



SAP BusinessObjects Explorer at a Glance

- SAP BusinessObjects Explorer XI 3.1 Service Pack 1

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What is SAP BusinessObjects Explorer?

SAP BusinessObjects Explorer is a web-based search and exploration application that enables business professionals to explore and search through business information. By selecting from available values, you can focus the data set to the set of KPIs that interests you for a specific business question.

By default, a ready-formatted chart displays the application's best guess data selection. As your data selection evolves, when you ask yourself further questions, so does the graphical representation of the results. You can easily switch chart formats, sort or rank the presented data depending on your preferred analysis.

It is easy to export results of your personal exploration view either as an image or into other applications such as SAP BusinessObjects Web Intelligence or CSV-compatible office applications to continue further calculations or build reports.

Note:

This document is designed to provide an overview of the key features available in the application and the instructions necessary to use those features. For full information on using SAP BusinessObjects Explorer, refer to the **Help** from the application toolbar.

Related Topics

- [Search for specific data](#) on page 6
- [Add filters](#) on page 6
- [Select measures](#) on page 7
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Search for specific data

1. Verify you are on the "Home" tab.
2. Type a string into the "Search" field.

For example, if you want to analyze data related to Mobile phone sales by brand in a specific time period, you could type: "2008 Q4 sales mobile phone brands"

The list of Search results includes each available data set that contains data or metadata contained in your search string. In SAP BusinessObjects Explorer, a data set is referred to as an Information Space.

The Information Spaces listed in the Search results are prioritized by weighted scoring.

3. To open the Information Space that interests you, simply click its title.

An exploration panel opens. From here, you can search and explore the data further to analyze the information most relevant to your specific business question. As you select information, you build up your personal exploration view. You can save your exploration view, in order to return to it later, or share your exploration view with others.

Related Topics

- [Add filters](#) on page 6
- [Save an exploration view](#) on page 9
- [Export an exploration view to other applications](#) on page 10

Add filters

The dimensions most relevant to your search are displayed from left to right in the top pane of the open exploration view. To focus on the information of most interest, you can add filters.

To add filters:

1. Click the values you want to analyze.

To selection multiple values, keep the **Ctrl** key pressed while you select those values using your cursor.

As you select specific values, the chart in the lower pane changes dynamically to reflect your data selection. By default, SAP BusinessObjects Explorer generates the chart type (for example, bar, scatter or pie chart) most adapted to your data selection.

2. To remove filters, go to the uppermost pane and click the "x" next to the category you filtered.

This returns all of the values for that category to the chart.

Related Topics

- [Select measures](#) on page 7

Select measures

You can analyze different measures in an exploration view. For example, if "Sales Revenue" is the measure but you also want to display "Profit" and "Quarter-to-Quarter Variant", you could display all three measures.

To select measures:

1. In the uppermost pane, click the arrow next to the drop-down lists labelled **Measures**.

You can select from one to three measures.

2. To remove a measure, click the arrow on the drop-down list that displays the measure you want to remove, then select **None**.

Related Topics

- [Drill down to details](#) on page 7

Drill down to details

Charts are dynamic. Each displayed value is an aggregate of any detailed data that makes up that value.

To drill down to more details:

1. In the chart area, press your cursor and keeping the cursor pressed, select the chart bar(s), data point(s) or segments on which you require more details.

A zoom icon appears near the chart.

2. Click the icon.

This takes you to one level of detail below your selection.

3. To move back up to the summary data, click the arrow next to the drop-down list at the top of the chart and select the level of detail you want to display.

Related Topics

- [Apply sorts and rank results](#) on page 8

Apply sorts and rank results

To make charts easier to view, you can sort or rank the values they display.

To apply a rank or sort:

1. In the pane to the right of the chart, click the legend header of the values you want to sort.

The sort and rank icons appear. Alphabetical character strings are sorted from A to Z or from Z to A; Numerical values are ranked from top to bottom or bottom to top.

2. To change the order, click the icon.
3. To limit the displayed values to the top/bottom "n" number of values, click the arrow to the right of the sort/rank icon and then select the number of values you want to display.

Related Topics

- [Change the chart type](#) on page 8

Change the chart type

By default, SAP BusinessObjects Explorer presents the data in the exploration view in the chart type that best presents the selected values. You can easily apply a different chart type if you prefer.

To apply a different chart type:

1. To the left of the chart, click the drop-down arrow next to the chart type you want to select.

The available formats for that chart type appear.

2. Select the format you prefer.

The new chart type and format is applied.

Related Topics

- [Save an exploration view](#) on page 9

Save an exploration view

You can save your exploration view as a bookmark (or URL) so that you can return to your personalized exploration space and view updated results over time.

To bookmark an exploration view:

1. Click Bookmark at the top of the exploration view.
2. In the dialog box, enter an appropriate name for your bookmark and specify in which of your favorites folders you wish to save it.

Related Topics

- [Export an exploration view to other applications](#) on page 10

Share an exploration view

You can easily share your exploration view with colleagues and business partners.

Send a URL by email

To send an email containing the URL to an exploration view:

1. Click Email at the top of the open exploration view.

An email containing the URL appears.

2. Type your message, and then send the email as normal.

Save the current chart view as an image

To save a chart as an image:

1. Click **Export > Image**.
2. Specify the title for the image.
3. If you don't want to include the legend, uncheck **Show Legend**.
4. If wished, you can modify the size of the legend.

To retain the ratio, verify that **Keep Ratio** is checked.

5. If you want to preview the image, click the refresh button.
6. Click **OK** and then click **OK** again to confirm you want to download the image file.
7. When the save dialog appears, specify the file name and folder location where you want to save the image.

Note:

The default file format for images is .PNG. You can open the image in an image editor and then save it in any of the formats available in that editor.

Related Topics

- [Export an exploration view to other applications](#) on page 10

Export an exploration view to other applications

You can easily export an exploration view to other applications in order to add custom calculations and build your data selection into a formal report.

Export the data selection to SAP BusinessObjects Web Intelligence

Note:

Exporting an exploration view to a Web Intelligence document is only possible if you are a registered SAP BusinessObjects Web Intelligence user.

To export the data to a Web Intelligence document:

1. Click **Export > Web Intelligence**.
2. If you want the results to be refreshed by the latest data on the underlying database each time the report is opened, check **Refresh On Open**.

3. Type an appropriate name for the report into the "Name" field, and then click **OK**.

The Web Intelligence document is sent to your SAP BusinessObjects InfoView inbox.

Export the data selection to a CSV file for import to other applications

To export the data to a CSV file:

1. Click **Export > Data**.
2. Choose whether you want to export the entire data set or whether you want only to export the data displayed in the visualization and legend of the chart.
3. Click **OK** and then click **OK** again to confirm you want to download the CSV file.

When the save dialog appears, specify the file name and folder location where you want to save the file.

Create an Information Space

An Information Space is a collection of objects mapped to data for a specific business operation or activity. SAP BusinessObjects Explorer users type in key words related to the business question they wish to analyze, in order to retrieve the Information Space(s) that contain the relevant data. Power users, with the Space Creator user profile, create the Information Spaces on top of corporate data providers.

To create an information space:

1. Click **Manage Spaces** to display the "Manage Spaces" tab.

The available data providers are listed here.

2. Select a data provider, then click the **Create New** button at the top of the tab.

The Create Information Space dialog appears.

3. Enter an appropriate name for the new Information Space.

This name will appear as the Information Space title to other users.

4. Optional: type a description and key words into the appropriate fields.

5. To select the folder where you want to save the new Information Space, click the arrow on the "Folder" drop-down menu and then select the appropriate folder.

Note:

The Information Space will only be accessible to users who have access to that folder.

6. Optional: select a different regional settings from the default or, to allow the regional settings of each end user to be applied to the Information Space dynamically when it is opened, click **Use End-user Settings**.
7. Click the **Objects** tab, and then select the objects you want to include into the Information Space.
8. To verify your data selection has no errors, click **Validate**.

A message informs you whether your data selection is OK or whether there are error(s) that need resolving.

To make the new Information Space available to Explorer users, you need to index it. The indexing process generates the metadata required for the Explorer Search engine and publishes the Information Space to the list of available Information Spaces on the "Manage Spaces" tab.

9. You can either index the Information Space immediately or schedule it for indexing at a time when your network is likely to have free resources, such as overnight:
 - To index the Information Space immediately, click the OK button to close the "Create Information Space" dialog box, and then click the **Index Now** button to the right of the Information Space title.
 - To schedule the Information Space for indexing, click the Scheduling tab on the "Create Information Space" dialog box, and then specify the appropriate details for the schedule, such as the frequency and the time, and then click **OK**.

The index will be run according to the schedule.

Note:

You need to have the appropriate administrator rights and password to create an indexing schedule.

More Information

Information Resource	Location
SAP BusinessObjects product information	http://www.sap.com
SAP Help Portal	<p>Select http://help.sap.com > SAP BusinessObjects.</p> <p>You can access the most up-to-date documentation covering all SAP BusinessObjects products and their deployment at the SAP Help Portal. You can download PDF versions or installable HTML libraries.</p> <p>Certain guides are stored on the SAP Service Marketplace and are not available from the SAP Help Portal. These guides are listed on the Help Portal accompanied by a link to the SAP Service Marketplace. Customers with a maintenance agreement have an authorized user ID to access this site. To obtain an ID, contact your customer support representative.</p>

Information Resource	Location
SAP Service Marketplace	<p>http://service.sap.com/bosap-support > Documentation</p> <ul style="list-style-type: none"> • Installation guides: https://service.sap.com/bosap-instguides • Release notes: http://service.sap.com/releasenotes <p>The SAP Service Marketplace stores certain installation guides, upgrade and migration guides, deployment guides, release notes and Supported Platforms documents. Customers with a maintenance agreement have an authorized user ID to access this site. Contact your customer support representative to obtain an ID. If you are redirected to the SAP Service Marketplace from the SAP Help Portal, use the menu in the navigation pane on the left to locate the category containing the documentation you want to access.</p>
Developer resources	<p>https://boc.sdn.sap.com/</p> <p>https://www.sdn.sap.com/irj/sdn/businessobjects-sdklibrary</p>
SAP BusinessObjects articles on the SAP Community Network	<p>https://www.sdn.sap.com/irj/boc/businessobjects-articles</p> <p>These articles were formerly known as technical papers.</p>
Notes	<p>https://service.sap.com/notes</p> <p>These notes were formerly known as Knowledge Base articles.</p>
Forums on the SAP Community Network	<p>https://www.sdn.sap.com/irj/scn/forums</p>

Information Resource	Location
<p>Training</p>	<p>http://www.sap.com/services/education</p> <p>From traditional classroom learning to targeted e-learning seminars, we can offer a training package to suit your learning needs and preferred learning style.</p>
<p>Online customer support</p>	<p>http://service.sap.com/bosap-support</p> <p>The SAP Support Portal contains information about Customer Support programs and services. It also has links to a wide range of technical information and downloads. Customers with a maintenance agreement have an authorized user ID to access this site. To obtain an ID, contact your customer support representative.</p>
<p>Consulting</p>	<p>http://www.sap.com/services/bysubject/businessobjectscounseling</p> <p>Consultants can accompany you from the initial analysis stage to the delivery of your deployment project. Expertise is available in topics such as relational and multidimensional databases, connectivity, database design tools, and customized embedding technology.</p>

