

BOX310

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.

This information is displayed in the instructor's presentation	
Demonstration	
Procedure	
Warning or Caution	
Hint	
Related or Additional Information	
Facilitated Discussion	
User interface control	<i>Example text</i>
Window title	<i>Example text</i>

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Course Overview

TARGET AUDIENCE

This course is intended for the following audiences:

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

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

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

Lesson 1: Distributing a Dashboard

Lesson Objectives

After completing this lesson, you will be able to:

- Distribute a dashboard

Lesson 1: Using Single Value Components

Lesson Objectives

After completing this lesson, you will be able to:

- Configure single value components

Lesson 1: Setting Up Alerts

Lesson Objectives

After completing this lesson, you will be able to:

- Configure alerts

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

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

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

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

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

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

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