

SAP BusinessObjects Dashboards 4.1

COURSE OUTLINE

Course Version: 15 Course Duration: 3 Day(s)

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Typographic Conventions

American English is the standard used in this handbook. The following typographic conventions are also used.





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Course Overview

TARGET AUDIENCE

This course is intended for the following audiences:

- Application Consultant
- Project Stakeholder
- Super / Key / Power User



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UNIT 1 Introduction to Dashboards

Lesson 1: Creating Interactive Dashboards

Lesson Objectives

After completing this lesson, you will be able to:

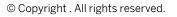
- Describe the benefits of presenting data visually with SAP BusinessObjects Dashboards 4.1
- Outline the process to create dashboards that use embedded or connected data

Lesson 2: Using an Embedded Excel Workbook in the Dashboard

Lesson Objectives

After completing this lesson, you will be able to:

- Discuss dashboard design considerations
- Discuss design considerations for an embedded Excel workbook in the dashboard
- Explain how to use an embedded Excel workbook in the dashboard
- Discuss supported and unsupported Excel functionality in the embedded Excel workbook





UNIT 2 Data Visualizations with Charts

Lesson 1: Using Data in a Range

Lesson Objectives

After completing this lesson, you will be able to:

• Set up a chart with data in a range

Lesson 2: Using data in a series

Lesson Objectives

After completing this lesson, you will be able to:

• Set up a chart with data in a series

Lesson 3: Preparing Future Data by Ignoring End Blanks

Lesson Objectives

After completing this lesson, you will be able to:

• Set up a chart to ignore end blanks



UNIT 3 Dashboard Distribution

Lesson 1: Distributing a Dashboard

Lesson Objectives

After completing this lesson, you will be able to:

• Distribute a dashboard



UNIT 4 Single Value Components

Lesson 1: Using Single Value Components

Lesson Objectives

After completing this lesson, you will be able to:

• Configure single value components



UNIT 5 Alerts

Lesson 1: Setting Up Alerts

Lesson Objectives

After completing this lesson, you will be able to:

Configure alerts



UNIT 6 Selectors

Lesson 1: Using Selectors

Lesson Objectives

After completing this lesson, you will be able to:

• Use selectors

Lesson 2: Setting Default Values for Selectors

Lesson Objectives

After completing this lesson, you will be able to:

Set default values for selectors

Lesson 3: Selecting Multiple Items

Lesson Objectives

After completing this lesson, you will be able to:

• Select multiple items



Unit 6: Selectors

UNIT 7 Components Used as Selectors

Lesson 1: Using the Chart Component as a Selector

Lesson Objectives

After completing this lesson, you will be able to:

• Use a drill down to create a selector from a chart

Lesson 2: Using the Map Component as a Selector

Lesson Objectives

After completing this lesson, you will be able to:

• Use maps as selectors

Lesson 3: Using Tables in a Dashboard

Lesson Objectives

After completing this lesson, you will be able to:

• Use tables in a dashboard

Lesson 4: Using an Interactive Calendar in a Dashboard

Lesson Objectives

After completing this lesson, you will be able to:

• Apply the calendar component



UNIT 8 Common Components

Lesson 1: Using Images in a Dashboard

Lesson Objectives

After completing this lesson, you will be able to:

• Add images to a dashboard

Lesson 2: Adding a URL to a Dashboard

Lesson Objectives

After completing this lesson, you will be able to:

• Add the URL button



UNIT 9 Format Options

Lesson 1: Configuring Proportional Size and Position

Lesson Objectives

After completing this lesson, you will be able to:

• Configure proportional size and position

Lesson 2: Using Color Schemes or Themes to Apply Formats

Lesson Objectives

After completing this lesson, you will be able to:

• Apply a color scheme or a theme to a dashboard

Lesson 3: Using Templates to Apply Formats

Lesson Objectives

After completing this lesson, you will be able to:

- Use predefined templates
- Use user-defined templates

Lesson 4: Applying Globalization

Lesson Objectives

After completing this lesson, you will be able to:

• Translate a dashboard into multiple languages



UNIT 10 **Dynamic Visibility**

Lesson 1: Adding Dynamic Visibility

Lesson Objectives

After completing this lesson, you will be able to:

• Set up dynamic visibility

Lesson 2: Using Formulas to Create Dynamic Visibility

Lesson Objectives

After completing this lesson, you will be able to:

• Use formulas to create dynamic visibility

Lesson 3: Creating Multi-Layer Dashboards

Lesson Objectives

After completing this lesson, you will be able to:

• Create multi-layer dashboards



UNIT 11 Dashboard Design Optimization

Lesson 1: Optimizing Dashboard Design

Lesson Objectives

After completing this lesson, you will be able to:

• Apply dashboard design best practices

Lesson 2: Optimizing the Dashboard for Mobile Devices

Lesson Objectives

After completing this lesson, you will be able to:

- Apply dashboard design best practice for mobile devices
- Confirm that a dashboard is compatible with mobile devices



UNIT 12 Dashboard Connection to Live Data

Lesson 1: Using Live Data Sources

Lesson Objectives

After completing this lesson, you will be able to:

• Outline the workflow required to use live data sources

Lesson 2: Setting Up an XML Connection

Lesson Objectives

After completing this lesson, you will be able to:

Connect to XML data

Lesson 3: Using Web Services to Connect to Data

Lesson Objectives

After completing this lesson, you will be able to:

• Connect to data using generic web services

Lesson 4: Using the Query Browser to Connect to Data

Lesson Objectives

After completing this lesson, you will be able to:

• Connect to data using the query browser

Lesson 5: Using the Portal Data Connection to Connect to Data

Lesson Objectives

After completing this lesson, you will be able to:

• Connect to data using the portal data connection

