



## SAP BusinessObjects Explorer Online Help

- SAP BusinessObjects Enterprise XI 3.1

2009-06-18

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2009-06-18

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## Contents

# About this Online Help

The information is for users of SAP BusinessObjects Explorer.

To see answers to the most asked questions, refer to [Frequently asked questions](#) on page 9.

## Who should use this Online Help?

This Online Help is intended for use by anyone interested in building and exploring data sets, based on corporate data providers, using SAP BusinessObjects Explorer.



# Frequently asked questions

Find answers to some of the questions that are frequently asked about SAP BusinessObjects Explorer.

## What is SAP BusinessObjects Explorer?

SAP BusinessObjects Explorer is a data discovery application that allows you to retrieve answers to your business questions from corporate data quickly and directly. Through the means of search, you can find relevant data that is held within consistent, meaningful datasets known as Information Spaces.

To find your answers, you can filter and drill through Information Spaces and view only the data you are interested in via advanced visualizations or charts. You are then able to perform visual analysis to attain the information you are looking for quickly in the most appropriate format.

## What is an Information Space?

An Information Space contains data that you can analyze. It is structured, consistent, and optimized so you can easily find information and always get the right answer to your business questions. The data that an Information Space contains share a contextual meaning, thus providing information for a specific business area or activity. This information can be used to understand a subject (such as product sales) from many different perspectives. For example, you can use an Information Space to see product sales by region, by customer or by product type.

### Related Topics

- [What is an Information Space?](#) on page 25

## What is indexing?

Indexing refreshes the data and metadata in Information Spaces. After indexing, any new data on the corporate data providers upon which those Information Spaces are based becomes available for search and exploration. When you modify an Information Space you need to index it in order for your modifications to be available to other users.

You have two options when you want to index an Information Space:

- index an Information Space manually to update it immediately
- schedule an Information Space for indexing at a time of your choice (for example, evenings or weekends when your corporate network is least used)

## What is an analysis type?

An analysis type is a predefined method for performing analysis and relates to your analysis intent. Each analysis type offers various visualizations for viewing your data to perform analysis. For example, a comparison analysis type is used for viewing the differences between values.

There are four analysis types you can use that all provide different chart types:

- comparison analysis type (for example, use this analysis type to compare the sales revenue of two countries)
- contribution analysis type (for example, use this analysis type to see who had the highest sales as part of a total sales value directly)
- correlation analysis type (for example, use this analysis type to view the relationship between the cost and sales revenue of a product throughout the last three years)
- trend analysis type (for example, use this analysis type for viewing trends in your data, such as the sales revenue growth throughout four quarters)

### Related Topics

- [Analysis types](#) on page 60

## How does search impact analysis?

The keywords you have used to perform a search within the Home tab or the Search results tab are used for exploration with the Explore tab. For example, if you search for Product Sales France 2006 , within the Information Space, the Sales measure becomes the selected measure. The Product, Country, and Year facets are promoted to be the most relevant facets for exploration. Additionally, you see actual matching values highlighted.

Within the Explore tab, there is a search box that allows you to perform another search, but upon the Information Space itself. When you use a keyword or search phrase in this search box you affect:

- the facets, they reorder according to the relevancy of your keywords and the measures used
- the facet values, values are highlighted
- the facet name, if a match is found the name of facet is highlighted
- the breakdown pane, the breakdown value lists are rearranged according to relevance

Now you have a quick and direct method of accessing the information you are looking for. For example, if you use the phrase "Sales revenue 2006" within the Search box you can directly select the values you need from the highlighted facets. The chart updates to your selection and you can analyze the values rapidly.

### Related Topics

- *Analyzing your data* on page 59

## Can I export my exploration results?

Once you have found the answers you are looking for within an Information Space, you can export the results.

You can export to a CSV file (for spreadsheet compatibility), a Web Intelligence query, or to an PNG image. You can also send your exploration results to an internet bookmark or to an e-mail.

**Note:**

You cannot export exploration results from Information Spaces based on SAP NetWeaver BW Accelerator indexes to SAP BusinessObjects Web Intelligence.

**Related Topics**

- [\*How to export exploration results\*](#) on page 73

# Getting started

## Steps to getting started with Explorer

You have Information Spaces - so how do you start using them? This section helps you to understand the minimal steps on how to get started with SAP BusinessObjects Explorer:

1. Understand what user profile you have by referencing [User profiles](#) on page 15.
2. Understand the Home tab by referencing [The Home tab](#) on page 19.
3. Begin to search by referencing [Performing a search](#) on page 19.
4. Understand the search results by referencing [Search results](#) on page 23.
5. Learn more about the interface by referencing [Keywords, facets, and tabs](#) on page 17.
6. Navigate through an Information Space from the search results by following [Exploring Information Spaces](#) on page 49.

Additionally, you can:

- Learn about Information Spaces before navigating through them by seeing [What is an Information Space?](#) on page 25 and [Facets and Information Spaces](#) on page 52.
- Create, edit, or delete an Information Space by following [Managing Information Spaces](#) on page 25.
- Begin to analyze an Information Space by following [Analyzing your data](#) on page 59.
- Export to a CSV file, to an image or to a Web Intelligence query or send to an email and to a bookmark, by following [How to export exploration results](#) on page 73.



# User profiles

There are three user profiles for SAP BusinessObjects Explorer:

- Space Explorer - users who search across Information Spaces, explore the data they contain and sometimes export that data to other applications.
- Space Creator - users who create Information Spaces based on the data available from SAP BusinessObjects universes or SAP NetWeaver BW Accelerator indexes.

**Note:**

These users require authorization to the universes and indexes on which they build Information Spaces. Authorization to universes can be set up by your SAP BusinessObjects Enterprise administrator. Authorization to BW Accelerator indexes can be set up by your SAP NetWeaver BW and BWA administrator(s).

- Administrator - IT specialists who set up and manage corporate deployments of SAP BusinessObjects Explorer, including assigning security rights to end users and scheduling Information Spaces for indexing, so they can be searched by the Explorer search engine.

If you require your existing profile to be modified, contact your IT administrator.



# Keywords, facets, and tabs

## Keywords

A keyword (or a set of keywords - also known as a search phrase) is used for retrieving Information Spaces that have related content.

## Facets

Facets are used for navigating through Information Spaces. Each facet contains a grouping of labels that are available to you, and when used with keywords the underlying data becomes meaningful.

When exploring an Information Space the facets are based on the context of the Information Space.

Exploration facets are subdivided into category facets. Furthermore, these facets are either selected facets or suggested facets depending on what you have currently selected. Above the facets are the measure lists representing available measures. By default there is always at least one measure value selected.

Selection of values within facets is easy, you click a value you wish to analyze (such as the "2003" value from a facet called "Year"). The affect of the selection is dependent on the context of your selection. You can select multiple values by keeping the Shift key or Control key pressed when you make your selections.

## Tabs

Separate operations are displayed within separate tabs. For example, if you perform a search within the "Home" tab the search results are displayed within the "Search results" tab.

## Related Topics

- [Performing a search](#) on page 19
- [Facets and Information Spaces](#) on page 52

- *Selecting multiple values* on page 53

# Using search

## The Home tab

Once you have logged on, the Home tab is available to you. This tab allows you to perform keyword searches, view existing Information Spaces and directly explore Information Spaces by selecting them.

The following explains the contents of the tab:

### Search box

The search box, located at the top of the tab is the entry point to searching. Accomplish a search by entering a search phrase in the box and clicking the **Search** button.

Once a search has been carried out you are taken to the Search results tab.

### Information Space pane

The Information Space pane is located at the bottom of the tab. It displays the list of Information Spaces available to you. When you find your desired Information Space click it to launch the Exploration tab and begin exploring.

### Note:

You can only see the Information Spaces that you have access to. If the Information Space is stored within a certain folder that you do not have access to, you cannot access it.

## Performing a search

1. Type in a search phrase within the "Search" box.
2. Click **Search**.

**Note:**

The asterisk wildcard (\*) is added by default to search strings when you search across Information Spaces created on SAP NetWeaver BW Accelerator indexes. For example, if your search string is “Sales Revenue” and the Home tab contains Information Spaces called “Sales Revenue”, “Sales Revenue EMEA” and “Sales Revenue US”, then the result contains all three Information Spaces.

The search results are displayed to you in the "Search results" tab.

The "Search results" tab displays Information Spaces, as well as facets that are constructed from keyword search results for further narrowing.

**Related Topics**

- [Search tips and wildcards](#) on page 20

## Search tips and wildcards

By including some simple operators and wildcards, you can refine your search criteria to extend or limit the search results.

Search Functionality	Syntax	Example
Retrieve content that matches a string exactly as it is typed.	Insert quote marks before and after the string.	"annual sales growth"

Search Functionality	Syntax	Example
<p>Retrieve content that matches one or more words contained in a string.</p>	<p>Two options:</p> <ul style="list-style-type: none"> <li>• insert a space between each word</li> <li>• type "OR" between each word</li> </ul> <p><b>Note:</b> Insert a space before and after "OR"</p>	<ul style="list-style-type: none"> <li>• Europe EMEA</li> <li>• Europe OR EMEA</li> </ul> <p>Returns content that includes Europe or EMEA or that contains both words.</p>
<p>Retrieve content that matches all the words contained in a string.</p>	<p>Two options:</p> <ul style="list-style-type: none"> <li>• type "+" before each word</li> <li>• type "AND" between each word.</li> </ul> <p><b>Note:</b> Insert a space before and after "AND"</p>	<ul style="list-style-type: none"> <li>• +Europe +EMEA</li> <li>• Europe AND EMEA</li> </ul> <p>Returns content that includes both Europe and EMEA.</p>
<p>Do not retrieve content that matches specific words.</p>	<p>Two options:</p> <ul style="list-style-type: none"> <li>• type "-" before each word you want to exclude from the search</li> <li>• type "AND NOT" before each word you want to exclude from the search.</li> </ul> <p><b>Note:</b> Insert a space before and after "AND NOT"</p>	<ul style="list-style-type: none"> <li>• Americas -USA -US</li> <li>• Americas AND NOT USA AND NOT US</li> </ul> <p>Returns content for Americas that does not include USA and that does not include US.</p>

Search Functionality	Syntax	Example
Retrieve content that includes words that begin with a specific string.	Type "*" after a partial string.	Eur*  Returns Eur, Euro, Europe, Europa, European etc.

**Note:**

Search is not case sensitive.

## Search features

The following search features are available:

- Search content

You can search within the content of Information Spaces via the Home tab.

- Search techniques

You can search using techniques like methods used in other search engines.

- Matched word highlighting

When the text you are searching for matches the words in the title of an object, the description of an object, the universe name, or the owner name, the matched words are highlighted. Within the Explore: tab, the facets, legend, and visualization are highlighted.

- Search result ranking

On the "Search results" tab, each object is assigned a score rating ranging from 1 to 5. There is a dependence upon the relevance of an object to the search input. Each score rating is represented with a set of graphical bars, for example a score of five bars signifies the object is a strong match. A score of one signifies a weak match.

### Related Topics

- [Performing a search](#) on page 19
- [Search tips and wildcards](#) on page 20

## Search results

The tab contains a search box containing the keywords you used for the search and Information Spaces. By default, the most relevant Information Space is shown to you first in a list of Information Spaces.

You can expand the details of the Information Spaces to view their contents. Any content that matches your search is highlighted to indicate why the Information Space appears in the results.

### Note:

The order of the matching facet values is not systematic and may change from one search to another.

### Related Topics

- [Exploring Information Spaces](#) on page 49

## The search box within the Search results tab

The search box within the Search results tab, is like the search box in the Home tab. However, you can use this search box for correcting or refining your results. For example, you have searched for sales results but the results are not exactly what you wanted. You can search again using the search box and be more precise - sales results Spain . The results are refreshed in the Search results tab.

## Information Spaces within the Search results tab

Within the Search results tab is the Information Space that has the closest match to your search keywords (either in metadata or content). Keyword

relevance determines the sorting of Information Spaces and gives them a score.

Information Spaces have a description (including information such as the index date), an Information Space icon, list of objects, and a score level. The details of an Information Space are hidden. To view the details click the arrow icon.

If there are a lot of Information Spaces in the results, a scroll bar appears allowing you to navigate.

To begin exploration of a Information Space click the title. You are taken to the Exploration tab.

**Note:**

The results only show Information Spaces to which you have access. If an Information Space is in a folder you do not have access to, then you cannot view that Information Space.

**Related Topics**

- [Search features](#) on page 22

# Information Spaces

## What is an Information Space?

An Information Space is a collection of objects mapped to data for a specific business operation or activity. For example, an Information Space designed to provide information on regional retail outlets could contain objects mapped to data for Sales Revenue, Region, Store Name, Year, and so on.

Power users with the Space Creator user profile create the Information Spaces on top of corporate data providers, such as NetWeaver Business Warehouse Accelerator indexes or BusinessObjects universes.

Only one data provider can be selected when you create an Information Space. However, you can create multiple Information Spaces on a single data provider - each Information Space can contain a sub-set of the total data available, so that analysts can focus easily on a specific area of interest.

## Managing Information Spaces

On the **Manage Spaces** tab you can:

- view the available data providers and the Information Spaces created on them
- create Information Spaces on the available data providers
- schedule existing Information Spaces for indexing

Depending on your user profile you can also:

- edit or delete existing Information Spaces

## Creating an Information Space

You need Space Creator rights to create Information Spaces. If you don't have the necessary rights, contact your IT administrator.

To create an Information Space:

1. Click **Manage Spaces**.

The available data providers are listed.

2. Choose the data provider on which you want to create an Information Space.

BusinessObjects universes are listed in the "Universes" folder. BW Accelerator indexes are listed in the "SAP NetWeaver BW Accelerator" folder.

**Note:**

You can only view Information Spaces to which you have access.

3. Click the **Create New** button.

The Space Creation dialog box appears with the tabs: **Properties**, **Objects**, **Scheduling** and **Summary**.

The dialog is defaulted to the **Properties** tab.

4. On the **Properties** tab, type a name, description, and any related keywords for the new Information Space.

5. Choose the folder location by browsing to the location of your choice.

**Note:**

The folder location is within the SAP BusinessObjects Enterprise CMS (Central Management Server) and you can perform this step only to the folders to which you have read and write access.

6. Choose the locale for the Information Space:

- if you want to control the regional settings applied to the Information Space whatever the regional settings that end users have selected in their Explorer logon screen, select a specific locale from the **Regional settings** list

Selecting a value from the list sets the date formatting and also determines the order in which the values within each facet can be sorted when users navigate the Information Space.

- if you want the regional settings of each end user to be applied to the Information Spaces when those users explore it, check the **Use End-user Settings** check box.

**Note:**

In some cases, such as Japanese or other languages with special characters, selecting this option results in incompatible date formatting and sort ordering being applied to facet values on some users' machines.

The Information Space data appears formatted according to your chosen regional settings.

7. On the **Objects** tab select the measures, dimensions, and filters from the data source. Move the objects from the **Data Source** pane to the **Measures and Dimensions** and **Filters** panes.

**Note:**

You must select a minimum of one measure and one dimension. At least one of the selected measures must have an aggregation method different from "None".

The left pane displays the available objects. The right pane displays the selected objects.

8. To test the compatibility of selected objects, click **Validate**. If further input is required, you are prompted with a dialog wizard:
  - If there are any SAP key date objects that require your input, you are prompted to choose a value.
 

You can choose the default value or your own value.
  - If a context can be applied to the Information Space, you are prompted to choose the context to use.
  - If you selected any objects that require your input, you are prompted to choose values.

The objects selected define the scope of the exploration.

9. Optional: To display the values for an object in a specific order, click the arrow to the right of the object name and select the sort order of your choice:

Option	Description
<b>A to Z</b>	Arranges the object values within facets in ascending (A to Z sort) order.
<b>Z to A</b>	Arranges the object values within facets in descending (Z to A sort) order.
<b>Smallest to Largest</b>	Arranges the object values within facets according to their measure values in ascending order.
<b>Largest to Smallest</b>	Arranges the object values within facets according to their measure values in descending order.
<b>Explorer</b>	Arranges the object values within facets according to their relevancy (default sort).

The sort order you specify here, determines the order in which the values are displayed in the facets within the Information Space at exploration time.

**Note:**

If you don't select a sort order, the default sorting is applied.

- On the **Scheduling** tab, choose the index scheduling for the Information Space:

Option	Description
<b>None</b>	There is no indexing, this setting is the default for new Information Spaces.
<b>Once</b>	Indexing occurs when desired.
<b>Minutes</b>	Indexing occurs every N number of minutes.
<b>Hourly</b>	Indexing occurs every N number of hours.
<b>Daily</b>	Indexing occurs every N number of days.
<b>Weekly</b>	Indexing occurs every N number of days during a week.

- Click **None** if you do not want scheduling to occur.

- Click **Once** and define when the scheduling occurs.
- Click **Periodically** and define if you want indexing to run every N number of minutes, hours, days, or weeks. Ensure that you define the start date and end date.

**Note:**

You must have Space Creator or Administrator rights to schedule indexing.

11. Click **OK** to register your configuration and to save the Information Space.

**Note:**

If the Information Space shares the same name as an existing Information Space, a message appears asking you to change the name.

12. If you want to make the Information Space available for exploration immediately, click **Index Now**, next to the Information Space.

**Note:**

If you don't index the new or modified Information Space now, it will be available for exploration only after the scheduled indexing has taken place.

**Related Topics**

- [Using Universe Object formatting](#) on page 34
- [Sorting facets](#) on page 66
- [Using prompts](#) on page 30
- [Using filters](#) on page 30
- [Using aggregated values](#) on page 31
- [Scheduling](#) on page 35

## Supported measures and dimensions on universes

The following restrictions exist when you create an Information Space based on a BusinessObjects universe:

- Measures that have an aggregation method of 'None' cannot be used in the Information Space facets, although the values do appear in the data table.
- Measures that have an aggregation method of "Database delegated" are not supported.

- Measures of non-numeric type are not supported. For example: character, long name, and date.
- Detail objects on BusinessObjects universes are not supported. As a result, SAP NetWeaver Display Attribute objects are not supported.
- Formatted dimension objects created from NetWeaver BW key figures are not supported.

## Using filters

If you are creating an Information Space on a BusinessObjects universe, you can select predefined filters to refine the data selection. These filters are created at the universe level and cannot be modified using SAP BusinessObjects Explorer.

Filters enable you to:

- Make data more secure if you do not want certain users to view it.
- Limit the size of an Information Space as there will not be as much data included.
- Retrieve only the data that will answer your business questions, for example: you can filter the Year dimension to view only the sales revenue for 2003 or filter the Annual Income dimension to view only customers whose annual income is equal or greater than \$1000000.

**Note:**

You can only edit filters if you have the appropriate security rights.

## Using prompts

During Information Space creation, prompts are parameters that require your input. They allow you to personalize and specialize the data that is provided for your Information Spaces.

For example, you have selected a Year dimension that has a prompt, you can specify the years that you want to filter upon. During Exploration, data related to your specified years are shown.

There are several prompt types:

- key dates  
Key dates allow you to specify a date for time-dependent data.
- contexts (available when the data provider is a universe)  
Allows you to choose a Universe context or multiple Universe contexts.
- prompts (available when the data provider is a universe)  
Allows you to filter based upon Universe objects such as measures.

If there are any prompt types that require your input after validating your Information Space during creation, a dialog wizard appears. Use this dialog to complete the prompts, you can also redefine the prompts after creating your Information Space by using this dialog. If prompts are not completed before indexing, the indexing fails.

Prompt values, after Information Space validation, are viewed within the **Summary** tab.

To change or remove any prompt values, configure your Information Space and validate it again. The prompt dialog wizard appears allowing you to reconfigure the values.

**Note:**

Prompt values that are persisted within an Information Space can be different from the values used for indexing. Refer to the last indexing date and last modified date to determine if the prompt values within a Space are included within the last indexed version.

**Example: Defining a prompt**

You have prompts for a key date. After defining your Information Space, click **Validate**. The prompt dialog appears requesting you to choose the key date value. Select the appropriate value, check the prompt status within the **Summary**, and then click **Finish**.

## Using aggregated values

When defining an Information Space you choose objects from a data provider (such as an SAP BusinessObjects universe or an SAP NetWeaver BW

Accelerator index). You can maintain the measure objects and their values that have been previously created for the data provider.

A measure object is often aggregated meaning it has been created using aggregation methods (None, Count, Sum, Min, Max, and Average) during design time. The aggregation methods determine how measure values are calculated and displayed. The aggregation methods are explained in the following table:

Method	Description	Example
None	The measure is never aggregated and therefore does not appear in measure facets.  However, values are displayed within the table view.	
Count	The measure is established upon the total number of records that are based upon a grouping. For example, the number of employees within a department.	Number of Employees: 25  Departments: Sales, Marketing, and Finance  Count of Employees in the Sales Department: 10
Sum	The measure is based upon the sum of records that match a grouping. For example, the sales revenue for a country throughout two years.	Country: UK, Sales 2001:20000, Sales 2002: 45000.  Sum = 65000

Method	Description	Example
Min	The measure is based upon the minimum value of a set of records that match a grouping. For example, the minimum sales revenue for a country throughout two years.	Country: UK, Sales 2001:20000, Sales 2002: 45000.  Min = 20000
Max	The measure is based upon the maximum value of a set of records that match a grouping. For example, the maximum sales revenue for a country throughout two years.	Country: UK, Sales 2001:20000, Sales 2002: 45000.  Max = 45000
Average	The measure is based upon the average value of a set of records that match a grouping. For example, the average sales revenue for a country throughout two years.	Country: UK, Sales 2001:20000, Sales 2002: 45000.  Average = 32500

**Note:**

For further information on aggregation methods, refer to the *SAP BusinessObjects Universe Designer* documentation available at: <http://help.sap.com>.

You can build an Information Space using aggregated values and navigate through the corresponding data using these values.

## Using Universe Object formatting

This topic applies to Information Spaces built on SAP BusinessObjects universes.

Universe Object formatting via BusinessObjects Designer provides you an insight to your raw data. For example, by applying a dollar sign to a numeric value indicates it is a currency. Universe Object formatting is applied to Information Spaces and their objects.

Formatting changes the content specifications of the data to make it more readable to you. Data can have numeric, date, currency, and scientific notation formatting applied to it. This formatting is applied to data via BusinessObjects Designer, for further information on Object formatting, see the *BusinessObjects Universe Designer* documentation available at: <http://help.sap.com>.

The predefined formatting that is given to objects in universes includes:

- String formatting
- Locale settings - formatting that is specific to a country or region such as number, currency, date/time, scientific, and percentage.

For example, in the US, dates are: MM/DD/YYYY.

This formatting is retained.

### Overriding Universe Object formatting

You can override Universe Object formatting by changing the locale settings when creating or editing Information Spaces. For example, applying a French locale to revenue data with a US locale (format settings of \$#, ##0.00) changes the following:

- the format setting to \$# ##0,00
- the data to follow the new format setting  
for example: \$10,000.00 becomes \$10 000,00
- regional formatting  
such as decimal and thousands separators - date format

## Scheduling

Scheduling is a way of synchronizing your Information Spaces by stating when you want indexing to occur. Scheduling ensures that the data is refreshed regularly.

Scheduling is specified via the Manage Spaces tab (the Scheduling dialog) and allows you to index once, hourly, daily, and monthly. Scheduling immediately (none) is accomplished via the **Index Now** button directly beside each Information Space. All indexing runs as a background task but progress can be monitored via the list of Information Spaces within the Manage Spaces tab. For example within the Manage Spaces tab, you can see if the Space is fully indexed and ready for full exploring, or if the indexing failed because of irretrievable data.

### Scheduling settings

The types of scheduling you can use are explained in the following table:

Scheduling type	Description
Now	The indexing runs as a background task immediately. Available via the <b>Index Now</b> button.
None	There is no indexing, this setting is the default for new Information Spaces.
Once	The indexing runs once according to a date and time you specify. It is set via a start time value, and when the value is in the past scheduling runs immediately.
Minutes	The indexing runs on a by-minute basis based upon the minutes value you define. You state when you want the indexing to start and when to end. The first index is created on the start time you have specified.

Scheduling type	Description
Hourly	The indexing runs on an hourly basis based upon the hour values you define. You state when you want the indexing to start and when to end. The first index is created on the start time you have specified.
Daily	The indexing runs once every N number of days based upon a start time and an end time. You state when you want the indexing to start and when to end. The first index is created on the start time you have specified.
Weekly	The indexing runs on selected days based upon a start time and an end time you have defined. For example, you can index every week on Monday, Thursday, and Sunday. The first index is created on the start time you have specified.

You can set all scheduling with the options available to you in the Scheduling dialog or by typing the dates. You can also choose dates directly with the calendar. The calendar is a dialog that allows you to choose a date directly. It is available by simply clicking the calendar icon beside the time fields.

Navigate through the months and select a date by clicking it.

Some values that you enter for the start and end times of the indexing are not valid:

- negative values
- non numeric values
- setting an End Time before the Start Time

**Related Topics**

- [Indexing Information Spaces](#) on page 37

## Indexing Information Spaces

Indexing is the method of updating, converting, and sorting Information Space data for easy search and retrieval.

Indexing is a background task meaning that you do not see it in operation. You can, however, see the progress of indexing via the "Manage Spaces" tab. Additionally indexing does not affect you while you are navigating through an Information Space. For example if the Information Space is being indexed during navigation, it does not update until you close the "Explore" tab. If you are a new user of the Information Space (beginning to explore an Information Space after indexing has finished), you can see index updates. You can also see updates when someone else is exploring the old copy of the Information Space. This handling prevents locking of Information Spaces and other users blocking you from exploration.





The latest available indexed Information Spaces are always displayed in Search Results to ensure that you have access to the most accurate information. So if you perform a search before an Information Space was indexed, only the previously indexed version appears in the results. Once the indexing of the Information Space is complete you see the new version when you search again.

### How do you know what the index status is?

Creating, maintaining, and configuring Information Spaces requires you to know their indexing status. You can find out this information within the "Manage Spaces" tab and within the "Scheduling" tab when you are configuring an Information Space.

- "Manage Spaces" tab icons

Within the "Manage Spaces" tab, there are icons that indicate the status of the Information Space. By hovering over an icon you see the status within a tooltip. The icons appear in the "Status" column. This column shows two icons: the icon on the left is the scheduling state; the icon on the right indicates the last indexing state.

Icon	Description	Tooltip example
No icon	When there is no icon for the status, then no action has occurred. For example, no scheduling.	
	The last indexing was successful.	Latest indexing succeeded Start date: 2009/05/01 14.56 End date: 2009/05/01 14.56
	The latest indexing failed.	Latest indexing failed Start date: 2009/05/01 14:56 End date: 2009/05/01 14:59 Server, myServer.IndexingServer.ddindexing, generated the following messages: Index creation failed: the Information Space has no data.
	Indexing has started.	Indexing Started: 2009/05/01 14:56
	The Information Space has been scheduled for indexing.	Next indexing scheduled for: 2007/05/01 14.56

- scheduling via the "Manage Spaces" tab

The status is displayed within the "Status" pane in the "Properties" tab. It includes information on the start and end dates of the scheduling and the indexing status.

If the indexing is successful, the start and end date of the indexing is displayed to you. If the indexing failed, the start date, end date, and the cause of failure is displayed to you.

#### Related Topics

- *Scheduling* on page 35

## Ensuring indexing success

Information Spaces based on BusinessObjects universes cannot be indexed correctly if partial results are returned at the query level, because SAP BusinessObjects Explorer lacks sufficient data. Partial results are returned when the universe has been configured with a row limit that limits the query results.

To ensure indexing is successful for your Information Space open the underlying universe within SAP BusinessObjects Designer and increase the universe query limits.

## Canceling indexing of an Information Space

It is possible to cancel the indexing of an Information Space within the Manage Spaces tab. **Index Now** (located beside the Information Space) changes to **Cancel Indexing** during indexing. To cancel, click **Cancel Indexing**.

## Editing an Information Space

You can edit existing Information Spaces within the Manage Spaces tab once you have logged on with the correct edit rights. Configuring an Information Space is like creating one, to edit an Information Space:

1. Click the data source (for example, a Universe) containing the Information Space that you want to edit. It is located within the left pane of the dialog. Data sources are organized in a repository and arranged in a folder structure. You can only view data sources and their folders if you have access to them.  
The data source is selected and any existing Information Spaces created appear in the right pane. You can only view Information Spaces to which you have access.

Clicking a folder displays the Information Spaces.

2. Click **Configure** beside the Information Space within the right pane if you want to edit.

**Note:**

You must have edit rights for the Information Space, be the owner of the Information Space, or be an Administrator before you can perform this step.

A dialog box appears with three tabs: **Properties**, **Objects**, and **Scheduling**.

The dialog is defaulted to the Properties tab. You can see information about the data provider within this tab.

3. If you want to edit properties within the **Properties** tab, change the name, description, and any related keywords for the existing Information Space.
4. If you want to change the location of the Information Space, choose the folder location within the **Properties** tab:
  - Browse to the desired location using the folder selection dialog.

The dialog is available by clicking the folder icon.

If the Information Space shares the same name as an existing Information Space, a dialog appears asking you to change the name. Additionally, if you change the folder location, the original Information Space is moved to the new folder location.

**Note:**

The folder location is within the SAP BusinessObjects Enterprise CMS (Central Management Server) and you can perform this step only to the folders to which you have read and write access rights.

5. Choose the locale for the Information Space via:
  - the **Regional settings** list

Selecting a value from the list overrides the date formatting.

- the **Use End-user Settings** check box.

The user settings are used by default.

**Note:**

The status of the Information Space is available to you, it displays indexing information.

The Information Space data appears formatted according to your chosen regional settings.

6. If you want to define or modify the objects within the Information Space, click the **Objects** tab and select the measures, dimensions, and filters from the host data source:

- Move the objects from the **Data Source** pane to the **Measures and Dimensions** and **Filters** panes to add them. Or, move the objects from the **Measures and Dimensions** and **Filters** panes to the **Data Source** pane to remove them.

**Note:**

Double clicking and using the select buttons performs this action.

- The objects selected define the scope of the exploration. Click **Validate** to test the compatibility of your selected objects. If the objects require any input from you, you are prompted with a dialog wizard:
  - If there are any SAP key date objects that require your input, you are prompted to choose a value.

You can choose the default value or your own value.

- If a context can be applied to the Information Space, you are prompted to choose the context to use.

For further information on Universe Contexts, refer to the *BusinessObjects Universe Designer* documentation.

- If the Information Space is built on a BusinessObjects universe and you selected any universe objects that require your input, you are prompted to choose prompt values.

7. Choose the sorting that you want to apply to individual object facet values. Click the corresponding object.

Option	Description
<b>A to Z</b>	Arranges the object values within facets in ascending (A to Z sort) order.
<b>Z to A</b>	Arranges the object values within facets in descending (Z to A sort) order.
<b>Smallest to Largest</b>	Arranges the object values within facets according to their measure values in ascending order.
<b>Largest to Smallest</b>	Arranges the object values within facets according to their measure values in descending order.
<b>Explorer</b>	Arranges the object values within facets according to their relevancy (default sort).

- Click **A to Z** to apply an A to Z sort.
- Click **Z to A** to apply a Z to A sort.
- Click **Smallest to Largest** to apply an A to Z sort based on the measure.
- Click **Largest to Smallest** to apply a Z to A sort based on the measure.
- Click **Explorer** if you do not want to apply any predefined sorting method.

**Note:**

If you do not select any type of sorting, the default sorting is applied.

For each object, the object values are arranged within their facet according to your chosen sorting method.

8. Click the **Scheduling** tab if you want to change the scheduling of the Space (scheduling may not be necessary depending on your data source). Choose the indexing you desire:

Option	Description
<b>None</b>	There is no indexing, this setting is the default for new Information Spaces.
<b>Once</b>	Indexing occurs when desired.
<b>Minutes</b>	Indexing occurs every N number of minutes.
<b>Hourly</b>	Indexing occurs every N number of hours.
<b>Daily</b>	Indexing occurs every N number of days.
<b>Weekly</b>	Indexing occurs every N number of days during a week.

- Click **None** if you do not want scheduling to occur.
- Click **Once** and define when the scheduling occurs.
- Click **Periodically** and define if you want indexing to run every N number of Minutes, Hours, Days, or Weeks. Ensure that you define the start date and end date.

**Note:**

You must have Space Creator or Administrator rights to schedule indexing.

9. Click **OK** to register your configuration and to save the Information Space.

**Note:**

For your edits to be visible to users accessing the Information Space, it needs to be indexed. You can either click Index Now to index the edited Information Space immediately or wait for the scheduled index to be processed.

The dialog box disappears and you are returned to the Manage Spaces tab.

The existing Information Space has been edited.

**Related Topics**

- [Using Universe Object formatting](#) on page 34
- [Sorting facets](#) on page 66
- [Using prompts](#) on page 30
- [Using filters](#) on page 30

- [Using aggregated values](#) on page 31
- [Scheduling](#) on page 35

## Duplicating an Information Space

Instead of building a new Information Space from scratch you can duplicate an existing Information Space, make modifications and then save it with a new name.

To duplicate an Information Space:

1. Click the Manage Spaces tab to display the Information Spaces you can modify.
2. Navigate through the available folders to display the link to the Information Space you want to duplicate.
3. In the Action column, click the Duplicate button.  
"Duplicate Information Space" dialog appears.
4. Type a new name into the Name field.  
This is the name that will appear on the Home tab once the duplicate Index Space has been indexed.
5. Specify the properties, objects and schedule information as normal.
6. Optional: to test whether the Information Space is configured correctly, click Validate.  
The Information Space is validated automatically and an error message appears if you need to change anything.
7. Click **OK**.

The Information Space needs to be indexed before it can appear on the Home tab and be searchable. You can either index it manually, by clicking **Index Now** or schedule it for indexing at a specific time.

### Related Topics

- [Scheduling](#) on page 35

## Deleting an Information Space

You can delete an Information Space when it is no longer required.

**Note:**

Only Administrators and Information Space creators can delete Information Spaces.

This section shows you how:

1. Click **Manage Spaces** located on the title bar (if you have Manage privileges).  
You are taken to the Manage Spaces tab.
2. Click a data source located within the left pane to select it (for example, a Universe).

**Note:**

Data sources are organized in a repository and arranged in a folder structure.

Any existing Information Spaces created from the data source appears in the right pane.

3. Locate the Information Space you want to delete within the right pane.  
There are several buttons located beside the Information Space including Delete.
4. Click **Delete** beside the Information Space.  
A confirmation message appears when you have rights to delete, otherwise you cannot delete the Information Space.

**Note:**

If the Information Space is being explored, it is not deleted until it is no longer used.

5. Click **OK** to confirm you want the Information Space to be deleted.  
The confirmation message disappears.

The Information Space is deleted and is no longer accessible by you and other users. If you have the Information Space in your preexisting search results list, you cannot explore it anymore.

## Information Space creation guidelines

Creating Information Spaces is as important as exploring them. If the Information Space is not efficient, badly sized, or contains the wrong objects, it is not useful for the Space Explorer user.

This section introduces the basic steps to ensure that your Information Spaces generate answers to business questions quickly and efficiently.

### Information Space design best practices

Before creating Information Spaces, gather the information requirements of your end users by asking the following questions:

- What exactly is the business need of the Information Space?

If you know what the Information Space is going to be used for, then you can simply identify the related data source objects. For example, the business need is for knowing the sales revenue last year for all of your European stores. You could select the Sales Revenue measure, the Country, City, and Store dimensions, and finally, the Last Year filter.

- How many users are expected to access and explore the Information Space?

If you know that the Information Space is for several users, select only necessary objects. If you select too many objects that can have little use for the user, exploration and indexing can be impacted. It can also cause confusion to users.

- What are the sizing limits?

Be aware of the sizing limits of your installation. Ask your administrator for further information.

- What are the security expectations?

Ensure that you select objects that are only meant to be in the Information Space.

- Is a single Information Space the best option?

Several small Information Spaces can often be better than a single Information Space.

- What is the best data provider to use?

Depending on the business need and user demand, choose a source data system and data provider that is the most efficient and most accurate.

- What is the context of the Information Space?

While choosing your data source objects, ensure that you know if any contexts are required. A context makes certain that the Information Space represents the desired perspective. For example: Sales or Reservations.

- If my Information Space is created on a BusinessObjects universe, what filters can be applied so that only data of interest is retrieved?

By using filters, only the data necessary for a specific informaton need is included into the Information Space. For example, by including a filter called "Last Year,", only data from the previous year is retrieved into the Information Space when users explore it.

**Note:**

Filters are created at the data provider level when the BusinessObjects universe or BWA index is designed.

- Is the definition you want valid?

Validate the definition of your Information Space before indexing, by clicking the **Validation** button when you have selected the objects and filters you want to include.

## Creating, indexing, and scheduling your Information Space

Once you have designed your Information Space, create it within the **Manage Spaces** tab. After creation, index the Information Space before it is available for exploration. Indexing is achieved via **Index Now** located beside the Information Space or by scheduling it via the Scheduling tab.

### Index Now

**Index Now** causes the indexing to occur immediately. The duration of indexing depends on size of the Information Space and your environment (for example, your deployment of the Explorer servers). Once the indexing is finished, it is available for exploration.

### Scheduling

Scheduling the Information Space (available depending on the Information Space data source) allows you to index on a regular basis. It also allows you to index the Information Space during a period when fewer users access SAP BusinessObjects Explorer. For example, schedule the Information Space out of working hours.

Additionally, if your Information Space is large, it is practical to index overnight to be ready for users the next working day.

**Note:**

If there are users accessing the system constantly, try scheduling during less busy periods.

When scheduling, also decide on the user credentials to use for scheduling.

## Testing your Information Space

After indexing your Information Space, perform a test to ensure it has been indexed correctly and it is what you expect:

- Ensure that the Information Space appears within the "Home" tab.
- Click the Information Space to launch it.
- Check the facets to see if they represent the objects you selected during creation.
- Navigate through the data to ensure that the Information Space matches the original business needs and user requirements.

## Setting security rights to the target folder

After creating and testing an Information Space, set security rights to the folder where the Information Space is located within the CMC. Security rights can prevent any unauthorized personnel accessing, viewing, or performing operations on the Information Space.

Alternatively, move the Information Space to a secure folder.

If you do not have security rights to do this, speak with your IT administrator.

## Exploring Information Spaces

Before you can begin, open the Information Space you want to explore.

This section discusses how you can navigate through an Information Space using the facets.

The Explore tab is split in two with an area for facets (the facet pane) and an area containing the visualization for analysis (the visualization pane).

Clicking and choosing values from the facets (both selected and suggested) allows you to view your underlying data quickly and directly. Facet interaction affects the visualization and the breakdown values.

To navigate through the Information Space:

1. Locate the measures (contained within lists) situated above the facet pane.

The lists contain all measures within the Information Space.

2. Click the measures that you want to focus upon.

Select a measure within each list using the arrows, you can select a maximum of three measures. Selecting several measures modifies the content of your chosen visualization.

You can focus upon a certain measure (causing it to become primary) by clicking the measure list directly, the other measures become secondary. The primary measure is highlighted.

To unselect a measure, click **None**.

Your visualization changes according to your chosen measures and the primary measure is focused upon within the facets.

3. Locate the suggested facets situated to the left of the facet pane.

**Note:**

Use the back and forward buttons to view facets that are not displayed.

The facets contain the data source objects that you can use for navigation.

4. Click a **value** within a suggested facet that you want to focus upon.

For example, within a facet called Country, click France.

- Click **Advanced...** located at the bottom of the facet to select values that are not displayed.

The **Advanced...** dialog appears.

The facet becomes a selected facet (indicated by being outlined) and your chosen values are highlighted.

The values within the facets, the breakdown value lists, the visualization, and the legend change to align with your selected facet values. For example, when you select France within the Country facet and there is a suggested facet for Product Line, and a measure for Sales Revenue:

- the Product Line facet values represent the Sales Revenue for France (for each product)
- the breakdown values change
- the visualization shows the Sales Revenue for France broken down by Product Line
- the legend shows the same as the visualization

5. To unselect a facet and restore previous values, click the **Close button** located on the top-right of the facet.

You can then select another facet value by clicking it.

**Note:**

If you unselect the first selected facet from a group of selected facets, all the selected facets are unselected.

6. If you require to narrow your exploration, click another **suggested facet value** to select it.

**Note:**

Use the back and forward buttons to view facets that are not displayed.

The facet becomes a selected facet. The remaining suggested facets, the visualization, and the legend change to accommodate your selection.

**Note:**

To narrow exploration with other suggested facets, repeat this step.

By using the facets you can easily see and access the underlying data of your Information Space. As you navigate, the data values are made available to you in the facets, the visualization, and the legend. You can quickly find the data you are searching for and begin analyzing.

**Related Topics**

- [Multiple measure value selection](#) on page 54
- [Back and forward navigational facet buttons](#) on page 57
- [The Advanced... option for selecting additional values](#) on page 56
- [Back and forward navigational facet buttons](#) on page 57
- [Analyzing your data](#) on page 59

## The search box within the Explore tab

The search box within the Explore tab, is different from the other search boxes on the Home tab. You can use this search box for specifically finding suggested facets and their values. For example, you have searched for 2003. The value is found within the Year facet. The facets are rearranged so that the Year facet appears first and 2003 is highlighted. 2003, if found, is also highlighted within the breadcrumb, the chart, and the legend.

Use this search box to find the facets and their values quickly in order to aid your exploration.

**Note:**

- For Information Spaces based on SAP NetWeaver BW Accelerator indexes, the search criteria always considers an asterisk (\*) in front of the string. For example, the search criteria 'A' returns the result for '\*A' even if the user does not put an asterisk (\*) in front of 'A'.
- When you perform a search on facet values using wildcards, a maximum of 1024 matches is returned.

## Facets and Information Spaces

The facets available to you in the Exploration tab are constructed from the actual content of the Information Space you have opened. Each exploration facet is based upon the context of the Information Space and its measures and dimensions. For example, when an Information Space is representing fashion (clothes and product lines) a measure could be Sales Revenue, and the remaining facets could include Product Lines, City, Year, and Price.

You can use the facets to explore your data by selecting facet values and to view data values directly. Selecting a value (either via single selection, or multi-selection) changes subsequent facets as well as changing your chosen visualization - the table or the chart. For example, you wish to see the number of Product Lines you had during 2003. By selecting the facet value of "2003" within the "Year" facet would filter the values within the Product Lines facet (only the Lines for 2003 would be shown). Additionally the visualization would change to accommodate your facet selection.

### Category facet

Category facets allow you to select categories and their values to filter down the data you are exploring. These facets and their values are constructed from data source objects (dimensions) used by an Information Space. For example, the Country facet could have labels such as Belgium, France, UK, US, Germany. Each has a numeric value which is based upon the primary measure selected by you.

Category facets can either be suggestive (suggested facet) or selected (selected facet). Suggested facets are displayed in relevance to your navigation. They show you values you have not selected but can be what you are looking for in terms of exploration. Selected facets are displayed when you have clicked values within the available suggested facets. For example you clicked "2003" within the Year facet, this facet would move and become a selected facet with the value of "2003" highlighted. The value within the facet is the value at the time of selection.

The category facets appear in two areas - selected facets on the left area and suggested facets on the right area. A divider is located between these areas allowing you to adjust the number of each facet depending on the current faceted selection status. For example, if you pull the divider to the

left you see more suggested facets if they are available. If you pull the divider to the right you see more selected facets if they are available. In some cases, it is not possible to show you every single suggested facet. In this case you can use the arrows located to the left of the suggested facets to move through and select other available suggested facets which are hidden off screen.

**Note:**

The values within the category facets are based upon your chosen measure value.

### Measures

Measures are held within lists above the category facets. The choice of the measure directly impacts the visualization displayed and the facet values. Measure lists are always visible to you (depending on the number of measures) with at least one available measure. Primary measures are highlighted and related values are displayed within facets.

You can select up to three measures. This selection could be useful to you when you require do some analysis involving two or more measures.

### Related Topics

- *Exploring Information Spaces* on page 49

## Selecting multiple values

Selecting a value (whether in a facet or via a chart) is simple, and is achieved by clicking the value. When you click a facet value it becomes highlighted and the selection can impact facet values, the visualization, the legend, and your exploration path. When you click a data table or chart value, the value is highlighted to aid your analysis. It is possible to select multiple values (including measures and dimensions) to navigate and to analyze. This section discusses selection, how you can do it, and what it does.

You can select multiple values via the keyboard. Pressing a key on the keyboard and clicking with the mouse allows you to select more than one value. There are two keys that are used and are summarized in the following table:

Key	Description
Shift	By pressing this key you are able to select multiple values in a given range.
Control	By pressing this key you are able to select discontinuous multiple values where you indicate.

**Note:**

Data value selection is independent from where the values are located. For example, a facet, the data table, a chart.

**Shift clicks**

Shift clicks are ideal for when you want to select values that are continuous and appear together in a range.

You can only select values within a range, if you try to select a value out of your desired range unwanted selection results occur.

**Control clicks**

Control clicks, like Shift clicks, are ideal for selecting multiple values. Values do not need to be grouped for selection and a mouse click selects only one value.

**Note:**

To select multiple measures, simply select your desired measures from each single measure list located above the facets.

## Multiple measure value selection

When exploring your data you can use more than one measure. You can select up to three measures within the measure facet for exploration and final analysis. Selecting multiple measures is like single measure selection but has notable differences, this section discusses single and multiple selection.

You can do multiple selection by clicking the measure values within the measure lists.

### Selecting a single measure

Selecting a single measure impacts:

- measure values displayed in facets including the selected facets by changing their values and order
- the chart visualization by changing what it is displaying
- the measures in the chart legend by adding or removing them
- the measure values in the chart legend by adding or removing them
- your exploration breadcrumb by adding or removing measures
- the measure lists located above the facets by adding or removing measures

Clicking a measure highlights it and makes it the primary measure and it is displayed within the list. Clicking a different measure removes the highlighting of the first measure, highlights the new measure, and the new measure becomes the primary measure.

### Selecting multiple measures

Selecting multiple measures impacts:

- measure values displayed in facets including the selected facets by changing their values and order (the facets are impacted by the primary measure)
- the measure lists located above the facets by rearranging measures
- the chart visualization by changing what it is displaying

Multiple measures are displayed.

- the measures in the chart legend by adding or removing them

An additional measure column is displayed.

- the measure values in the chart legend by adding or removing them

Within the additional measure column, measure values are displayed.

- your exploration breadcrumb by adding or removing measures
- enables new analysis types and chart types - for example correlation.

Clicking a measure highlights it and makes it a primary measure, selecting other measures makes them secondary measures. The order that you select measures impacts the chart visualization, for example within a bar chart a new set of bars appear. Three measures can be selected at one time.

#### Related Topics

- *Selecting multiple values* on page 53

## The Advanced... option for selecting additional values

You can see and access a lot of Information Space data. To make navigation and analysis easier for you there is an **Advanced...** option. This option is for accessing data values that are not displayed directly to you. For example, a facet representing color can have numerous values.

To accommodate the other values, the **Advanced...** option appears below the top ten facet values. The option, when clicked, displays all values in the **Advanced...** dialog.

You simply click the values you want to use (use Shift or Control clicks to select multiple values) and move them into the **Selected Values** pane, using the arrow buttons situated on the right. If there are a lot of values, scroll through them and click the values you want. Ensure you keep the Shift or Control key pressed when performing multiple selection.

#### Note:

A maximum of 100 values can be selected within the **Advanced...** dialog.

You can also sort the values (to view the top or bottom values) by clicking the headers within the dialog. Use the **Refine** option to filter the list of values. When you have chosen your desired values click **Done** to finish your selection.

#### Note:

When you perform a search on facet values in the **Advanced...** dialog, the facet values that match the search criteria are not highlighted.

#### Related Topics

- *Selecting multiple values* on page 53

## Back and forward navigational facet buttons

The back and forward navigational buttons are used for navigating through the available facets so you can choose certain facet values for exploration. Since not all facets are displayed at one time, you are able to move through all the facets with the buttons.

To see the facets that are not displayed, click either forward or back, the facets change position. Once you have found the facet values you are searching for, click the values to select them. The facet becomes selected and the remaining facets are reordered. You can then use the back and forward navigational buttons to find other values.

## The exploration breadcrumb

When navigating through your data you can see the full path of your exploration via the breadcrumb. The breadcrumb is a simple description of your chosen measures, facets, and values. The breadcrumb is located between the exploration facets and the analysis types within the Exploration tab.

The breadcrumb displays the measure values according to your exploration and facet selection. For example, the sales revenue of trousers in 2006: **Sales Revenue > Product Lines: Trousers > Year: 2006 > \$200333.**

Separation of the facets and measures is by the > character, and their corresponding values by the , character. When your exploration causes the breadcrumb to be long, the values become truncated (indicated by ...) and you can view the full values within a tooltip by hovering over the breadcrumb.

The breadcrumb will update according to your facet selection and navigation.

### Example: Examples of breadcrumbs

- **Sales Revenue > Country: France, Spain, Germany > Year: 2001, 2002**
- **Sales Revenue > Country: France, Spain, Germany > Year: 2001, 2002 > Line: Dresses ...**

- **Sales Revenue/Margin > Country: France, Spain, Germany > Year : 2001, 2002**
-

# How to analyze explored data

## Analyzing your data

Once you have used the exploration facets to navigate through an Information Space, you can continue to use the facets to refine and expose your data. You can find information that provides something meaningful to you quickly.

The exploration facets allow you to pinpoint data, view raw values and locate information. The information can then be viewed through a visual analysis type.

## Reading the data through visualization

Looking at your data through the exploration facets is valuable but often it is easier to analyze values via a chart or a table. By presenting the data in a meaningful format allows you to notice patterns and constraints, and to perform comparisons. With tables and charts, you have a clearer view without necessarily knowing the numbers behind the visualization.

This section discusses the data table and the charts accessible via analysis types that are available to you for viewing your data.

## The data table

The data table is presented to you so you can see the raw data that is behind the charts. This view is constructed with rows and columns of data that you can navigate through.

Data is not aggregated or filtered (by column) within in the table.

To display and navigate through data:

1. Click **Table** to change to the data table.

The visualization representing your explored data (if it was not already in table view) will change to a table.

2. Click the navigation arrows in the table view to navigate through the different rows of data.

## Analysis types

The analysis types are used for modifying the way you view your data with charts. For example, once you have used the exploration facets within the **Explore** tab to narrow down your data, you can change the default analysis type to another analysis type. The visualization change permits you to have a different perspective and allows further analysis.

Analysis types allow you to see patterns, differences in data values, and permit you to examine your data via simple comparisons. Furthermore each analysis type offers several chart types to visualize your data.

### The comparison analysis type

The comparison analysis type is used for viewing the differences between values. It provides the simple comparison of categorical divisions of measures. It is the default analysis type and the chart types provided to you are:

- vertical bar chart
- horizontal bar chart
- bar chart with two y axes
- radar chart
- multiple radar chart
- surface chart

For example, you could use a bar chart to see the differences in your sales revenue between different countries. You clearly see what country has the biggest revenue.

### The contribution analysis type

The contribution analysis type is used for showing the contribution of parts to a whole. It shows values as ratios to a whole. The chart types provided to you are:

- donut chart
- pie
- multiple pie chart
- vertical 100% stacked bar chart
- horizontal 100% stacked bar chart
- treemap

For example, use a pie chart to see who had the highest sales as part of a total sales value directly:

Total sales = \$200, Paul had 10% (\$20), David had 65% (\$130), and Susan had 25% (\$50).

### The correlation analysis type

The correlation analysis type is used for viewing the relationship between values. It is useful for comparing multiple measure values. For example, you can view the correlation of two measures, and understand the impact of the first measure on the second measure. The chart types provided to you are:

- scatter chart
- bubble chart

The size of bubbles within the chart is determined by a third measure.

For example, you can use a scatter chart to view the relationship between the sales revenue and the quantity sold of a product throughout three years. You can see that when more products are sold, the more sales revenue you have. Correlation is only available when you select more than one measure.

### The trend analysis type

The trend analysis type is used for building a trend in the data values. This analysis type is particularly useful for dimensions that are time based, such as Year. It is useful for seeing progression of your data and possible patterns. The chart types provided to you are:

- line chart
- line chart with two y axes

For example, you can use a line chart to view sales revenue trends of a product throughout a range of years.

SAP BusinessObjects Explorer chooses the best chart to use for your provided data by ranking. The list of available charts change status according to the data and your selection, for example:

- Charts that are not suited for the provided data cannot be selected.
- Charts that are suitable are enabled.
- Charts that are the most suitable are highlighted with a yellow star.
- The chart that you select appears on the analysis type button. For each analysis type that you haven't selected, the most suitable chart is highlighted with a yellow star and also appears on the analysis type button.

If you select more than one measure, the chart types enabled change. For example, a vertical bar chart with two y axes is enabled under the comparison analysis type.

### Related Topics

- [Changing the analysis type to read the data](#) on page 62

## Changing the analysis type to read the data

Within the Exploration tab, there is a pane (located at the bottom left of the tab) containing analysis type buttons. These buttons allow you to switch between different analysis types and visualizations to view your data. By clicking the main icon of the button it changes the analysis type. By clicking the arrow icon of the button a list of chart types are available to you. The various buttons include:

- **Comparison**

This is the default analysis type when you start exploration.

- **Contribution**
- **Correlation**
- **Trend**

To change the analysis type:

1. Click **Chart** to ensure that the chart view is active.  
The visualization changes to the default analysis type.
2. Click **Contribution** within the analysis type panel.  
This changes the visualization of your explored data to a contribution analysis type, the selected chart appears on the analysis type button.

3. Click **Correlation** within the analysis type panel.  
The visualization changes to a correlation analysis type, the selected chart appears on the analysis type button.
4. Click **Trend** within the analysis type panel.  
The visualization changes to a trend analysis type, the selected chart appears on the analysis type button.
5. Click **Comparison** if you wish to change back to the comparison analysis type.  
The visualization representing your explored data changes.

The data remains the same when an analysis type is selected, only the chart type changes.

#### Related Topics

- [Changing the chart type](#) on page 63

## Changing the chart type

Changing the chart after choosing your desired analysis type is achieved via the lists of chart types for each analysis type button. For example, to change the chart type of the comparison analysis type:

1. Click the **arrow** located on **Comparison**.  
A list of available charts appears (represented as icons) with the current chart type highlighted.
2. Click the desired chart type.  
The chart displaying your explored data changes.

To change the chart type of other analysis types repeat the steps but on a different button.

#### Related Topics

- [Analysis types](#) on page 60

## The visualization legend

When selecting an analysis type and a chart type, a chart is displayed representing your data. Located beside your chosen chart type (on the right of the analysis type pane) is the chart legend. The legend is a simplified table containing the data values, measures, and dimension labels that have been narrowed down by your exploration. It contains the same data presented within the chart.

The legend is split into columns according to the measures and dimensions. The width of the legend is changeable via the divider between the chart and the legend, this can be customized. The size of each column is also adjustable. Additionally, the legend color codes values when you use a colored chart type.

The legend, like the chart, changes and updates according to your navigation and your chosen chart type. For example, changing the focus of a chart from Year to Product Line via the breakdown value lists updates the chart as well as the legend. SAP BusinessObjects Explorer also highlights any data selection you do within the legend and the chart. Highlighting includes multiple value selection using Control clicks or the mouse. Additionally, if you select multiple measures, an extra column is added to the legend.

### Note:

The average displayed in the chart legend is computed from the filtered dataset, not the initial dataset.

### Related Topics

- [Selecting multiple values](#) on page 53

## Sorting values on charts

You can sort values on charts in ascending or descending order. How values are sorted depends on the type of values you select:

- numerical values are ranked from top to bottom or bottom to top
- alphabetical character strings are sorted from A to Z or from Z to A

**Note:**

The rank or sort can only be activated on one data series, or bar, on the chart.

To sort the values displayed on a chart:

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

The values are displayed in ascending or descending order

2. Optional: if you want to change the order:

- Move your cursor onto the box to the right of to the legend header.

The Rank or Sort button appears showing whether the values are displayed in ascending or descending order.

- Click the Rank or Sort button to change the order in which the values are displayed.

3. Optional: to restrict the displayed values to the top "n" number, click the arrow and then type the number of values you want to display into the "Show" field.

For example: if you want only want to display the top 3 states, type "3."

4. Optional: to include an additional data point on your chart with the total for "other" values, click the Other values checkbox.

**Note:**

The "Other values" checkbox is grayed out if your sort is not restricted to a limited number of values.

**Related Topics**

- [The Other member within the legend and the chart](#) on page 65

## The Other member within the legend and the chart

When you rank or sort values on a chart to focus on a specific set of data, you can compare those values with the sum of the values not included in your rank or sort. For example, if you display a bar chart showing Sales Revenue results for the top three states (for example: Texas, New York, California), you can include an additional bar that displays the Sales Revenue total for the other states not included in your top 3 ranking. Your chart now

displays four Sales Revenue results for: "Texas," "New York," "California," "Other."

To display the "Other" values on charts:

1. Click the arrow next to the rank or sort button.
2. Check the **Other values** checkbox.

**Note:**

You cannot drill on Other values.

## Data analysis features

### Sorting facets

To customize your exploration view, you can apply a sort to facet values.

The methods available for sorting are:

- Explorer sort

The default sort method arranges the facet values according to relevancy.

- A to Z sort

Sorts the values in ascending order. For example, a Year facet with values of 2007, 2006, and 2005 is sorted to show 2005, 2006, and then 2007.

- Z to A sort

Sorts the values in descending order. For example, a Country facet with values of UK, USA, France, Norway, and Mexico is sorted to show USA, UK, Norway, Mexico, and then France.

- Smallest to Largest (sort on measure)

Sorts the measure values in ascending order. For example, a Year facet representing sales revenue (with values 2007=\$100750, 2006=\$90500, and 2005=\$200444) is sorted to show: 2006=\$90500, 2007=\$100750, and then 2005=\$200444.

- Largest to Smallest (sort on measure)

Sorts the measure values in descending order. For example, a Year facet representing sales revenue (with values 2007=\$100750, 2006=\$90500, and 2005=\$200444) is sorted to show: 2005=\$200444, 2007=\$100750, and then 2006=\$90500.

You can apply sorting within the "Objects" tab while creating an Information Space. The dimension objects within the "Measures and Dimensions" pane have an icon indicating their sorting method. By default, objects use default sorting, click the object you wish to sort, then choose the sorting method you wish to apply. For example, click **A to Z**, to change the sorting method. The icon changes to the A to Z sort. To return to the default sort, click **Explorer**.

When navigating, you can overwrite the facet sorting by using the sorting methods on the facets.

## Data highlighting

Data highlighting is a simple way of ensuring that data you are focusing upon (for example, via a chart) is also focused elsewhere such as on the legend and the chart labels.

For example, you are analyzing a pie chart representing the sales revenue between various cities in the world. If you click the sector for New York it would become highlighted along with the value label and the legend values. If change your visualization, the highlighting and selection are kept to help you follow your data.

Another example is when you perform a keyword search within the **Explore**: tab, any matches to your keywords within the search results are highlighted within the facets, the breadcrumb, the legend, and the visualization.

There is a relationship between the chart and legend highlighting. The values within the chart are also highlighted if the values in the legend are highlighted.

Data highlighting helps your analysis by providing a clearer view of data and exposing the relationships between visualization and values.

## Facet selection and filtering

After exploring your Information Space via the facets, you can use the chart for analyzing your data. One method of interacting with the chart for further analysis is double-clicking the regions that represent the data (for example, a bar of a bar chart or a sector of a pie chart). This action selects facet values which performs further filtering.

For instance, you can double-click a bar of a bar chart that is representing the sales revenue of 2007. This action causes the 2007 facet value within the Year facet to become selected. The chart changes according to your selection (filtering has been applied), in this case, the chart now shows the sales revenue of 2007, divided into quarters. A single click of a region highlights the data (within the chart and legend) but does not perform selection.

You can also select facets by selecting the chart regions with your cursor. For example, hold down the Shift key click and drag your cursor over the bars of a bar chart. The corresponding facets and facet values are selected and the chart and legend change accordingly. Selecting the regions without holding down the Shift key highlights the data (within the chart and legend) but does not perform selection.

Another method of facet selection is by double clicking the data within the legend.

## Tooltips

When using SAP BusinessObjects Explorer you interact with Information Space data via facets, tables, as well as various other components. There is a straightforward yet effective method to show you extra information while you search and while you analyze, the method is with tooltips.

When you hover over a specific area, the information is based upon this area. The following table shows some examples of tooltips that are shown to you:

Example	Location	Example Tooltip text
sector of a pie representing sales revenue	chart view	Country = France, Revenue = 45000
table header	data table	Customer's last name
universe object representing sales customer details (Customer)	Information Space creation dialog	Customer's last name
exploration breadcrumb	Exploration tab	Sales Revenue > Country : France, Spain, Germany > Year : 2001, 2002

Tooltips thus help you understand the data behind the displayed values.



# Modifying the layouts

## Modifying the exploration layout

When you are using the Exploration tab to navigate throughout your data you may want to change the layout to have a clearer view of certain areas of the tab. You may even wish to hide other areas of the tab from sight.

One of the main methods of changing the layout is resizing. You may wish to resize certain panes, to accomplish this a divider is available to you located between the category facet panes.

To resize a pane you simply click and drag the divider. When you are navigating, the facets are automatically resized according to your activities. You can also change the visualization size. This section introduces you to resizing and some of the ways you can influence the layout.

## Modifying the layout of the exploration facets

There are several methods of modification to the exploration facets, for example you can use a divider to resize and focus on certain facet types. SAP BusinessObjects Explorer will automatically regulate the facets sizes according to your activities such as adjusting to your exploration path and amending the facet pane to the size of your chosen visualization.

Facet types (selected, and suggested) are separated in a pane with a divider between them. To resize the facets:

1. Locate the divider within the facet pane.  
It is between the selected facets and suggested facets.
2. Click on the **divider**.  
Moving the divider allows you to resize.
3. Drag the divider:
  - left to enlarge the suggested facets

- right to enlarge the selected facets

Depending on how much you resize, facets will disappear from screen to allow the facets you want to focus upon to be displayed. A vertical scroll bar also appears.

## Modifying the visualization layout

Within the Exploration tab, it can be useful to resize (maximize or minimize) the visualization representing your data. For example, by making your chosen chart type bigger you have a clearer view of your data. Use the maximize/minimize toggle located between the facets and visualization panes.

### Note:

Resizing impacts facets and other panes within the tab as SAP BusinessObjects Explorer automatically adjusts their sizes or hide them from view.

To change the size of the visualization:

1. Locate the maximize/minimize toggle located between the facets pane and visualization pane.
2. Click the **maximize/minimize toggle**.

If the visualization pane was previously minimized (the default view available to you) the visualization pane maximizes and the facet pane is hidden. If the visualization is already maximized it minimizes and the facets reappear.

If the visualization was a chart then the chart automatically resizes to the new size you have chosen.

The visualization layout changes automatically according to the size of your internet browser. For example, if you resize the browser window, the size of the chart displayed to you adjusts as well as the facets available to you.

# How to export exploration results

You can export your exploration and analysis results from the Explore tab, filtered according to your exploration path.

You can send your results to:

- an Internet browser bookmark (called a favorite within Internet Explorer)
- an email
- a CSV (Comma-Separated Values) file (spreadsheet compatible)
- a PNG (Portable Network Graphic) image file
- a Web Intelligence query

**Note:**

You cannot export Information spaces based on SAP NetWeaver BW Accelerator indexes to SAP BusinessObjects Web Intelligence.

## Exporting exploration results as a bookmark

1. Click the **Export** button located above the navigation facets.  
The button expands showing the export methods available to you.
2. Click **Bookmark**.
3. Using the bookmark browser, select where you want to save the bookmark, type its name, and then click **OK**.

Your exploration context has been saved. When you click the bookmark via your browser, this status of your exploration is loaded and displayed to you. If you are logged out, log back into SAP BusinessObjects Explorer. You can then view your exported exploration status of the Information Space.

## Exporting exploration results to email

1. Click the **Export** button located above the navigation facets.

The button expands showing the export methods available to you.

2. Click **Email**.
3. Use your email application to send the exploration URL.

The URL is contained within the email. The email recipient can click the URL to view your exploration results. The recipient has to log on to SAP BusinessObjects Explorer and have the necessary authorization to the Information Space.

## Exporting exploration results to a CSV file

1. Click the **Export** button located above the navigation facets.  
The button expands showing the export methods available to you.
2. Click **Data**.
3. Choose what data set you want to export.

Option	Description
<b>Entire dataset (All columns)</b>	<p>Exports the entire dataset filtered by your facet selection.</p> <p>For example, if you have selected Texas within the State facet, the data is filtered, and only data related to Texas is exported.</p>
<b>Partial dataset</b>	<p>Exports only the data that the visualization and legend represent.</p> <p>For example, the visualization and legend are showing the sales revenue from 2004 through 2007 for stores in Texas. Only this data is exported.</p>

- Click the entire dataset option to export all of the data filtered by your facet selection.
  - Click the partial dataset option to export the data represented within the visualization and legend.
4. Click **OK**.  
Your browser alerts you that the CSV file is available for download.

#### 5. Download the file.

Your current exploration results (the data set) have been saved with the extension of `.csv.txt`, you can view them by importing the CSV file within your spreadsheet application.

**Note:**

The export only includes raw data. For example, units (such as currency) are not exported and formatting is not applied.

## Exporting exploration results as a Web Intelligence query

**Note:**

You cannot export Information spaces based on SAP NetWeaver BW Accelerator indexes.

1. Click the **Export** button located above the navigation facets.
2. Click **Web Intelligence**.
3. Optional: if you want to refresh or schedule the Web Intelligence document later, check **Refresh On Open**.
4. Type a **Name** to give to the query.
5. Click **OK**.

The dataset is exported filtered by your facet selection.

For example: if you selected "Texas" within the "State" facet, only data related to Texas is exported.

Your exploration results are saved as a Web Intelligence query within your SAP BusinessObjects InfoView Inbox.

## Exporting exploration results as an image

Exporting is accomplished within the exploration tab using **Actions**.

This section describes how you can export your exploration results (the visualization) to a PNG image.

1. Click the **Export** button located above the navigation facets.

The button expands showing the export methods available to you.

2. Click **Image** within the left pane.
3. Type a chart title within **Title:**.  
You can change the chart title by clicking it.
4. Select **Show legend** if you want the legend exported.
5. Use the **Size:** text fields to choose the desired dimensions (in pixels) of the chart.  
Select **Keep ratio** to keep the image ratio.  
Click **Update Preview** to refresh the image preview.
6. If the chart resembles what you want, click **OK**.
7. Using your internet browser, select where you want to save the image, type its name if necessary, and then click **OK**.

The chart is saved as an image, which you can now copy into other document formats.

# More Information

Information Resource	Location
SAP BusinessObjects product information	<a href="http://www.sap.com">http://www.sap.com</a>
SAP Help Portal	<p>Select <a href="http://help.sap.com">http://help.sap.com</a> &gt; 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
<p>SAP Service Marketplace</p>	<p><a href="http://service.sap.com/bosap-support">http://service.sap.com/bosap-support</a> &gt; Documentation</p> <ul style="list-style-type: none"> <li>• Installation guides: <a href="https://service.sap.com/bosap-instguides">https://service.sap.com/bosap-instguides</a></li> <li>• Release notes: <a href="http://service.sap.com/releasenotes">http://service.sap.com/releasenotes</a></li> </ul> <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>
<p>Developer resources</p>	<p><a href="https://boc.sdn.sap.com/">https://boc.sdn.sap.com/</a> <a href="https://www.sdn.sap.com/irj/sdn/businessobjects-sdklibrary">https://www.sdn.sap.com/irj/sdn/businessobjects-sdklibrary</a></p>
<p>SAP BusinessObjects articles on the SAP Community Network</p>	<p><a href="https://www.sdn.sap.com/irj/boc/businessobjects-articles">https://www.sdn.sap.com/irj/boc/businessobjects-articles</a></p> <p>These articles were formerly known as technical papers.</p>
<p>Notes</p>	<p><a href="https://service.sap.com/notes">https://service.sap.com/notes</a></p> <p>These notes were formerly known as Knowledge Base articles.</p>
<p>Forums on the SAP Community Network</p>	<p><a href="https://www.sdn.sap.com/irj/scn/forums">https://www.sdn.sap.com/irj/scn/forums</a></p>

Information Resource	Location
<p>Training</p>	<p><a href="http://www.sap.com/services/education">http://www.sap.com/services/education</a></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><a href="http://service.sap.com/bosap-support">http://service.sap.com/bosap-support</a></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><a href="http://www.sap.com/services/bysubject/businessobjectscounseling">http://www.sap.com/services/bysubject/businessobjectscounseling</a></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>



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