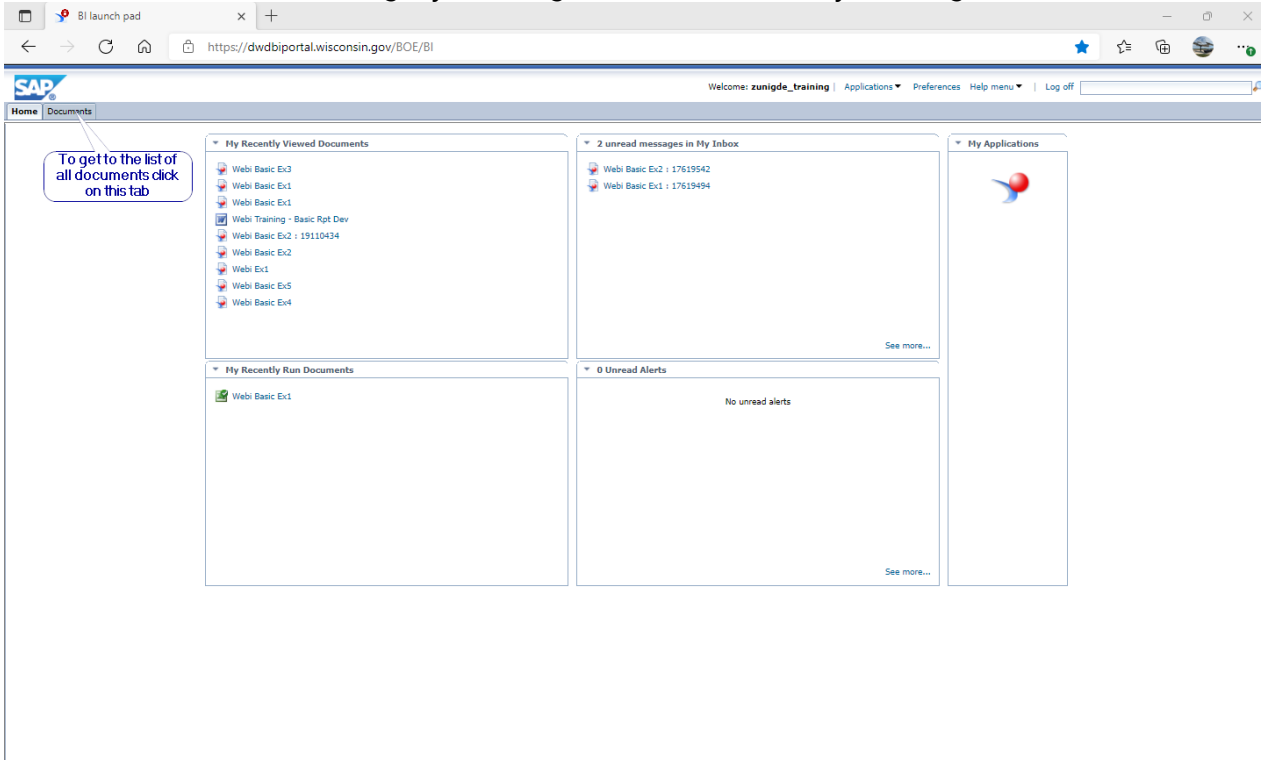


Folders and Viewing Reports

Folders

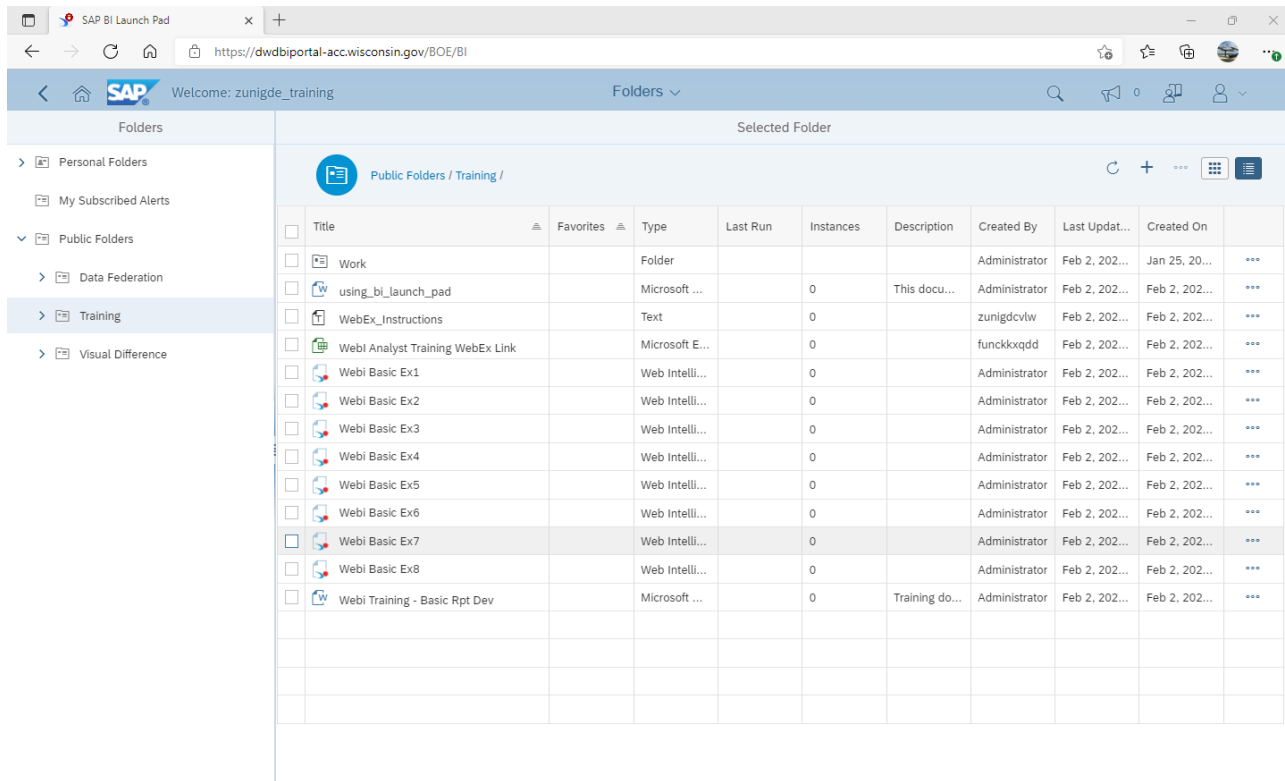
Classic View

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



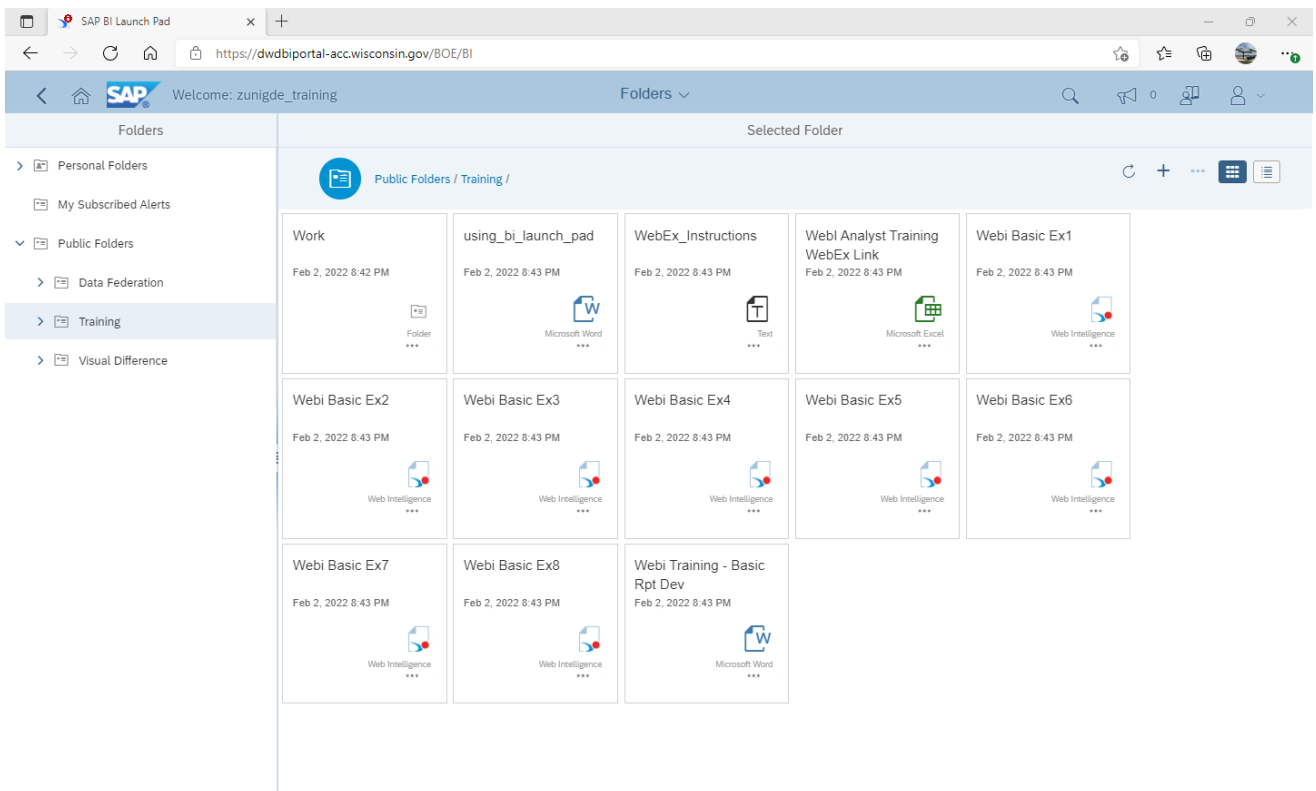
Fiorified View

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.



The screenshot shows the SAP BI Fiorified View interface in list view. The browser address bar displays <https://dwdbiportal-acc.wisconsin.gov/BOE/BI>. The SAP logo and 'Welcome: zunigde_training' are visible in the top navigation bar. The left sidebar shows a tree view of folders: Personal Folders, My Subscribed Alerts, Public Folders, Data Federation, Training (selected), and Visual Difference. The main area displays a table of items under the path 'Public Folders / Training /'. The table has columns for Title, Favorites, Type, Last Run, Instances, Description, Created By, Last Update, and Created On. The 'Webi Basic Ex7' item is selected.

Title	Favorites	Type	Last Run	Instances	Description	Created By	Last Update	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	zunigdcvtw	Administrator	Feb 2, 202...	Feb 2, 202...
Webi Analyst Training WebEx Link		Microsoft E...		0	funckkoqdd	Administrator	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...



The screenshot shows the same SAP BI Fiorified View interface in tile view. The browser address bar and top navigation bar are identical to the previous screenshot. The left sidebar is also the same. The main area displays a grid of tiles for the items in the 'Public Folders / Training /' folder. Each tile shows the item name, a timestamp (Feb 2, 2022 8:43 PM), and an icon representing the item's type (Folder, Microsoft Word, Text, Microsoft Excel, or Web Intelligence).

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

Report 1

State	Store name	Category	Fiscal Period	Sales revenue
California	e-Fashion Los Angeles	Jackets	FY04	\$20,493
California	e-Fashion Los Angeles	Jackets	FY05	\$24,909
California	e-Fashion Los Angeles	Jeans	FY04	\$8,037
California	e-Fashion Los Angeles	Jeans	FY05	\$14,011
California	e-Fashion Los Angeles	Jeans	FY06	\$9,781
California	e-Fashion Los Angeles	Pants	FY04	\$1,906
California	e-Fashion Los Angeles	Pants	FY05	\$3,834
California	e-Fashion Los Angeles	Pants	FY06	\$291
California	e-Fashion Los Angeles	Shirts	FY04	\$1,632
California	e-Fashion Los Angeles	Shirts	FY05	\$2,191
California	e-Fashion Los Angeles	Shirts	FY06	\$2,167
California	e-Fashion San Francisco	Jackets	FY04	\$182
California	e-Fashion San Francisco	Jackets	FY05	\$6,769
California	e-Fashion San Francisco	Jeans	FY04	\$4,944
California	e-Fashion San Francisco	Jeans	FY05	\$9,085
California	e-Fashion San Francisco	Jeans	FY06	\$7,954
California	e-Fashion San Francisco	Pants	FY04	\$502
California	e-Fashion San Francisco	Pants	FY05	\$2,440

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.

Report 1

State	Store name	Category	Fiscal Period	Sales revenue
California	e-Fashion Los Angeles	Jackets	FY04	\$20,493
California	e-Fashion Los Angeles	Jackets	FY05	\$24,909
California	e-Fashion Los Angeles	Jeans	FY04	\$8,037
California	e-Fashion Los Angeles	Jeans	FY05	\$14,011
California	e-Fashion Los Angeles	Jeans	FY06	\$9,781
California	e-Fashion Los Angeles	Pants	FY04	\$1,906
California	e-Fashion Los Angeles	Pants	FY05	\$3,834
California	e-Fashion Los Angeles	Pants	FY06	\$291
California	e-Fashion Los Angeles	Shirts	FY04	\$1,632
California	e-Fashion Los Angeles	Shirts	FY05	\$2,191
California	e-Fashion Los Angeles	Shirts	FY06	\$2,167
California	e-Fashion San Francisco	Jackets	FY04	\$182
California	e-Fashion San Francisco	Jackets	FY05	\$6,769
California	e-Fashion San Francisco	Jeans	FY04	\$4,944
California	e-Fashion San Francisco	Jeans	FY05	\$9,085
California	e-Fashion San Francisco	Jeans	FY06	\$7,954
California	e-Fashion San Francisco	Pants	FY04	\$502
California	e-Fashion San Francisco	Pants	FY05	\$2,440

Go To 1 of 1+ [Navigation icons]

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.

The screenshot shows the SAP BI Launchpad interface. At the top, there is a navigation bar with the SAP logo and the text 'Welcome: zunigde_training'. Below this is a menu bar with 'File', 'Data', and 'Insert' options. A 'Currently Open Documents' dropdown menu is open, showing 'Webi Basic Ex1' with a red arrow pointing to the close button (X). The main content area displays a report titled 'Report 1' with a table of sales data.

State	Store name	Category	Fiscal Period	Sales revenue
California	e-Fashion Los Angeles	2 Pocket shirts	FY20	\$106,324
California	e-Fashion Los Angeles	Belts,bags,wallets	FY20	\$159,130
California	e-Fashion San Francisco	2 Pocket shirts	FY20	\$123,097
California	e-Fashion San Francisco	Belts,bags,wallets	FY20	\$137,944
			Count:	4

Documents and Recycle Bin

Documents Tile

The Documents tile takes you to a list of documents that you have access to. Depending on your access this list may be extensive and the folder path is not evident so if you have the same report name in multiple folders you have to 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. The top navigation bar includes the SAP logo, a welcome message for 'zunigde_training', and a 'Documents' dropdown menu. Below the navigation bar, there is a search icon, a notification bell, and a user profile icon. The main content area displays a table of 'All Documents (28)'. The table has columns for Title, Favorites, Type, Last Run, Instances, Description, Created By, Last Updated, and Created On. 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' modal is also open, providing information for the selected document.

Title	Favorites	Type	Last Run	Instances	Description	Created By	Last Updated	Created On
Webi Basic Ex5		Web Intelligence		0		zunigde_training	Feb 3, 2022 8:5...	Feb 3, 2022 10:...
First Document		Web Intelligence		0		zunigde_training	Feb 3, 2022 8:5...	Feb 3, 2022 8:5...
Webi Basic Ex2		Web Intelligence	Mar 14, 2022 1...	5		zunigde_training	Feb 3, 2022 8:5...	Feb 3, 2022 8:5...
Train1		Web Intelligence		0		zunigde_training	Feb 3, 2022 8:5...	Feb 3, 2022 8:5...
Webi Ex1		Web Intelligence		0		zunigde_training	Feb 3, 2022 10:...	Feb 3, 2022 10:...
Webi Basic Ex7		Web Intelligence		0		Administrator	Feb 2, 2022 8:4...	Feb 2, 2022 8:4...
Webi Basic Ex1		Web Intelligence		0		Administrator	Feb 2, 2022 8:4...	Feb 2, 2022 8:4...
Webi Basic Ex5		Web Intelligence		0		Administrator	Feb 2, 2022 8:4...	Feb 2, 2022 8:4...
Webi Analyst Training WebEx Li...		Microsoft Excel		0		funckkkqdd	Feb 2, 2022 8:4...	Feb 2, 2022 8:4...
Webi Basic Ex3		Web Intelligence		0		Administrator	Feb 2, 2022 8:4...	Feb 2, 2022 8:4...
Webi Basic Ex4		Web Intelligence		0		Administrator	Feb 2, 2022 8:4...	Feb 2, 2022 8:4...
WebEx_Instructions		Text		0		Administrator	Feb 2, 2022 8:4...	Feb 2, 2022 8:4...
Webi Basic Ex8		Web Intelligence		0		Administrator	Feb 2, 2022 8:4...	Feb 2, 2022 8:4...
Webi Basic Ex2		Web Intelligence		0		Administrator	Feb 2, 2022 8:4...	Feb 2, 2022 8:4...
using_bi_launch_pad		Microsoft Word		0		Administrator	Feb 2, 2022 8:4...	Feb 2, 2022 8:4...
Webi Basic Ex6		Web Intelligence		0		Administrator	Feb 2, 2022 8:4...	Feb 2, 2022 8:4...
Webi Basic Ex6		Web Intelligence		0		Administrator	Feb 2, 2022 8:4...	Feb 2, 2022 8:4...
Webi Basic Ex8		Web Intelligence		0		Administrator	Feb 2, 2022 8:4...	Feb 2, 2022 8:4...
Webi Basic Ex5		Web Intelligence		0		Administrator	Feb 2, 2022 8:4...	Feb 2, 2022 8:4...
zTest-SV		Web Intelligence		0		Administrator	Feb 2, 2022 8:4...	Feb 2, 2022 8:4...

Details

File Name : Webi Basic Ex5
Description : None
Keywords : None
Categories : None

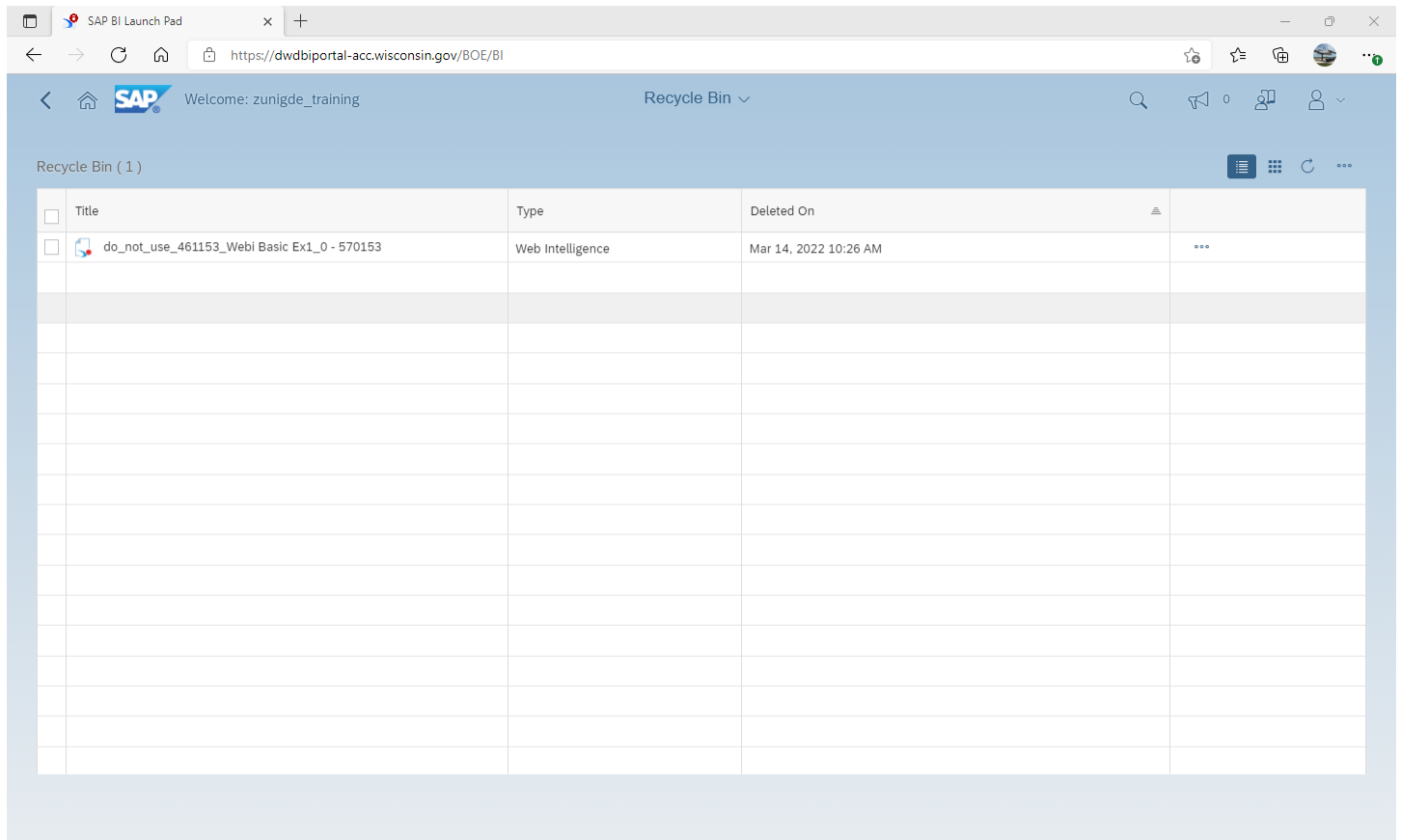
Additional Details

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 : <https://dwdbportal-acc.wisconsin.gov/BOE/OpenDocument/openDocument.jsp?siDType=CUID&iDocID=AZJtB4n0xHVLrNNbjARnQul>

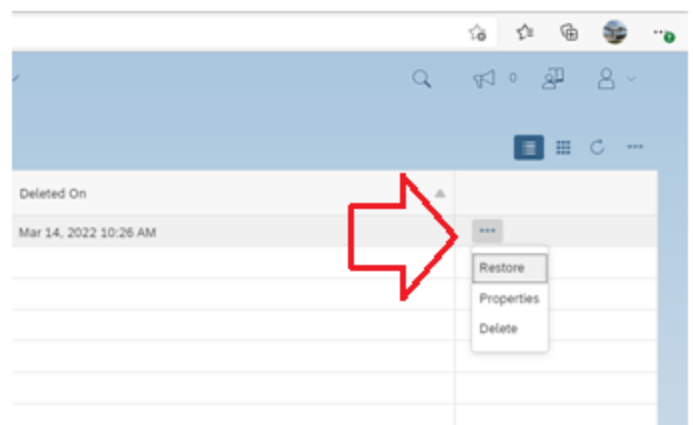
Close

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.

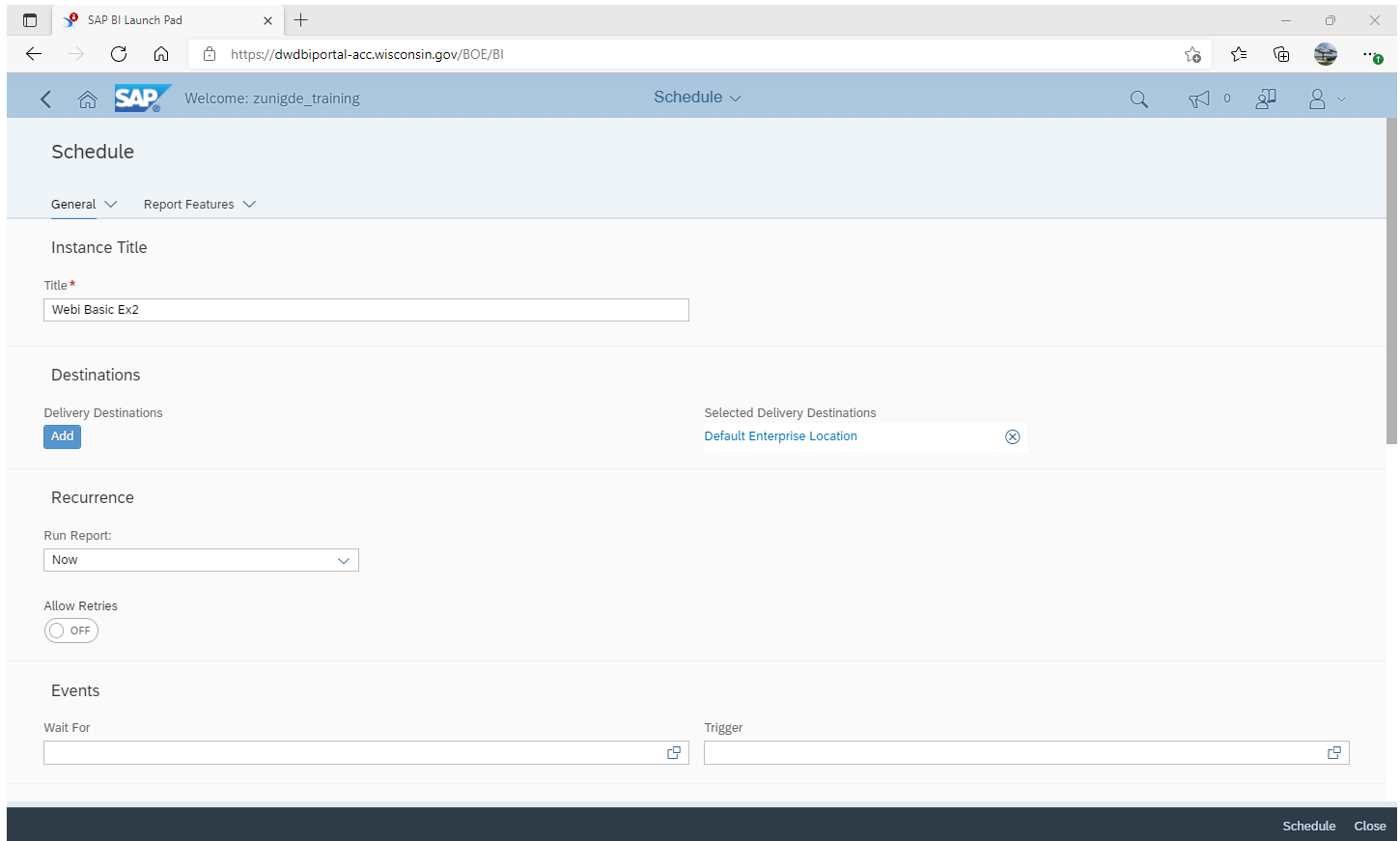


Scheduling

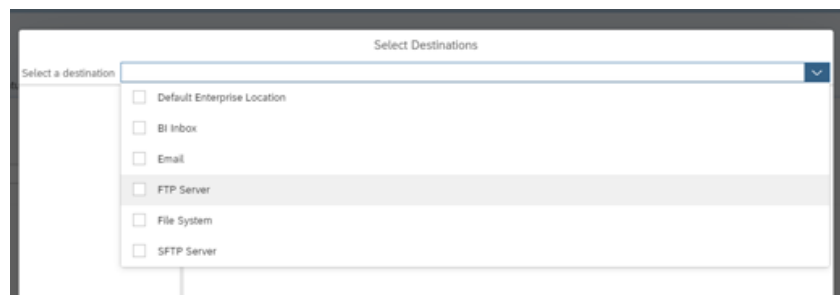
Scheduling

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 1 schedule.

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

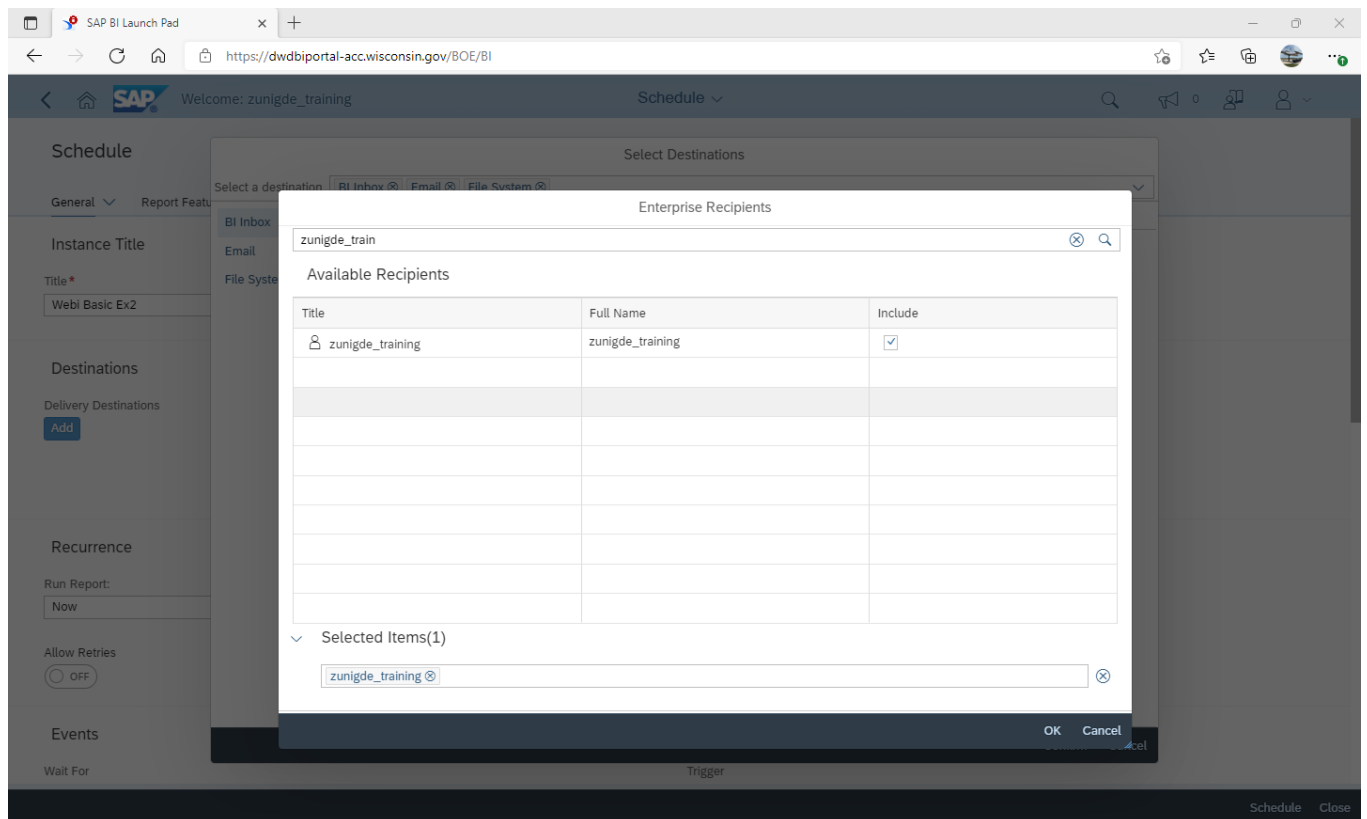
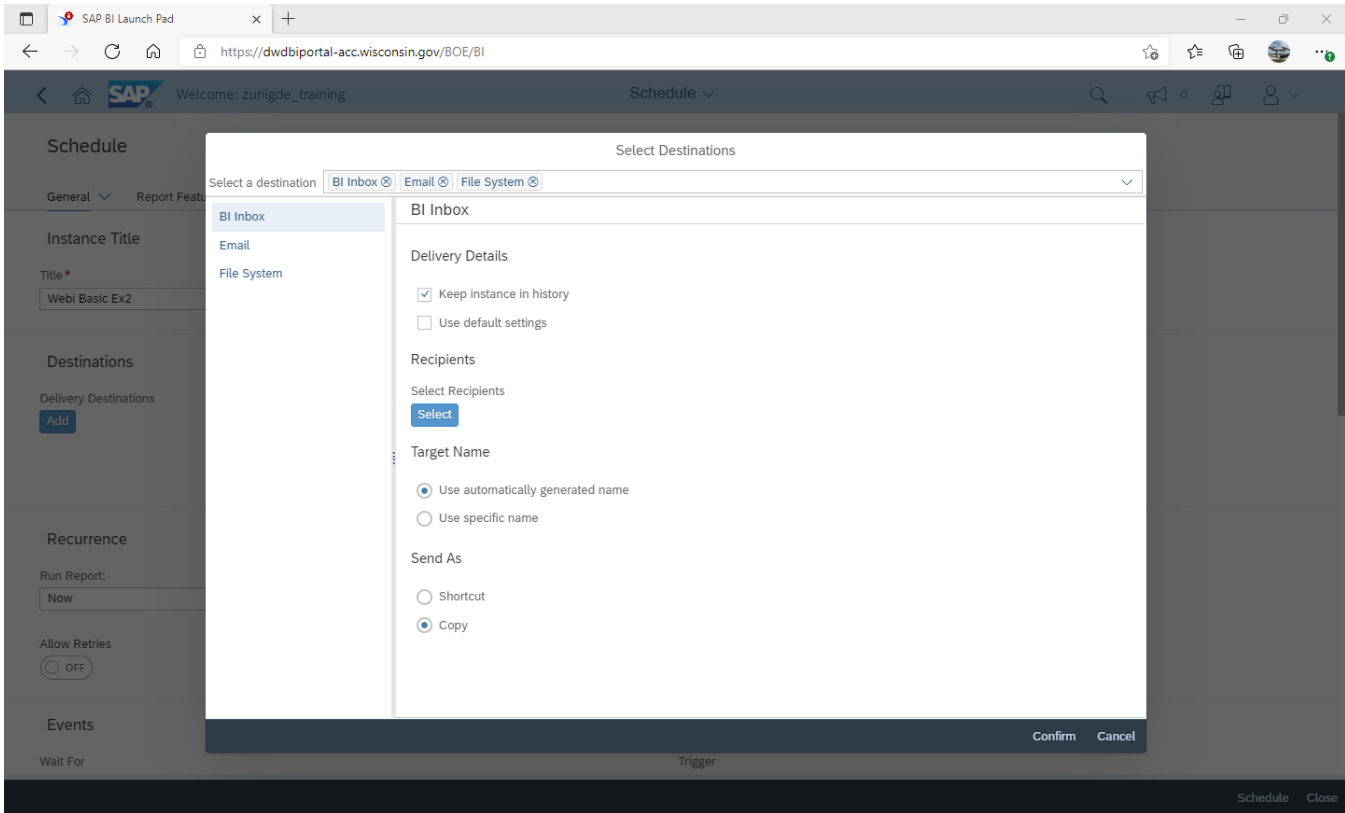


By clicking on the Add button you are now able to select one or more destinations. This will add the destination type to the schedule. Remember to remove the Default Enterprise Location. The BI Inbox options are the same as the previous version. With each destination you can choose to keep the instance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



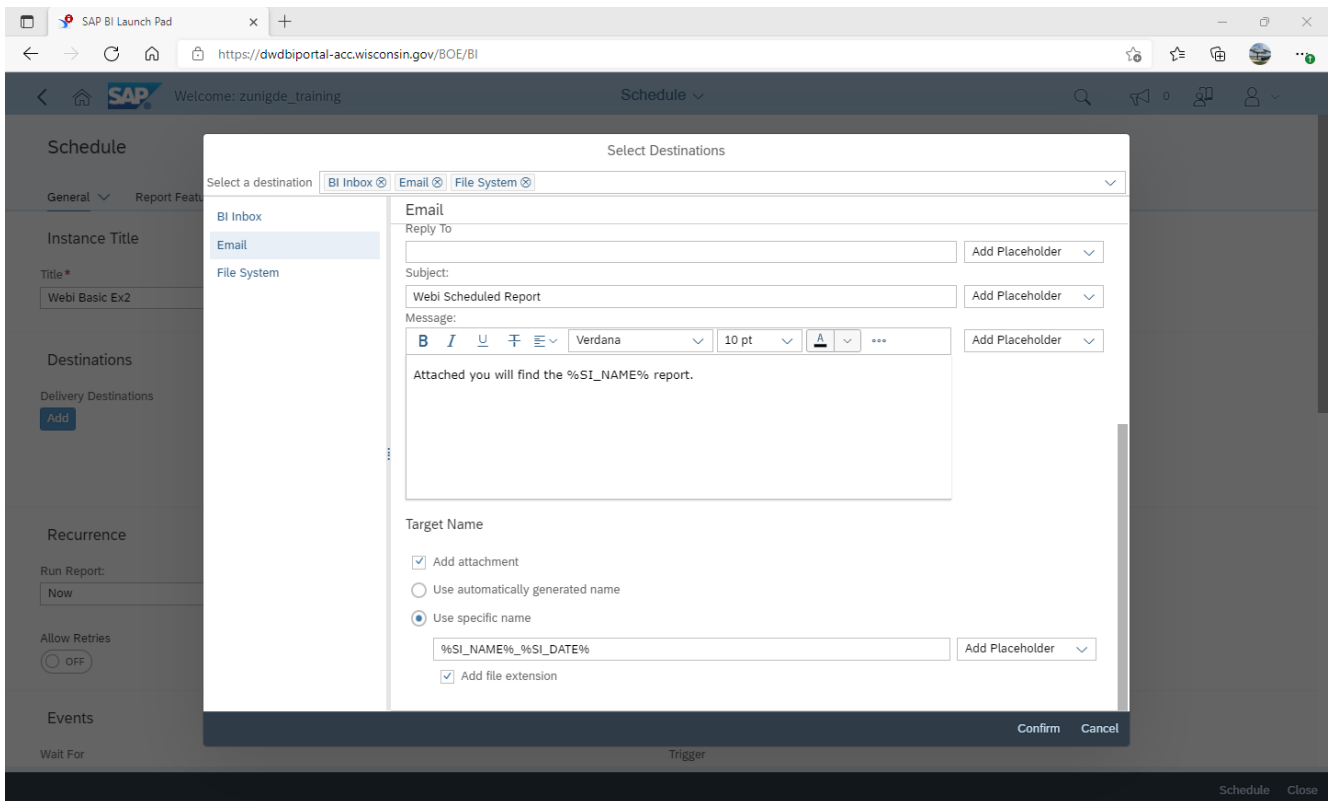
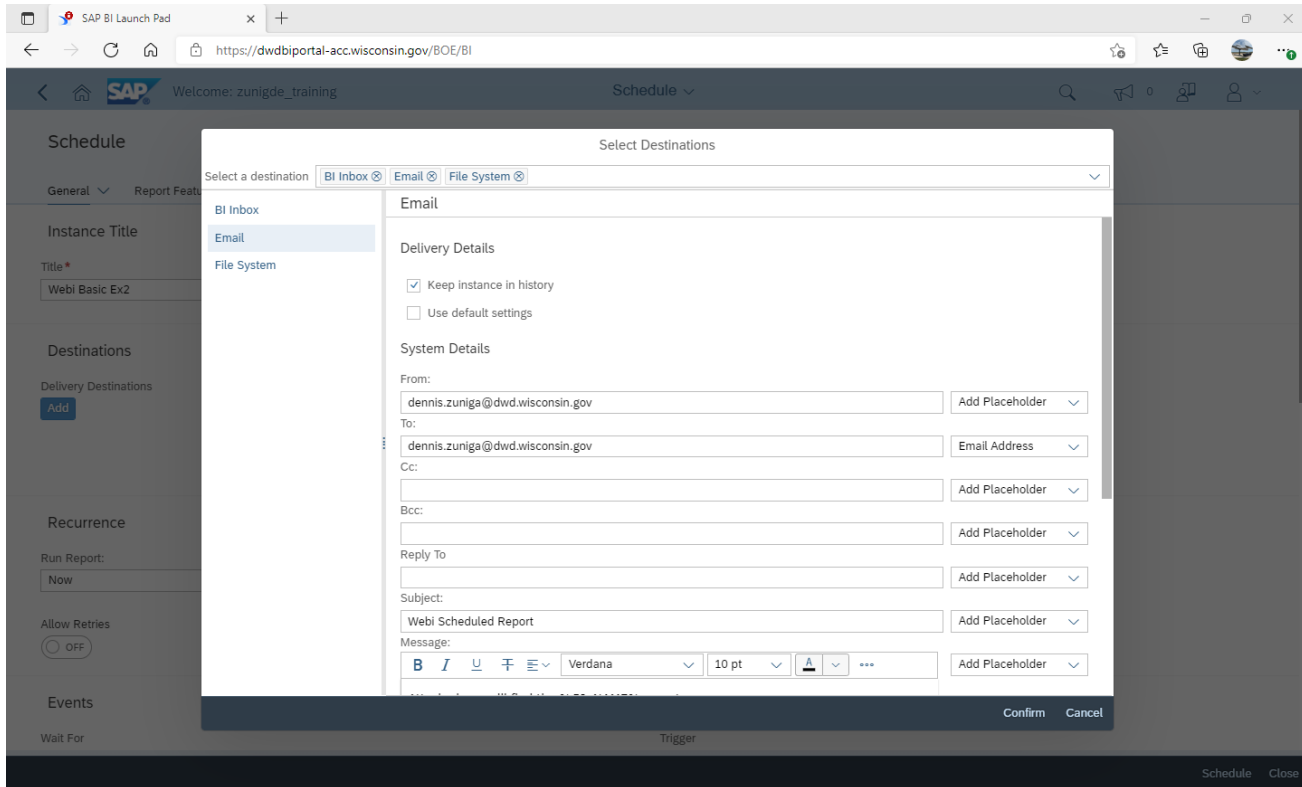
BI Inbox Destination

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, there is a new field Reply To that has been added. The Reply To is the email address you want any replies to go to. So if someone were to reply to the email generated by the schedule it would send the reply to whom you designate.



File Server Destination

The screenshot shows the SAP BI Launch Pad interface with a 'Select Destinations' dialog box open. The dialog is titled 'Select Destinations' and has a dropdown menu at the top showing 'BI Inbox', 'Email', and 'File System'. The 'File System' option is selected. The dialog is divided into two main sections: 'File System' and 'Target Name'.

File System Section:

- Delivery Details:**
 - Keep instance in history
 - Use default settings
- System Details:**
 - User Name:
 - Password:
 - Directory:

Target Name Section:

- Use automatically generated name
- Use specific name
 - Target Name:
 - Add file extension

At the bottom of the dialog, there are 'Confirm' and 'Cancel' buttons. The background interface shows the 'Schedule' page with various configuration options like 'Instance Title', 'Destinations', 'Recurrence', and 'Events'.

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.

SAP BI Launch Pad

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

Welcome: zunigde_training

Schedule

Schedule

General Report Features

Recurrence

Run Report:
Now

Allow Retries
 ON OFF

Number of Tries
1

Retry interval in sec...
1800

Events

Wait For

Trigger

Scheduling Server Group

Default Server
Use first available server

Run at origin site
 OFF ON

Schedule Close

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.

The screenshot shows the 'Schedule' configuration interface in SAP BI. The browser address bar shows 'https://dwdbiportal-acc.wisconsin.gov/BOE/BI'. The SAP header includes 'Welcome: zunigde_training' and a 'Schedule' dropdown menu. The main content area is titled 'Schedule' and contains the following sections:

- General** and **Report Features** dropdown menus.
- Recurrence** section:
 - Run Report: Recurring
 - Repeat: Business Hours
 - On: S M T W T F S (all days selected)
 - Business Hours Start: 06:00
 - Business Hours End: 18:00
 - Every: 01:00 (Ex: Every 2 hrs)
 - Start Date: Mar 17, 2022, 11:28:14 AM
 - End Date: Mar 17, 2032, 11:28:14 AM
 - Allow Retries: OFF
- Events** section:
 - Wait For: [Empty text field]
 - Trigger: [Empty text field]

At the bottom right of the interface, there are 'Schedule' and 'Close' buttons.

Notifications

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

The screenshot shows the SAP BI Launchpad interface for configuring a schedule. The browser address bar shows the URL: <https://dwdbiportal-acc.wisconsin.gov/BOE/BI>. The page title is "Schedule" and the user is logged in as "zunigde_training".

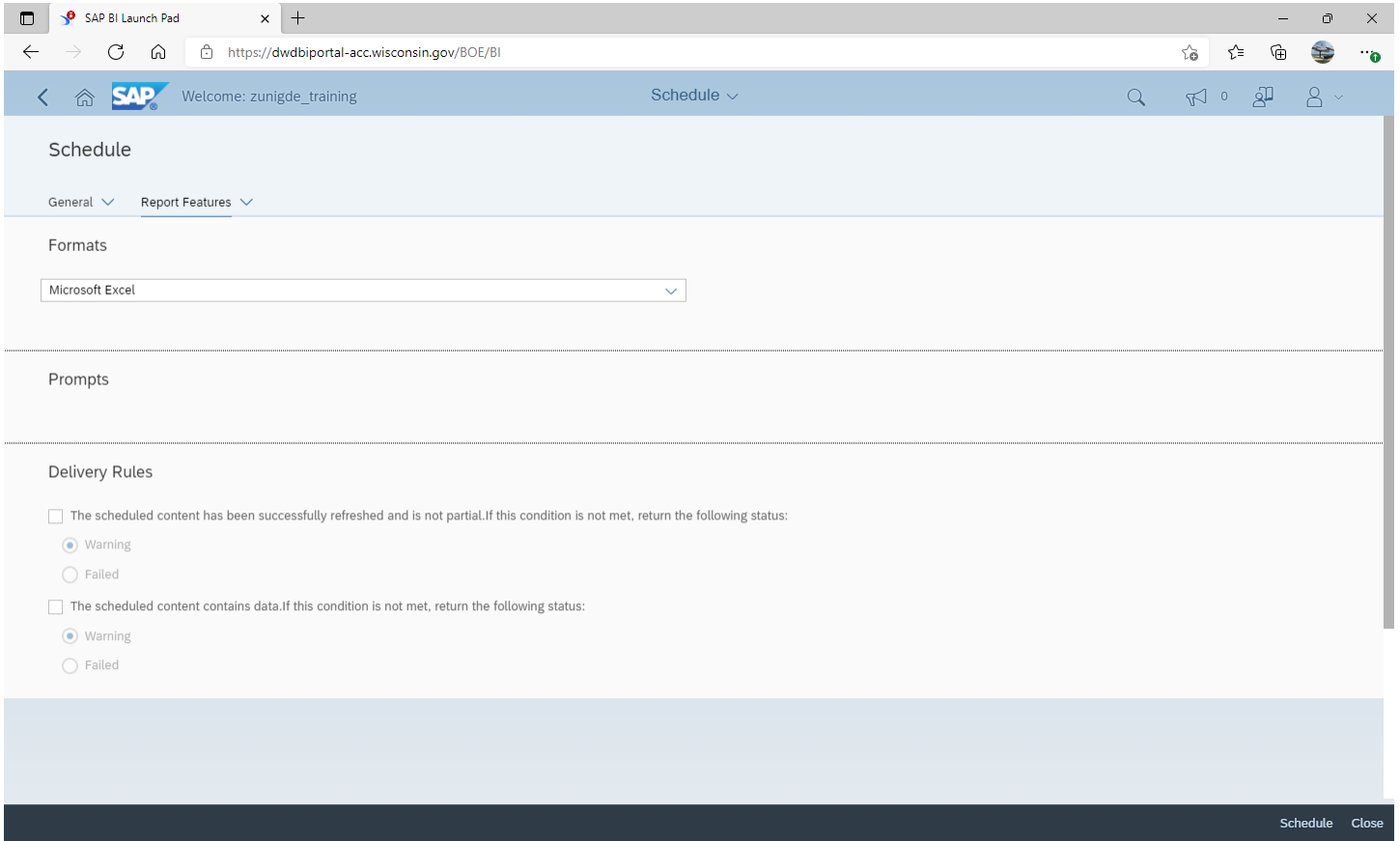
The "Notification" section is active, showing two columns of settings:

- Left Column (Success):**
 - Header: "When scheduling an object, you can also enable email notification."
 - Section: "Email when job ran successfully:" with a radio button set to "ON".
 - Section: "Configure notification message" with radio buttons for "Use the Job Server's defaults" (unselected) and "Set the values to be used here:" (selected).
 - Fields: "From:" (dennis.zuniga@dwd.wisconsin.gov), "To:" (dennis.zuniga@dwd.wisconsin.gov), "CC:" (empty), "Subject:" (Webi Schedule Ran Successfully), and "Message:" (empty).
- Right Column (Failure):**
 - Section: "Email when job failed to run:" with a radio button set to "ON".
 - Section: "Configure notification message" with radio buttons for "Use the Job Server's defaults" (unselected) and "Set the values to be used here:" (selected).
 - Fields: "From:" (dennis.zuniga@dwd.wisconsin.gov), "To:" (dennis.zuniga@dwd.wisconsin.gov), "CC:" (empty), "Subject:" (Webi Schedule Ran Failed), and "Message:" (empty).

At the bottom right of the page, there are buttons for "Schedule" and "Close".

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.

The screenshot displays the SAP BI Launchpad interface for managing instances. At the top, there's a navigation bar with the SAP logo and the text 'Welcome: zunigde_training'. Below this is a 'Schedule Instances' section with four filter fields: 'Instance Time' (13.03.2022 - 14.03.2022), 'Status' (Select Instance Status), 'Type' (Select Document Type), and 'Title' (Enter Document Title). A 'Go' button is located to the right of these filters. Below the filters, there's a table titled 'Instances (5)' with the following columns: Title, Type, Status, Instance Time, Scheduled By, and Subscription. The table contains five rows of data:

Title	Type	Status	Instance Time	Scheduled By	Subscription
Webi Basic Ex2	Microsoft Excel	Success	Mar 14, 2022 11:04 AM	zunigde_training	
Webi Basic Ex2	Microsoft Excel	Recurring	Mar 14, 2022 11:03 AM	zunigde_training	
Webi Basic Ex2	Web Intelligence	Success	Mar 14, 2022 11:02 AM	zunigde_training	
Webi Basic Ex2	Web Intelligence	Recurring	Mar 14, 2022 11:02 AM	zunigde_training	
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.

The screenshot shows the SAP BI Launch Pad interface. At the top, the browser address bar displays 'https://dwdbportal-acc.wisconsin.gov/BOE/BI'. The SAP logo and 'Welcome: zunigde_training' are visible in the header. The main content area shows a table of instances with the title 'Webi Basic Ex2'. A 'Details' modal window is open, displaying the following information:

Details

- Document Title : Webi Basic Ex2
- Type : Web Intelligence
- Status : Recurring

Additional Details

- Destination : Mail the instance to: "[dennis.zuniga@wi.gov]" with a subject of: "New Excel Report" .
- Owner : zunigde_training
- Creation Time : Mar 14, 2022 11:02 AM
- Next Run Time : Apr 14, 2022 11:01 AM
- Recurrence Type : Object runs every 1 months.
- Parent Object Path : User Folders/zunigde_training/
- Remote Instance in Federa... No
- Expiry : Mar 14, 2032 11:01 AM
- Formats : Web Intelligence
- Parameters : None

A 'Close' button is located at the bottom right of the modal window.

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

The screenshot shows a web browser window with the URL <https://dwdbportal-acc.wisconsin.gov/BOE/BI>. The page title is "Schedule Instances" and the user is logged in as "zunigde_training". The main content area is titled "My Schedule Calendar" and shows a calendar for "Today" (March 14, 2022). The calendar view is set to "Day" and shows a grid of time slots from 12 AM to 12 PM. Three instances of "Webi Basic Ex2" are scheduled for 11:11 AM, 12:00 PM, and 12:05 PM. All instances are marked as "Success" with execution times of 11 seconds, 3 seconds, and 2 seconds respectively.

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

Calendar

- Today
- Selected
- Working Day
- Non-Working Day

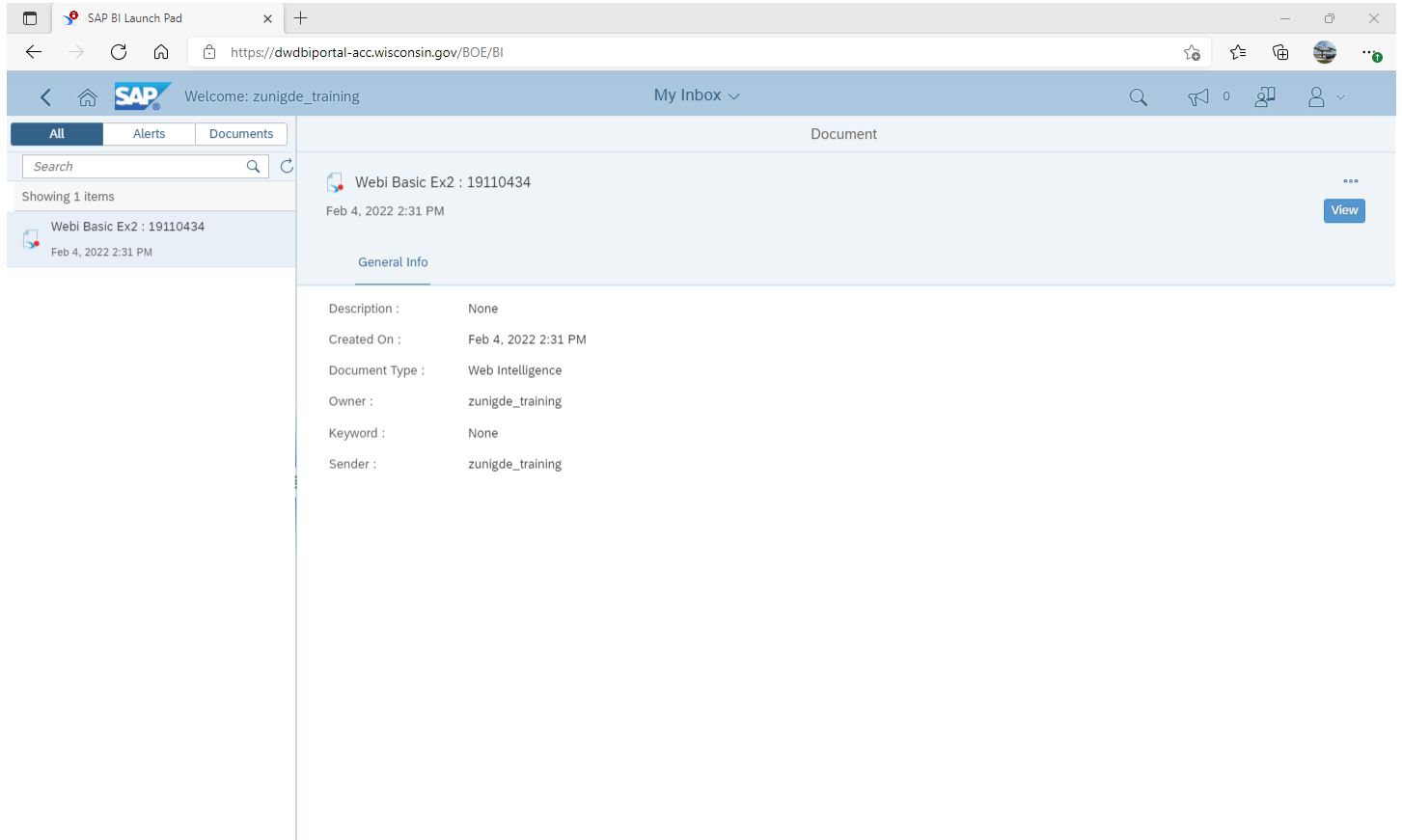
Instance Status

- Success
- Partial success
- Failed
- Expired
- Warning
- Running
- Pending
- Recurring
- Paused

BI Inbox

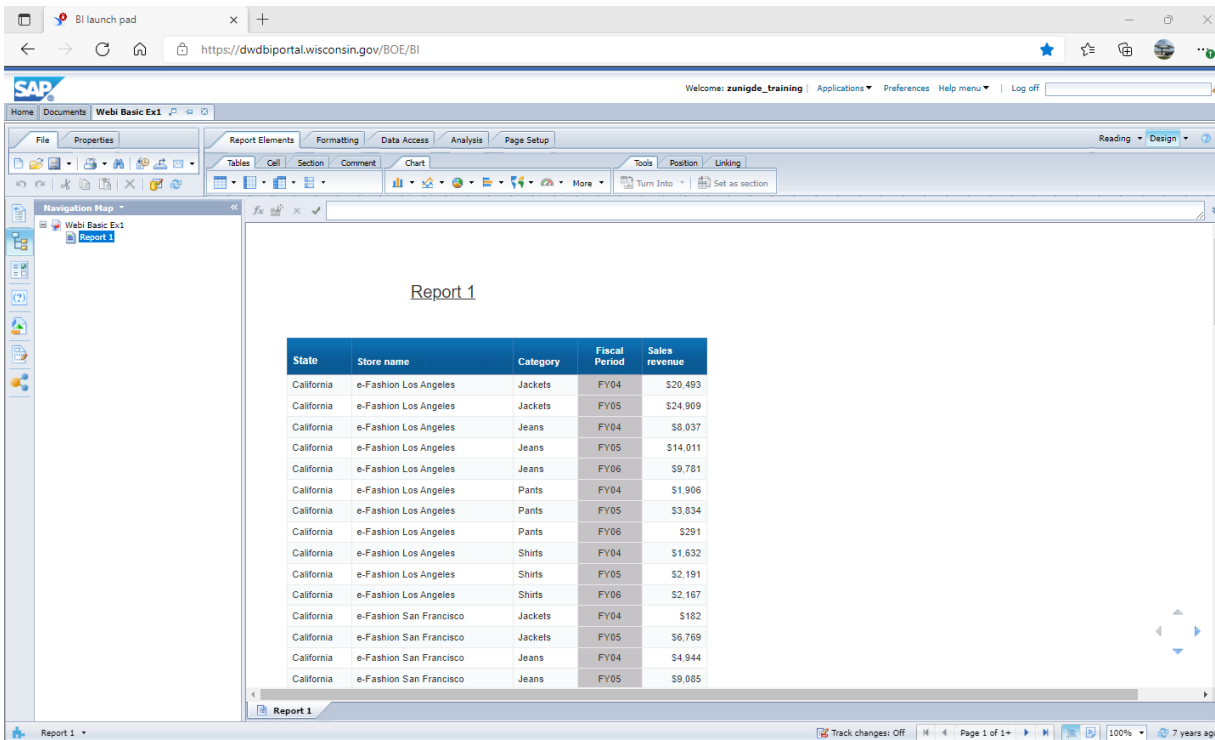
BI Inbox

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.

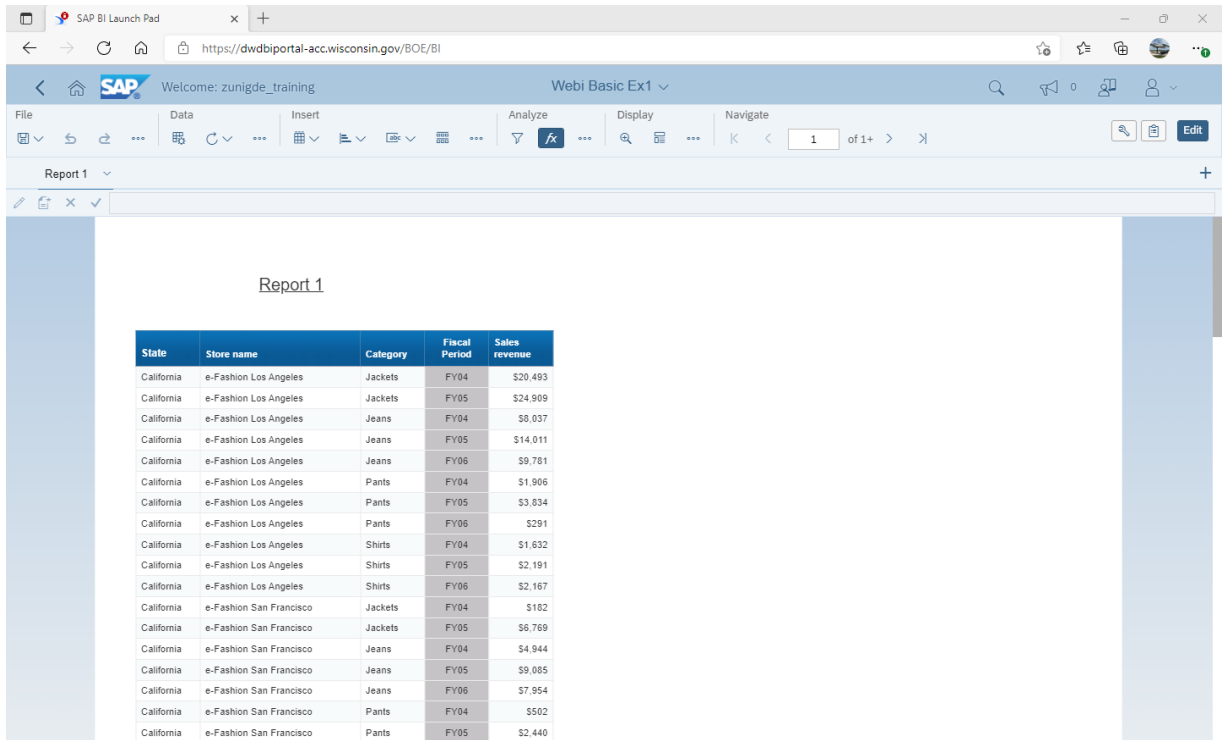


Editing Reports

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.

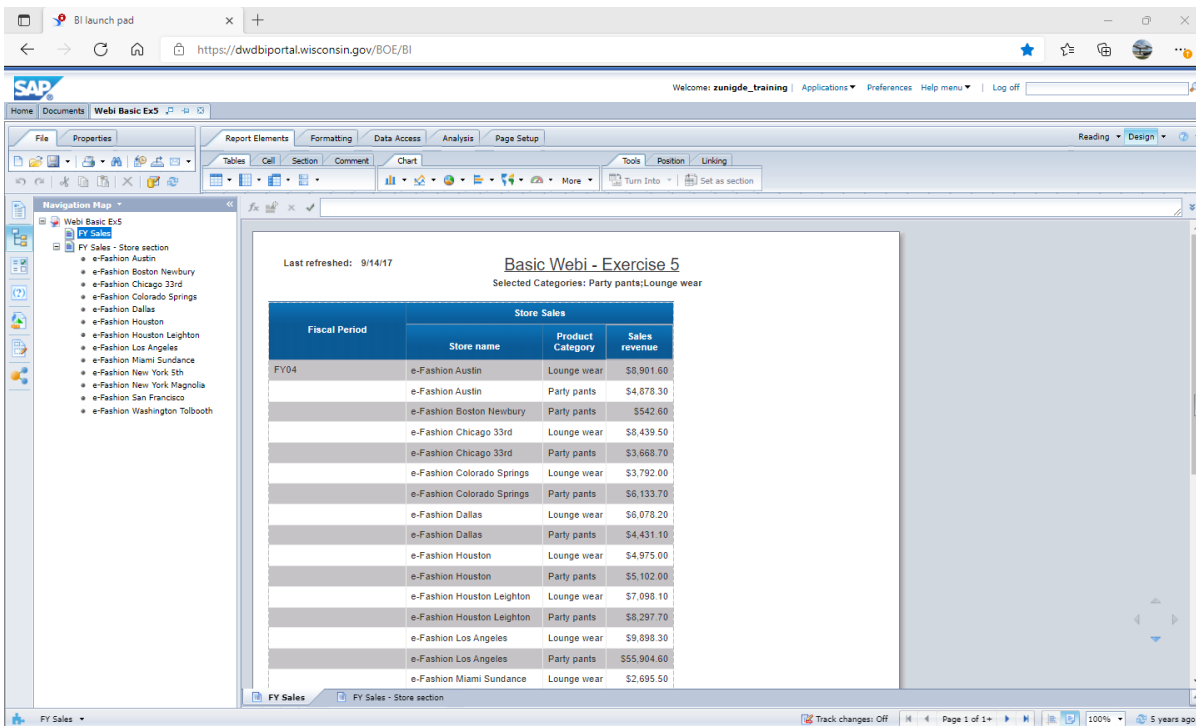


In the new Fiorified WebI, to edit a report once you have it open for viewing, simply click on the Edit icon. The Design Mode and Reading mode are no longer options as you can toggle between viewing and editing with a single click. The interface is much simplified as there is one single toolbar with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

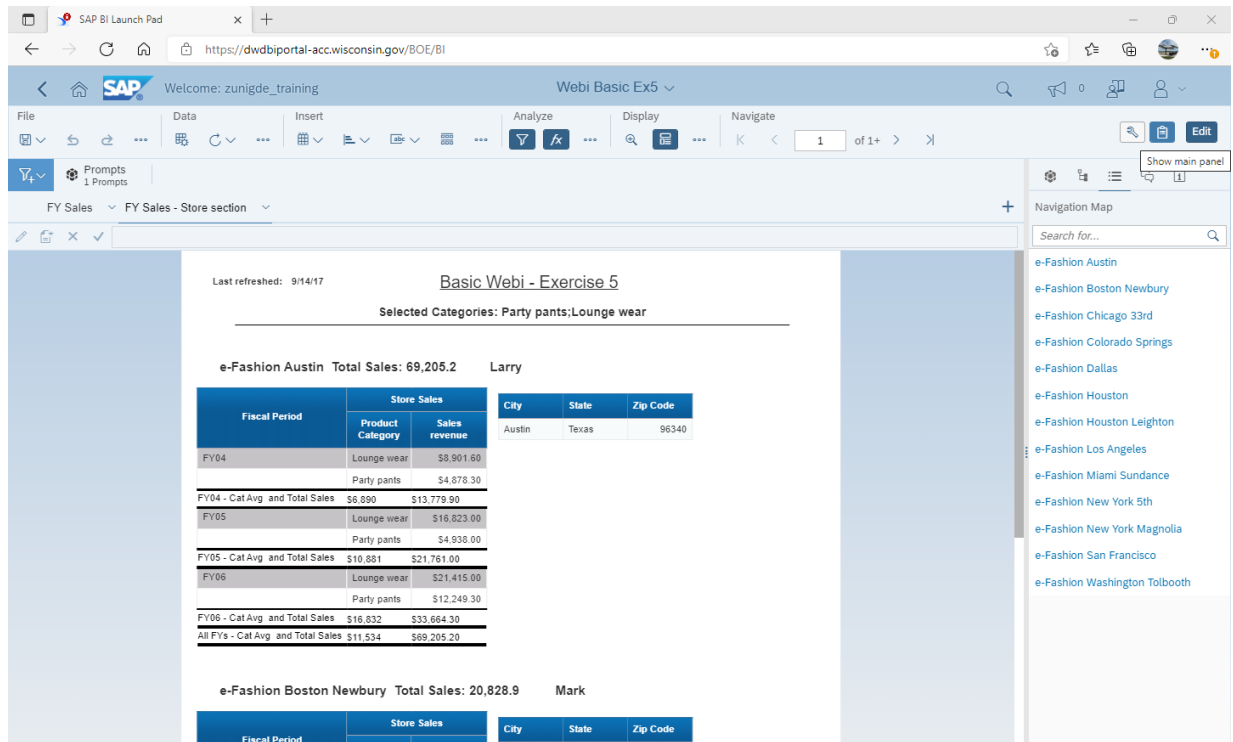


Navigation Map

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

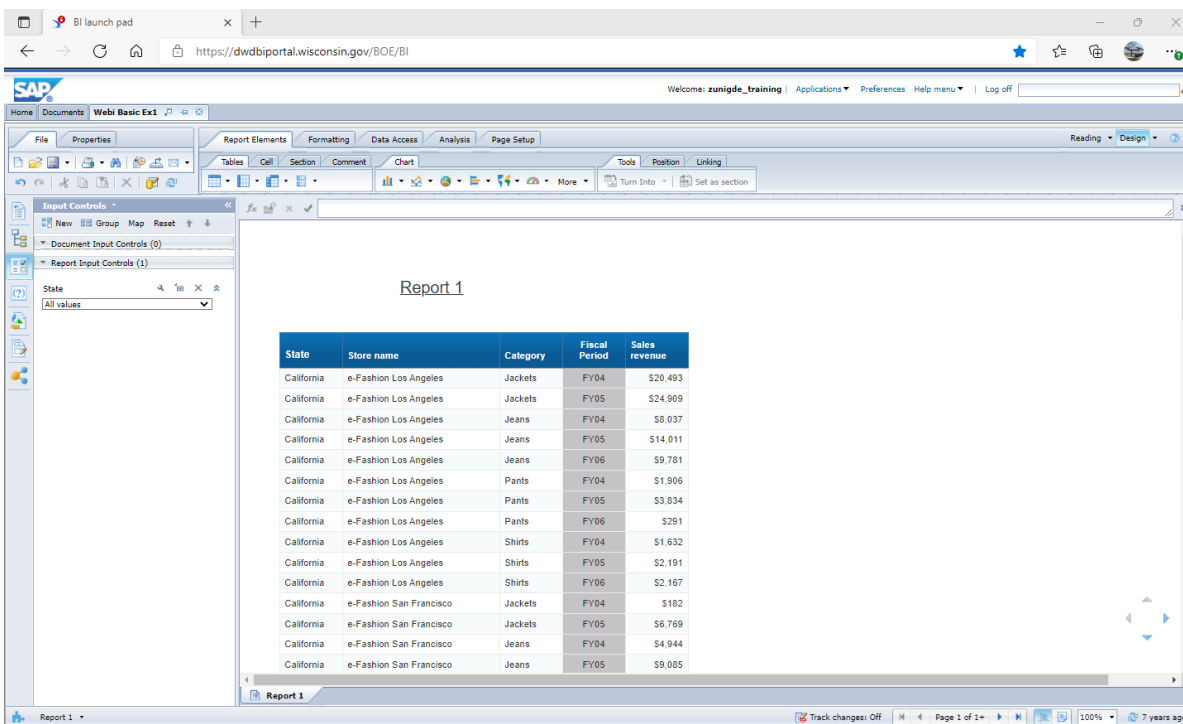


In the new Fiorified Webi, the navigation pane and other similar features that were in the left pane have now moved to the Main Panel. Toggling this on will show the Navigation Map as well as other features. The Navigation Map can now be searched. The Navigation Map only shows sections for the active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

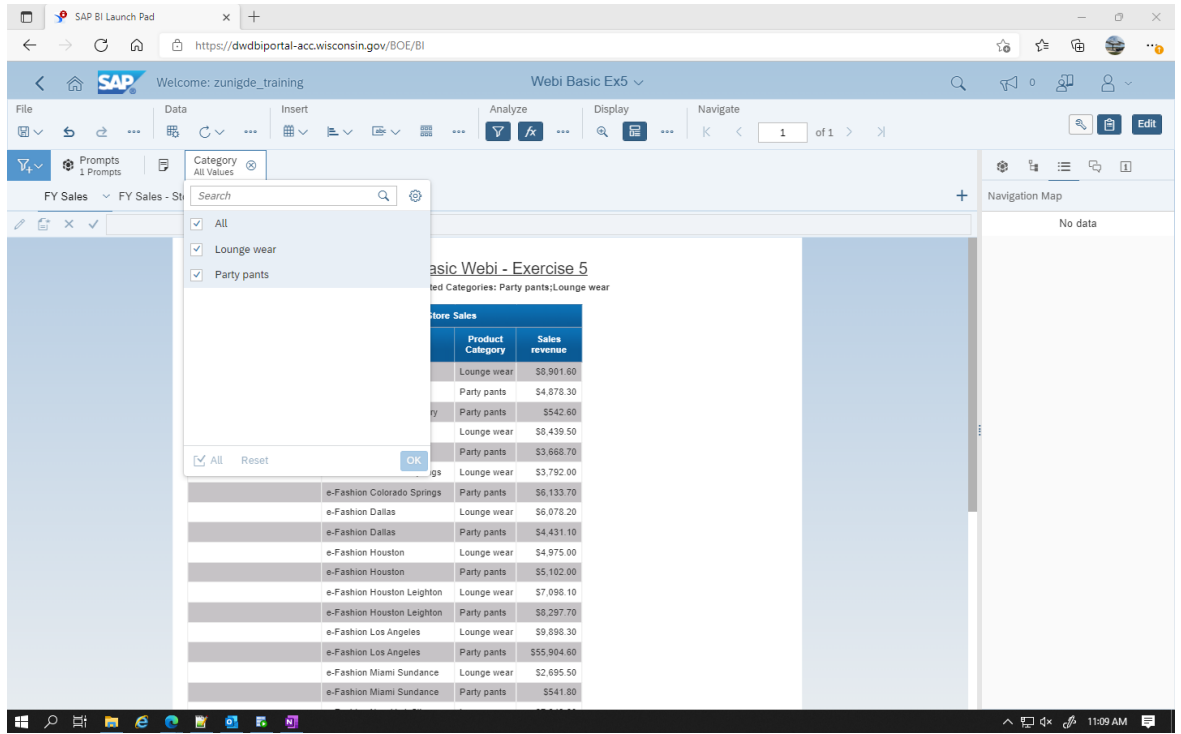


Input Controls

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

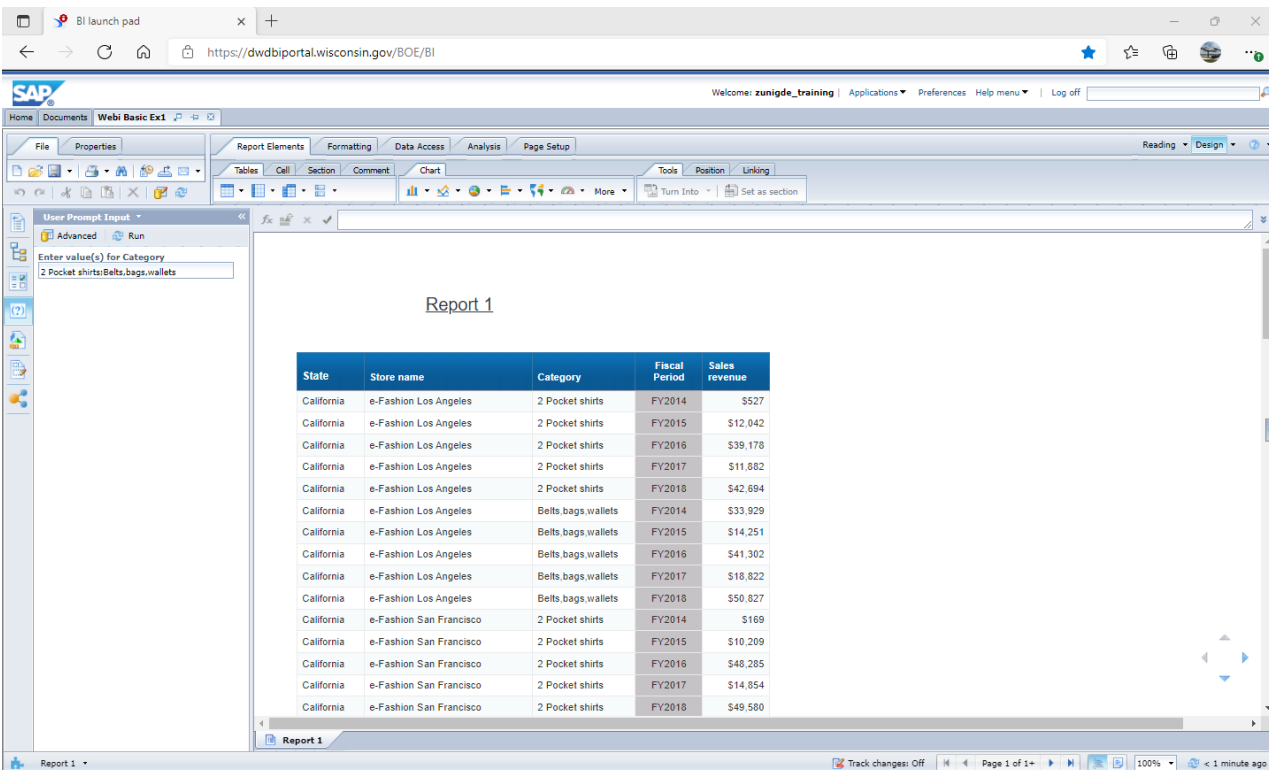


In the new Fiorified Webi, all of the filtering options have been consolidated into what used to be the filter bar. You can toggle the filter bar on and off by selecting the filter icon under the Analyze heading. The Input Controls are identified by the page icon on the filter bar. To invoke the Input Control, click on it and it will give options.

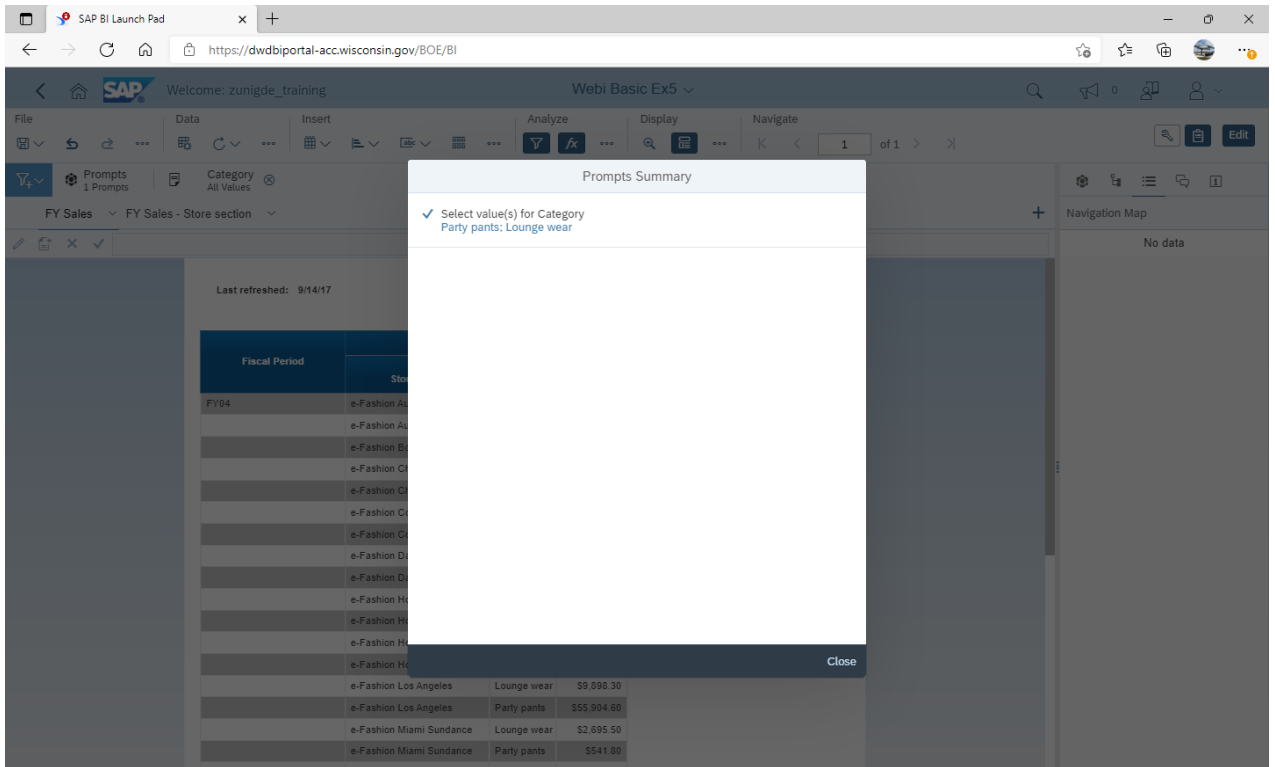


User Prompts

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

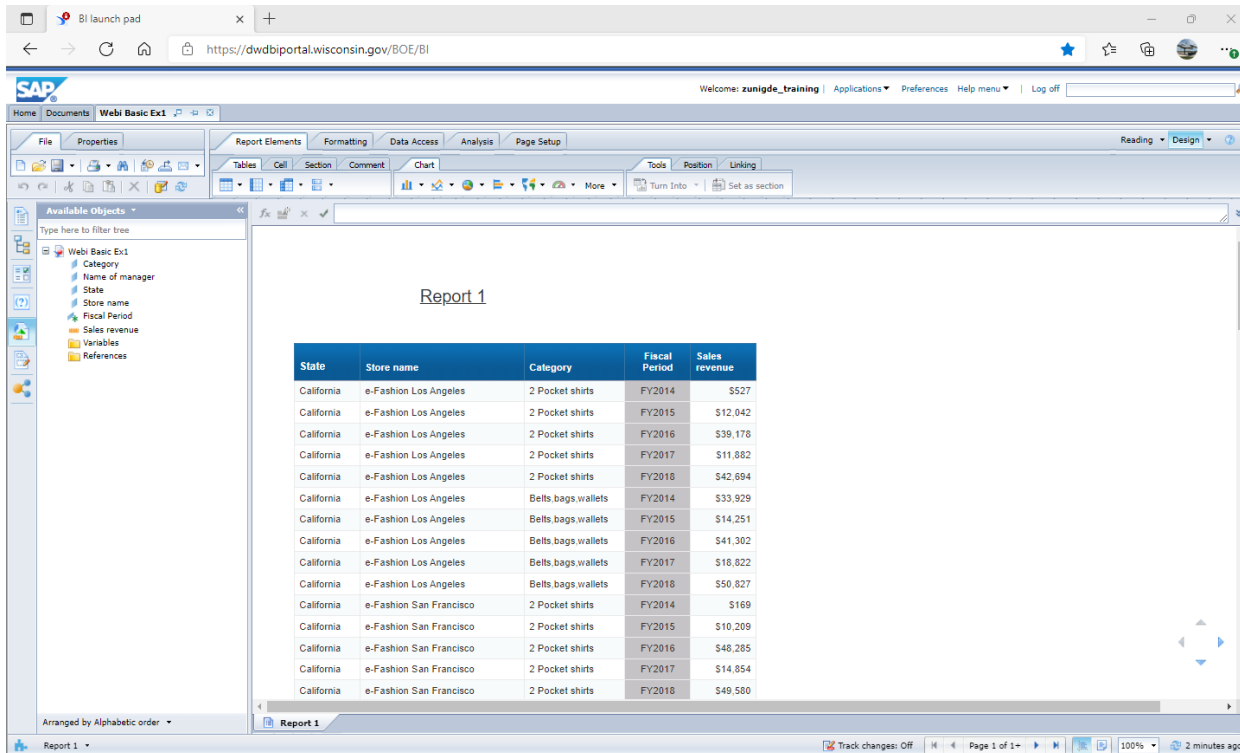


Fiorified Webi now shows user prompts in the filter toolbar along with input controls and other filters. Within the filter bar the prompts will be listed as a count but clicking on the Prompts icon will show you the Prompt Summary.

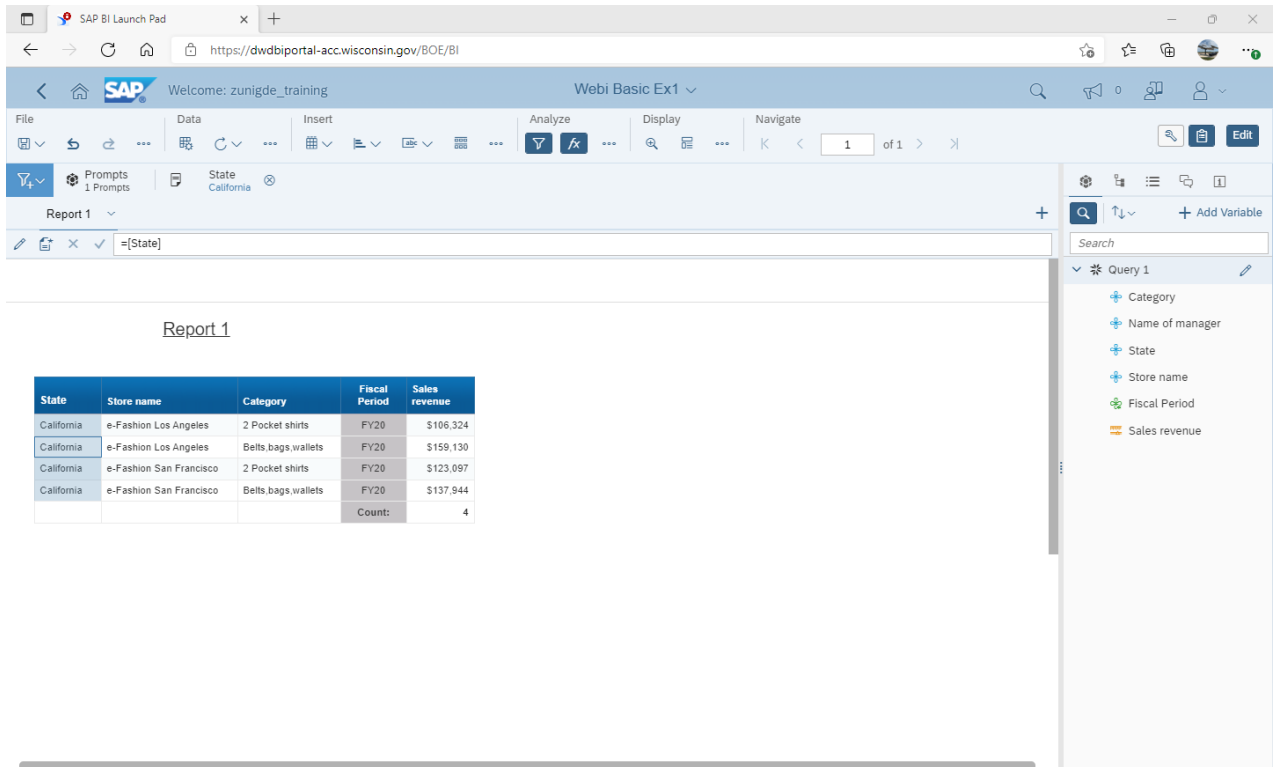


Available Objects

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

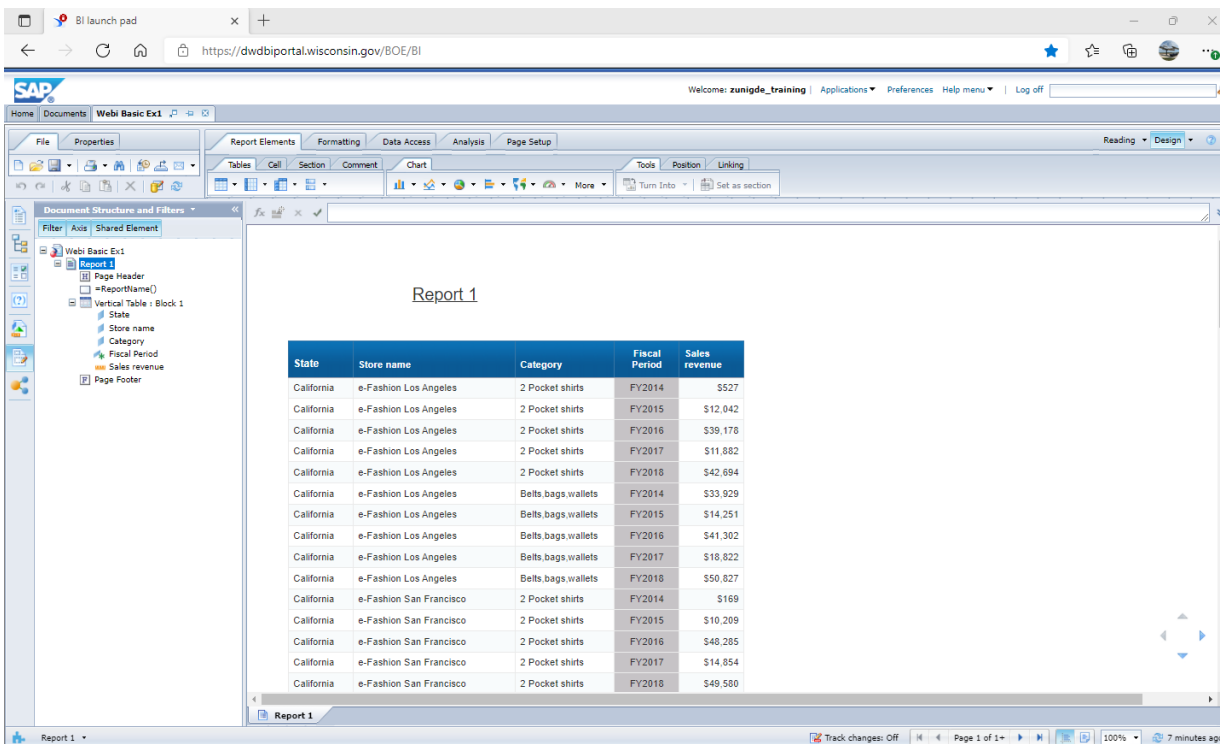


Available Objects in the new Fiorified WebI is now located in the Main Panel under the cube icon. Remember the Main Panel is a toggle so it may now be visible unless you click on the icon.

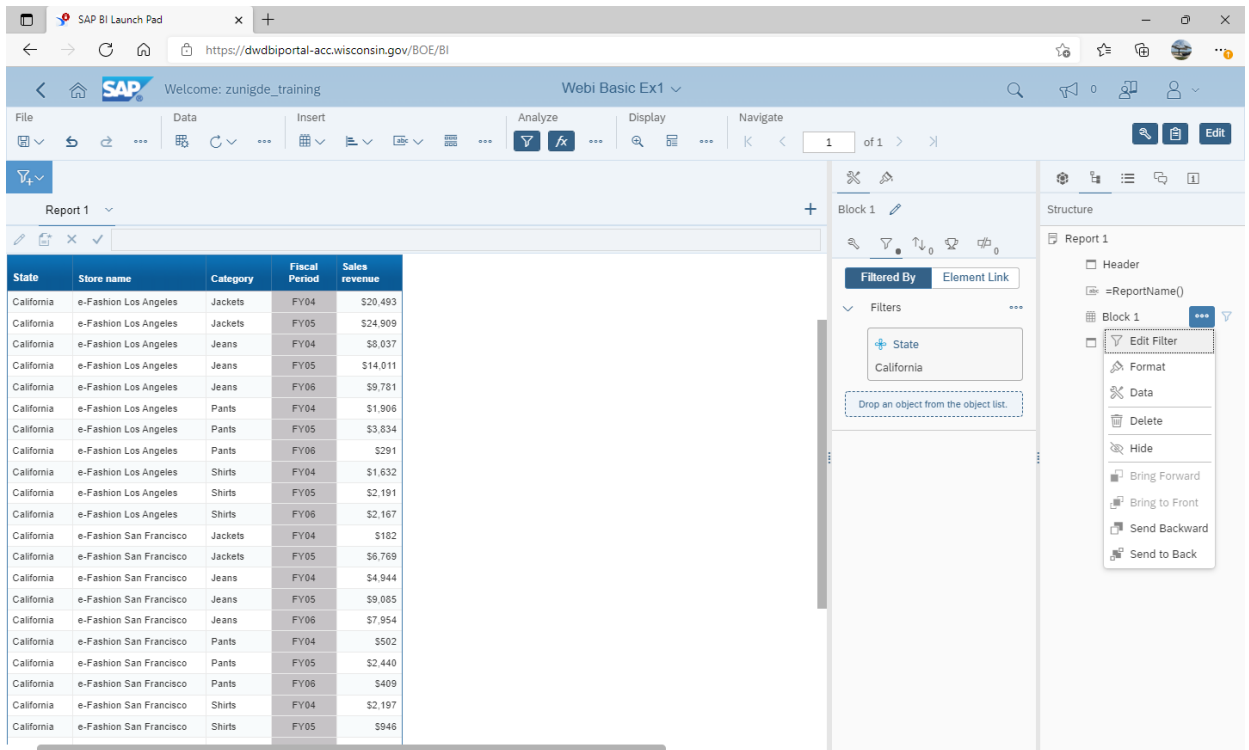


Document Structure and Filters

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



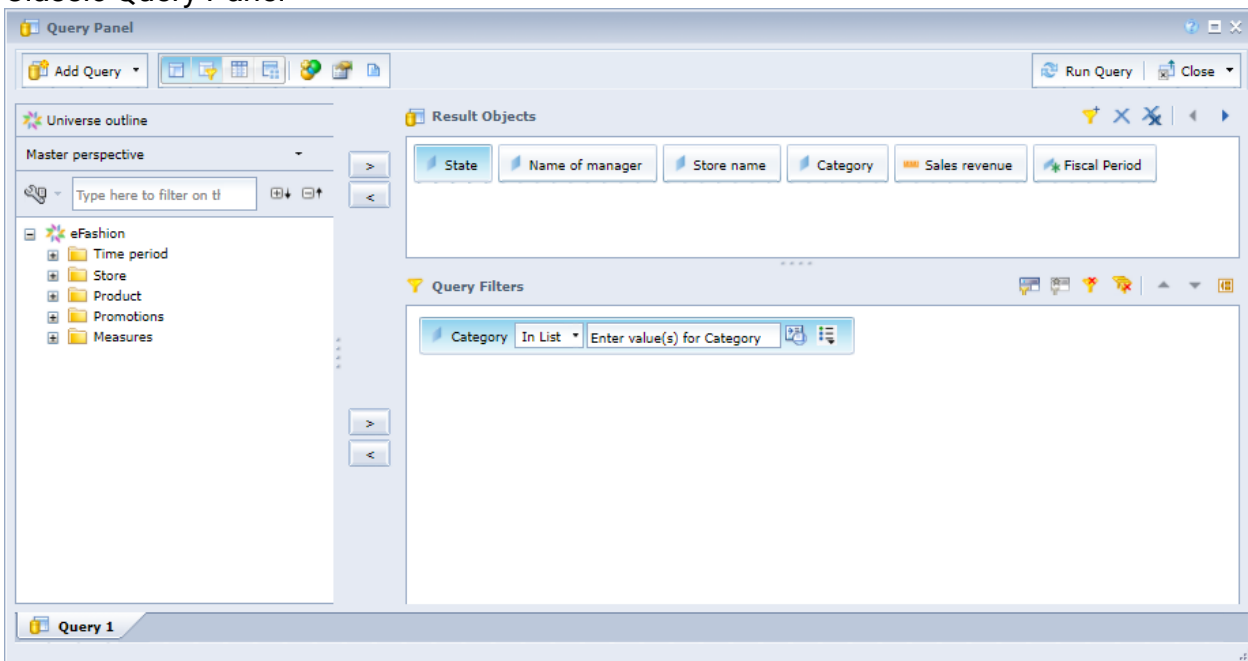
The Document Structure and Filters is now within the Main Panel and filters are not directly editable from this menu. Filters are identified by the filter icon and to edit the filter you need to click on the ellipsis next to the object to get the Edit Filter option. This will open the properties menu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



Query Panel

The Query Panel has really only changed cosmetically. 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.

