

SAP Business Objects Web Intelligence (WebI) is a web-based reporting and analysis tool. It provides an interactive way for you to analyze workforce-related data as part of the Washington Workforce Analytics (WWA) Enterprise Data Warehouse (EDW). WebI features include:

- ✓ Drag-and-drop features to view data from different perspectives.
- ✓ Drilldown for more details into or across data to perform strategic analysis.
- ✓ Functions to merge reports, create formulas, sort, filter, and change page layouts.
- ✓ Multiple options to display data using a web browser or exporting to other formats.
- ✓ Search options to find objects, reports, and queries.
- ✓ Scheduling options for report execution and delivery.
- ✓ Folder structures to save/store and quickly retrieve reports and queries.

### What is the Difference Between a Standard Report and an Ad Hoc Query?

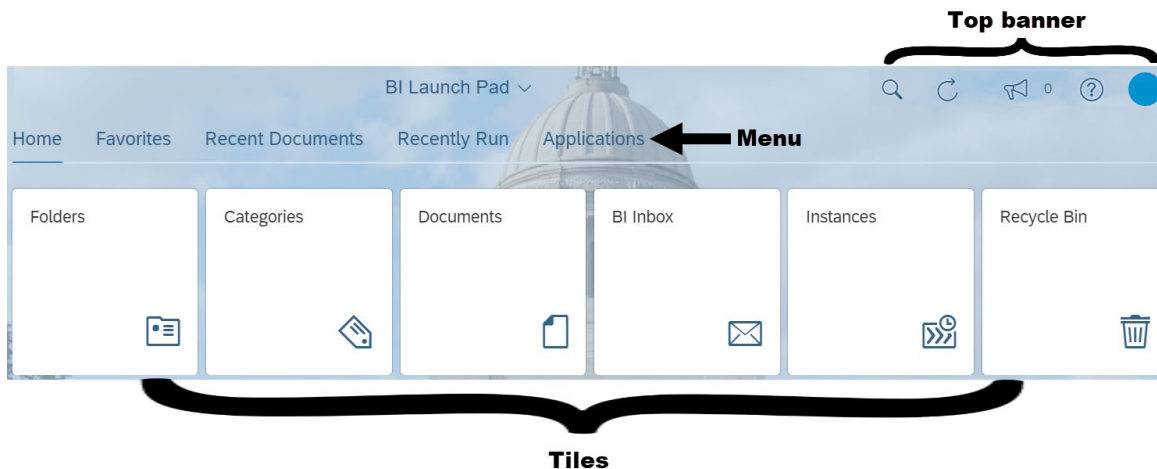
WebI reporting and analysis tools provide the ability to run standard (pre-developed) reports or create, run, and save ad hoc queries. Standard reports and ad hoc queries are referred to as 'documents' or web intelligence documents (WID files) in WebI. A WebI document includes a query/report and related objects/formulas/variables.

- ✓ **Standard reports** are created and managed by the OFM Enterprise Reporting team. They are based on common business scenarios to meet data needs across state agencies. Standard reports reside in the Washington Workforce Analytics Reports folder and are available to agency users.
- ✓ **Ad hoc queries** are created and managed by agency users. They are based on agency-specific scenarios to meet agency business data needs. Agency users can save these queries in their personal folders or agency-specific folders based on their security/permission levels.

### What is the BI Launch Pad?

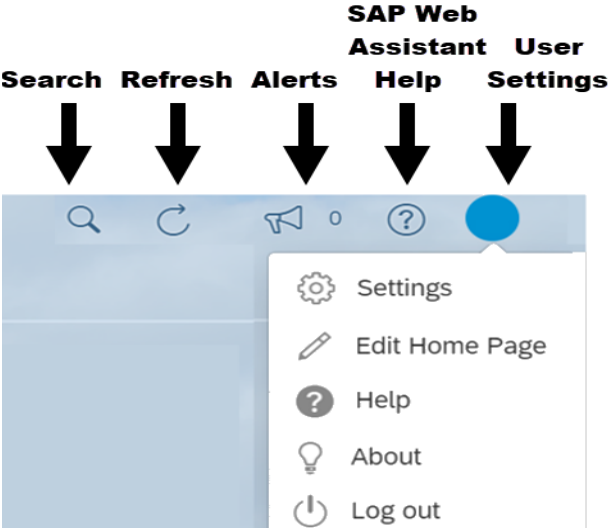
The BI launch pad is a portal containing SAP Business Objects Web Intelligence tools and objects. The launch pad will be displayed after you log on. You will use the launch pad to access and organize reports and ad hoc queries, as well as launch the Web Intelligence ad hoc reporting tool. In this example, the home page includes quick links for navigation.

- ✓ **Top banner** includes standard navigation tools for search, refresh, alerts, web assistant (help), and user settings.
- ✓ **Menu bar** includes home, favorites, recent documents, recently run, and applications.
- ✓ **Tile section** includes folders, categories, documents, BI inbox, instances, and recycle bin.



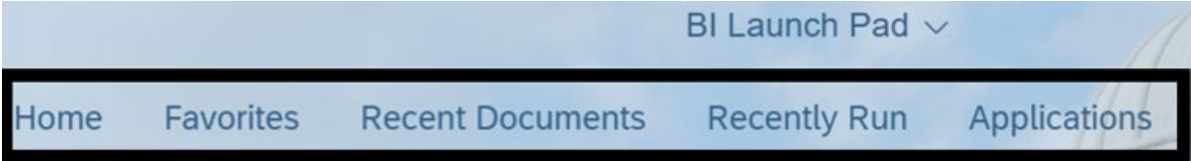
**BI Launch Pad - Top Banner**

The top banner includes standard navigation tools for search, refresh, alerts, help (SAP web assistant), and user settings.



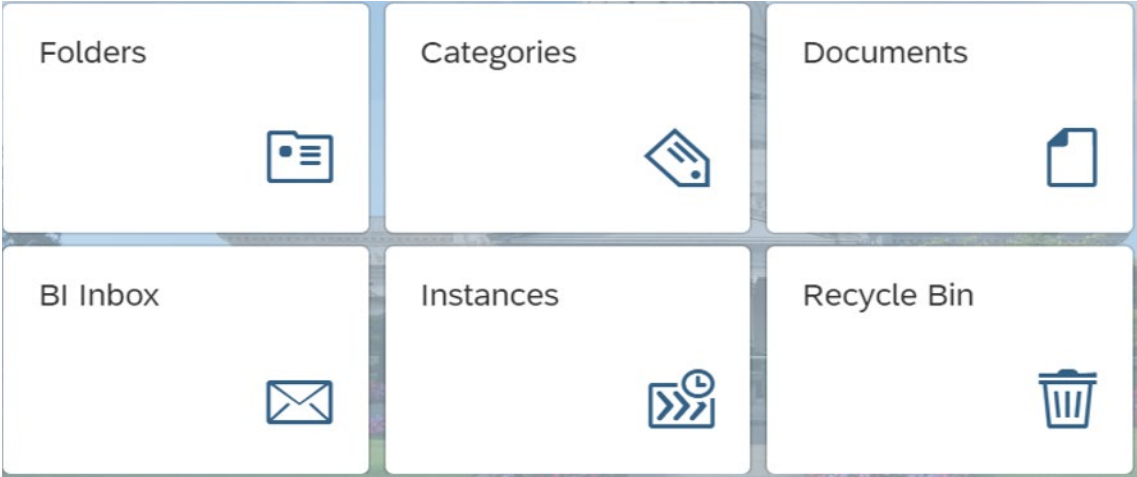
**BI Launch Pad - Menu Bar**

The menu bar includes home, favorites, recent documents, recently run, and applications.



**BI Launch Pad - Tile Section**

The tile section includes folders, categories, documents, BI inbox, instances, and recycle bin.



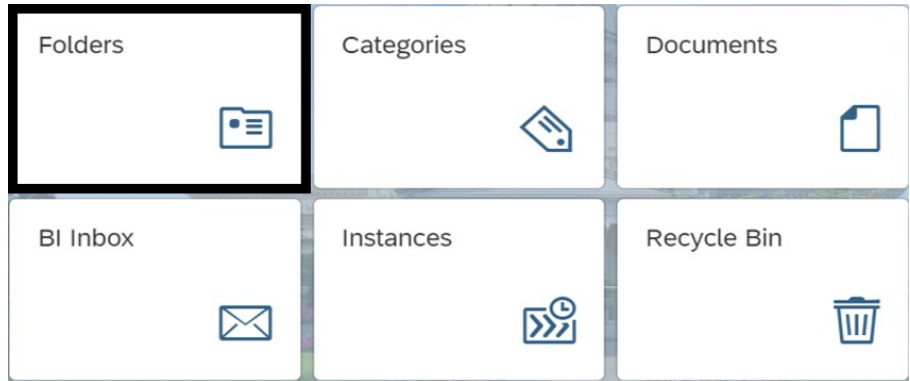
## WWA Standard Reports - Public Folders

Use the folders tile to access the WWA standard reports.

- ✓ WWA standard reports are created and managed by the OFM Enterprise Reporting team. These reports are located in the Washington Workforce Analytics Reports - Web Intelligence folder. This folder includes several subject areas to help organize the reports.

**1. Select: Folders.**

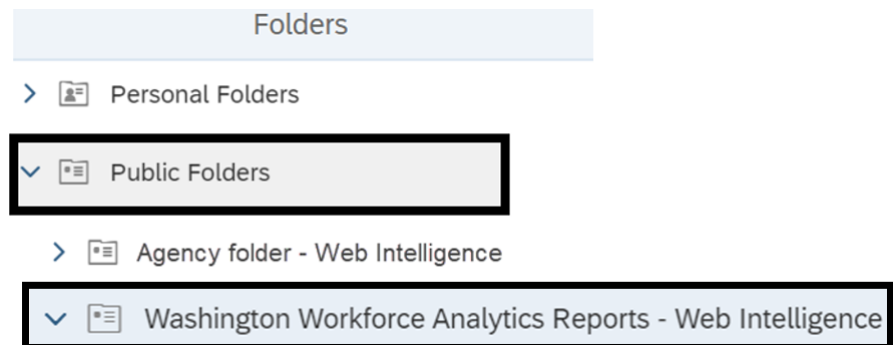
→ WebI will display a list of folders.



**2. Select: Public folders.**

**3. Select: Folder for Washington Workforce Analytics reports.**

→ WebI will display a list of folders with reports by subject area. Access to the reports and folders will be based on your security/permission levels.



In this example, the SA-001 - Position Detail report is located in the Staffing Assignments folder.

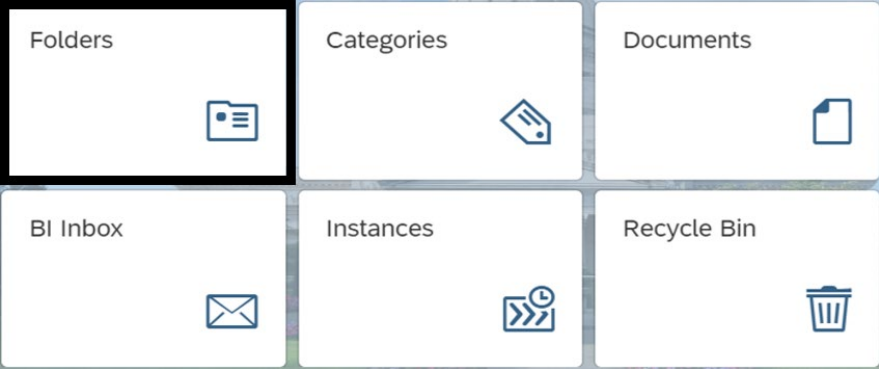
Folders	Selected Folder			
<ul style="list-style-type: none"> <li>✓  Washington Workforce Analytics Reports -</li> <li>&gt;  Financials</li> <li>&gt;  Grievance</li> <li>&gt;  Headcount and Personnel Actions</li> <li>&gt;  Payroll</li> <li>&gt;  Quota</li> <li><b> Staffing Assignments</b></li> </ul>	<a href="#">Public Folders / Washington Workforce Analytics Reports - Web Intelligence / Staffing Assignments</a>			
	<input type="checkbox"/> Title	<input type="checkbox"/> Favorites	<input type="checkbox"/> Type	<input type="checkbox"/> Description
	<input checked="" type="checkbox"/> SA-001 - Position Detail		Web Intelligence	Position availability, vacan..

**Ad Hoc Query - Personal Folders**

Use the folders tile to access your personal folders.

- ✓ Ad hoc queries created and managed by agency users can be stored in their personal folders. When an ad hoc query is saved, it becomes a WebI document.

**1. Select: Folders.**  
→ WebI will display a list of folders.



**2. Select: Personal folders.**  
→ WebI will display your personal folders. Other users will not have access to your personal folders.



In this example, the personal folder includes a sample folder with WebI documents.

Personal Folders / Sample Folder /

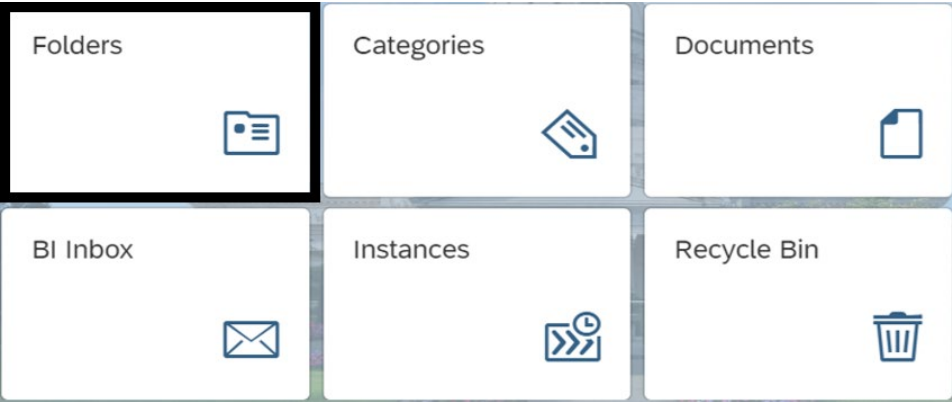
<input type="checkbox"/>	Title	Favori...	Type
<input type="checkbox"/>	Sample WebI Document		Web Intelligence
<input type="checkbox"/>	Sample WebI Docume...		Web Ir

### Ad Hoc Query - Agency Folders

Use the folders tile to access your agency's public folders.

- ✓ Ad hoc queries created and managed by agency power users can be stored in their personal folders or in agency-specific folders (public folders) based on their security/permission levels. When the ad hoc query is saved, it becomes a WebI document.

**1. Select: Folders.**  
→ WebI will display a list of folders.



**2. Select: Public folders.**  
**3. Select: Your agency public folder.**  
→ WebI will display the agency public folder. Other users may have access to ad hoc queries in the agency folder based on their security/permission levels.

