SAP BusinessObjects

SAP BusinessObjects Explorer Online Help

- SAP BusinessObjects Business Intelligence platform 4.0 Feature Pack 3

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Contents

About 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.

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.

  Note:
  These users require authorization to the universes on which they build Information Spaces. Authorization to universes can be set up by your SAP BusinessObjects Enterprise administrator.

- 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.

Getting started

2.1 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.

Using SAP BusinessObjects Explorer in BI Launch pad, you can launch the Explorer as application or you can open and explore an Information Space directly from the BI launch pad document list on the Documents tab.

If you launch Explorer as application, you can manage and explore Information Spaces. You can define and create new Information Spaces and you can change existing Information Spaces. You can also schedule the indexing for Information Spaces and open existing Information Spaces for exploration.

If you open an Information Space from the document list, you can explore the Information Space.

2.2 What is an Information Space?

An information space is a collection of objects that map to corporate data for a specific business operation or activity, for example product sales, employee performance, product inventory, delivery tracking, or player statistics for a sporting event.

SAP BusinessObjects Explorer users type in key words related to a business question to analyze, to retrieve the information spaces that contain the relevant data.

The data in information spaces is organized in data sets called facets. A facet is a list of values available for an object in the information space. For example, a facet called "Vehicle" could include values such as "Car", "Bicycle", "Motorbike", "Truck", and other types of vehicles. Facets contain the data that you are interested in exploring to find variance and trends.

Information spaces are created in the Managing Spaces part of Explorer by power users on top of corporate data providers for example SAP Hana, universes, BWA, and Excel spreadsheets.

2.3 What is an Exploration view?

An exploration view is a saved exploration on an information space. Exploration views are organized thematically within folders called exploration view sets. An exploration view can be used to show a detailed analysis on a targeted area of the data, for example, an exploration view set called Rugby World Cup 2011 could contain exploration views dealing with specific aspects of the tournement such as offensive statistics, defensive statistics, or player rankings per game. You access an exploration view from its exploration view set which is listed in the Explorer Home tab.

An exploration view set can include exploration views from different information spaces, so a user can now have quick access to pre-filtered information for a common information theme over different data sources.

Exploration views and view sets are described as follows:

This...	Is...
Exploration view	A saved exploration on an information space that can be used to expose and explore a specific part of the data on the information space. An exploration view can only have one information space as its data source. Within an exploration view you can edit charts, tables, and filters exposed by the exploration view set. The exploration view usually represents a very targeted part of the information space that is related to a specific business question or information theme.
Exploration view set	A container for one or more exploration views based on either the same, or different, information spaces. It is the starting point to create or add more specific explorations using exploration views. Before you create an exploration view, you must first create an exploration view set as a view container. Exploration view sets are accessed from the Explorer Home tab.
View element	Any visual element that is used on the information view, for example, graphs, tables, and charts.

Note:
In this guide and in certain parts of the Explorer user interface, the following abbreviations can be used for exploration views and associated components:

Full name	Abbreviated name
Exploration view set	View set
Exploration view	View
View element	Element

Related Topics

- Creating Exploration Views and View Sets

2.4 Starting at the Home tab

The Home tab appears each time you log into Explorer. The Home tab is the starting point for performing keyword searches, and exploring information spaces and exploration view sets.

The Home tab contains the following components:

Home tab components	Description
Search box	The search box, located at the top of the tab is the entry point to searching. Start 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 and Exploration view set pane	Central section of the tab that displays the list of available Information spaces and Exploration view sets. Click an information space or exploration view set name to launch the Exploration tab and begin exploring. **Note:** You can only see the information spaces and view sets that you have the rights to access. If the information space or view set is stored within a certain folder with restricted access, you may not be able to access it.
Show properties button and Properties pane	When clicked, the Properties pane appears to the left of the Home tab. The Properties pane lists general information for a selected information space or view set. Depending on what is selected you have the following properties shown: • Information Space: Measures, facets, and view sets defined for the information space. • Exploration view set: Exploration views defined in the view set.
Upload a spreadsheet to explore pane	You browse to a local Excel file for exploration.

2.5 Searching for data

You search for data by entering key words in the Search box. A keyword, or a set of keywords, is used in a Search to retrieve information spaces that have related content.

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.

2.6 What is an analysis type?

An analysis type is a predefined method for analyzing data. Analysis types are shown in the analysis bar to the left of the visualization pane. Each analysis type offers various charts and graphs to view and analyze your data.

The following analysis types are available:

Analysis type	Example of use
Comparison	Comparing the sales revenue between two countries.
Percentage	Determine who had the highest sales as part of a total sales value.
Correlation	View the relationship between the cost and sales revenue of a product over the last three years.
Trend	Analyze a trend in sales revenue growth over four quarters in a year.

Analysis type	Example of use
Geography	View differences in regional sales for countries in Europe directly on a geographical map of Europe. **Note:** The Geography analysis type is only available for dimensions defined as the type Geography. Refer to Related Topics for the section that describes how to set up a Geography type for dimensions based on a universe or an Excel spreadsheet data source.

Related Topics

- What is an analysis type?
- Setting up geographical location maps for analysis
- Analysis types

2.7 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)

2.8 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.

Related Topics

- Exporting exploration results

Setting up data sources for exploration

3.1 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.

Note:
Information spaces built on universes are subject to the accuracy and design robustness of the universe. If an exploration of data in an information space results in unusual or unexpected results that are not explained by an analysis of the data, then you can check with your administrator to ensure that the problem is not due to incorrect universe design.

To create an Information Space:

1. Select **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 and Excel files are published in InfoViews in "Excel spreadsheets".

   Note:
   You can only view Information Spaces to which you have access.
3. Click **New**
   The Space Creation dialog box appears with the tabs: **Properties**, **Objects/Configure Excel File**, **Scheduling** and **Personalization**.

   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. Go to tab **Objects** and select the objects for the Information Space.

   Note:
   You must select at least one dimension.

   Move the objects from the **InfoProvider** pane to the folders **Measures**, **Facets** and **Filters**.

   To select objects, you can:
   - Add, move and remove objects with the arrows or with drag and drop.
   - Select multiple objects and move them at once.
   - Rename selected objects with the icon "Rename" next to the object. You can rename dimensions, measures and facet groups.

   Note:
   The **Details** pane to the right of the **Objects** tab, lists the properties for each object selected in the Facets, Measures, and Filters pane. You can edit the name, description, dimension or measure type, and sorting, depending on the type of object selected.

8. Optional: Create a facet group

   With facet groups, you can group objects that need to be linked together semantically or that need to be displayed in a specific order.

   To create a facet group, select the icon "Create a New Group". A new folder is created in selected objects pane. Add dimensions to this group. The dimensions can either be unselected or already selected in the ungrouped facets or another group. Order the facet in the sequence they should be displayed for exploration. You can remove or ungroup a facet group, with the icon "Delete Selected Group".

   During exploration, the grouped facets are displayed in the defined sequence seperated with dotted lines in the facet pane. Additional display options can be chosen in the next step.

9. Order facets for exploration

   With the drop down list **Facet display**, you can define the display order for facets during exploration. You have the following options to order facets and facet groups for exploration:

Option	Description
Show facets in the defined order	Facets and facet groups are presented for exploration in the same order as displayed on the Objects tab. This is the default option.
Show a representative for each group	One facet for each facet group is displayed in an initial sort order. By default the first facet in each group is displayed, but the user can choose which representative facet is given display priority by clicking the facet group. The other facets in each group are available, but displayed seperately after the initial single facet display order.
Order facets by filtering capability	Facets and facet groups are displayed in an order determined by Explorer. The order is calculated based on optimizing the number of unique rows available for each dimension. The facets are prioritised on the ability to return search values.

Note:
If you change the facet display after indexing, you have to index the Information Space again to apply the changed display order.

10. To test the compatibility of selected objects, click **Validate**. If further input is required, you are prompted with a dialog wizard:
    - 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.
11. 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
A to Z	Arranges the object values within facets in ascending (A to Z sort) order.
Z to A	Arranges the object values within facets in descending (Z to A sort) order.
Smallest to Largest	Arranges the object values within facets according to their measure values in ascending order.
Largest to Smallest	Arranges the object values within facets according to their measure values in descending order.
Explorer	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.
12. On the **Scheduling** tab, choose the index scheduling for the Information Space:

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

13. 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.

14. 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
- Sorting facets
- Using prompts
- Using filters
- Using aggregated values
- Scheduling
- Personalizing an Information Space

3.1.1 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 universes are not supported.

3.1.2 Creating Information Spaces with Excel files

The Excel file must be published in a public folder in InfoView. The file formats have to be" .XLS" or ".XLSX."

Note:
To ensure that the Excel files can be successfully used for information space creation, it is recommended that the Excel files are kept as simple as possible, and do not contain complex formatting, images, filters, hyperlinks, and other additions that could prevent the Excel file being treated as a flat file.

To create an Information Space with an Excel file:

1. Select **Manage Spaces**.
2. Select a file in **Excel spreadsheets**.
3. Select **New**.

   The Space Creation dialog box appears with the tabs: **Properties**, **Configure Excel File**, **Scheduling** and **Personalization**. Specify information in the Properties, Scheduling and Personalization tabs in the same way as you do for information spaces based on universes.
4. On the tab **Configure Excel file**, you can define each column to be displayed as a dimension or measure. You can also hide a column. You also have the following options for certain dimension types:

Column type	Available display option
Time	You can select the dimension to be displayed with month or day labels.
Geography	You can select Geography to display geographical data as a map.

5. Re-index the information space.

   The new information space based on an Excel sheet is available in the Home tab for exploration. Ensure you refresh the Home tab to see the new information space.

Related Topics

- Setting up geographical location maps for analysis
- Creating an Information Space

3.1.3 Creating a calculated measure

A calculated measure is a measure that is a combination of two or more calculations. You can create a calculated measure in the Objects tab of Manage Spaces. This calculated measure is saved in the information space and is always available for exploration.

You create a calculate measure as follows;

1. From the Objects tab of Manage Spaces, click the Add calculated measure button to the left of the Facets, Measures, and Filters pane.

   The Add Calculate Measure box appears.
2. Enter name and description for the new calculation
3. Select the first measure for the calculation
4. Select an operator for the calculation (add, subtract, multiply or divide)
5. Select the second measure for the calculation
6. Select **OK**

   The new calculated measure appears in the Facets, Measures, and Filters pane.

Related Topics

- Calculating measures

3.1.4 Specifying measure polarity by color

You can specify whether a measure indicates good or poor performance by setting the trend polarity of the measure. For example, a measure that calculates carbon emissions from different car models needs to be interpreted differently from a measure calculating income or sales; a high result in carbon emission is an indication of poor performance, so it is more realistic that these values are indicated in red, not green

Measure polarity can be customized for measures and calculated measures in the following charts:

- Geography regional
- Percentage Treemap

1. From Manage Spaces, click the Objects tab.
2. Click a measure in the central pane.
3. In the Details pane, select one of the following polarity values for the measure from the **Trend is good when** drop down list:

Measure polarity	Description
Increasing	Values are green when increasing values are considered positive.
Decreasing	Values are green when decreasing values are considered good.
Neutral	Neutral colors are used that are not necessarily associated with good or poor performance.

4. Click OK.

   The change in color is implemented in the geography or percentage treemap charts.

3.1.5 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.

3.1.6 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:

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

3.1.7 Using aggregated values

When defining an Information Space you choose objects from a data provider (such as an SAP BusinessObjects universe). 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.	

Method	Description	Example
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
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 Information Design Tool* 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.

3.1.8 Setting up geographical location maps for analysis

You can add a Geography analysis type in the analysis bar to the left of the visualization pane. You use Geography to analyze data by geographical distribution directly on a geographical location map.

This type of chart can help visualize differences in cities or regions directly while visualizing the targeted country map.

You can also customize how different locations can be associated with each other by manually associating a location to a geographical area.

You set up the Geography analysis type in the information space by setting the Geography property for a dimension based on a universe or column in an Excel data source.

1. Click an Information space.
2. Click Manage Spaces.
3. Depending on the data source, click one of the tabs:
   - Objects
   - Configure Excel File
4. Do one of the following:

For this data source	Do this...
Universe	Click a geography dimension. From the Details pane, select the property Geography from the Dimension drop down list. Click the button next to the drop down list.
Excel spreadsheet	Click a geography column. From the Dimension drop down list, select Geography as a property for the column.

   A geographic parameters box appears. You set the hierarchical level of the geography dimension that you want to appear on a map.
5. Select one of the following geographical levels from the drop down list:

Geographical level	Description
Country	Country
Level 1	Depending on the administrative organization of a country, this could be state, or region.
Level 2	Depending on the administrative organization of a country, this could be department, or county.
Cities	Capitals and cities of 100,000 inhabitants are displayed.

6. Click Load.

   A geographic parameters box shows the matching values found for each dimension or row value. Geographical matches that can not be found with certainty are indicated with colored icons. For uncertain matches you have proposition options to manually select or specify a matching location, or to hide the unmatched location in the geography map.

7. If you have uncertain matches, or want to edit the found matches, select one of the following options from the Proposition column drop down list.

Proposition	Description	Further action
Select a location	A list of suggested location matches is proposed.	
Use a nearby location	You can specify a location that maps to the geographical location that has not been matched. For example you specify Samoa to locate a zone called Oceania, which may not be easily located because of its size and diversity.	When selected, a Nearby location box appears. Type the location and click Find. Explorer presents matches to your text. Select a match and click OK.
Hide in Geography chart	When selected the selected value does not appear in the Geography chart in exploration.	

8. Click OK.
9. Re-index the information space.

   The next time the information space is explored, the Geography analysis type appears as a chart option for the affected dimension.

Related Topics

- Creating Information Spaces with Excel files
- Analysis types

3.1.9 Using universe object formatting

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

Universe object formatting via SAP BusinessObjects Information Design Tool 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 Information Design Tool, for further information on object formatting, see the SAP BusinessObjects Information Design Tool 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

3.1.10 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 defined on the **Manage Spaces** tab. It allows you to index Information Spaces directly in Information Space list with the **Index Now** button. You can also schedule Information Spaces to be indexed on a regular basis: once, hourly, daily, and monthly. You can schedule an Information Space for periodical indexing on the **Scheduling** tab in the **Editing Information Spaces** dialog box.

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 **Index Now** button in the Information Space list on the **Mange Spaces** tab.
None	There is no indexing, this setting is the default for new Information Spaces.

Scheduling type	Description
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.
Periodically	You can define below, if the scheduling should run on a by-minute, hourly, daily or weekly basis.
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.
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.

In the **Scheduling Details** area, enter a user ID in the "Account to Run Scheduling " field and the corresponding password. The user needs to have the authorization to schedule indexing.

In the **Scheduling Time Range** area, you can enter date and time directly or choose dates directly with the calendar. The calendar is a dialog that allows you to choose a date directly.

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

3.1.10.1 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.

Icon	Description	Tooltip example
	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

3.1.10.2 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 Information Design Tool and increase the universe query limits.

3.1.10.3 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**.

3.2 Creating Exploration Views and View Sets

An exploration view is a saved exploration on an information space. You access exploration views from within a parent exploration view set.

Before you create an exploration view, you must have an existing exploration view set to store the view. You can create an exploration view set either from the properties pane for an information space on the Home tab, or directly from an exploration on an information space.

Once you have an exploration view set, you can add exploration views directly from further explorations within the view set, or add exploration views from different information spaces.

3.2.1 Creating an Exploration View Set

You can create an exploration view set directly from an information space exploration, or from the properties pane for an information space on the Home tab.

- From an exploration in an information space, Click "Create View Set " from the menu bar. The exploration is saved as a view set. You can create exploration views from the Exploration View drop down list on the menu bar.
- From the Home tab, click an information space and click "Create View Set " from the properties pane for the information view. An empty exploration view set appears, you can start exploring and save the exploration as an exploration view set.

Related Topics

- Creating an Exploration View

3.2.2 Creating an Exploration View

You can save an exploration on an information space as an exploration view. If you do not already have an exploration view set to store the exploration view, you need to create an exploration view set.

1. From an exploration in an information space, or an existing exploration view set, Click Add to View Set .
2. Select a View Set to store the exploration view.
3. Click OK.

   The exploration view appears in the "Exploration View " drop down list in the menu bar.

Related Topics

- Creating an Exploration View Set

3.3 Managing Information Spaces

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, i.e.SAP BusinessObjects universes in unx format.

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.

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.
- edit an existing Information Space.
- duplicate an Information Space, make modifications and save it as a new one.
- personalize an Information Space for different users.
- delete an Information Space.

3.3.1 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.

   Note:
   If keywords are added to the Information Space that do not correspond to keywords defined in the data source, data may not be retrieved for these keywords when performing a search.

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 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 SAP Business Objects Information Design Tool 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
A to Z	Arranges the object values within facets in ascending (A to Z sort) order.
Z to A	Arranges the object values within facets in descending (Z to A sort) order.
Smallest to Largest	Arranges the object values within facets according to their measure values in ascending order.
Largest to Smallest	Arranges the object values within facets according to their measure values in descending order.
Explorer	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 prefined 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
None	There is no indexing, this setting is the default for new Information Spaces.
Once	Indexing occurs when desired.
Minutes	Indexing occurs every N number of minutes.
Hourly	Indexing occurs every N number of hours.
Daily	Indexing occurs every N number of days.
Weekly	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
- Sorting facets
- Using prompts
- Using filters
- Using aggregated values
- Scheduling

3.3.2 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

3.3.3 Personalizing an Information Space

Create an Information Space that can be used as personalization layer. This Information Space typically uses a data provider that contains relevant dimensions for personalization purposes, e.g. user, store, region.

With the personalization of an Information Space, you can filter the content of an Information Space that can be explored by a single user, e.g. a store manager can only see the data of his location. Therewith, you can reuse a personalized Information Space for several users.

Create a personalization layer and use it to personalize an Information Space:

1. Select **Manage Space**.
2. Select a data provider and click **New**.
3. Enter the properties and deselect **Show on Home page**.
4. Select the dimensions.

   Select a dimension that contains the users you want to personalize and select the dimensions that contain data you want to filter.
5. Enter the scheduling information.
6. Select **OK**.
7. Create a new Information Space that you want to personlize.

   You can also open an existing Information Space for editing to personalize it.
8. Go to tab **Personalization**
9. Select **Personalization using a Reference Information Space**.
10. Select the Information Space you created for personalization as **Reference Information Space**.
11. Select the user dimension as **User Object**
12. Add a filter for the dimensions you want to personalize.

    Select the icon "Add New Filter". In the reference facet list, you find the facets of the personalization layer and in the local facet list, you find the facets of the Information Space that you currently personalize. Assign a local facet to the corresponding reference facet, e.g. store name.

    During exploration, a user can only see the data to the stores he is assigned to.

You have personlized an Information Space for different users. Logging on to this Information Space, every user can only explore the data that is filtered for him.

Related Topics

- Creating an Information Space

3.3.4 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.

Exploring data

4.1 Searching for information

4.1.1 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.

- “Did you mean“ search assistance

  Spelling corrections are suggested for search queries. Explorer will now suggest, and in certain cases, automatically execute alternative queries with spelling corrections on the original query for all metadata and information space data based on universe data sources.

  Note:
  This “Did you mean“ feature does not currently support Hana and Business Intelligence Accelerator (BIA) data.

Related Topics

- Performing a search
- Search tips and wildcards

4.1.1.1 Performing a search

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

4.1.1.2 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"
Retrieve content that matches one or more words contained in a string.	Two options: • insert a space between each word • type "OR" between each word **Note:** Insert a space before and after "OR"	• Europe EMEA • Europe OR EMEA Returns content that includes Europe or EMEA or that contains both words.

Search Functionality	Syntax	Example
Retrieve content that matches all the words contained in a string.	Two options: • type "+" before each word • type "AND" between each word. **Note:** Insert a space before and after "AND"	• +Europe +EMEA • Europe AND EMEA Returns content that includes both Europe and EMEA.
Do not retrieve content that matches specific words.	Two options: • type "-" before each word you want to exclude from the search • type "AND NOT" before each word you want to exclude from the search. **Note:** Insert a space before and after "AND NOT"	• Americas -USA -US • Americas AND NOT USA AND NOT US Returns content for Americas that does not include USA and that does not include US.
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.

4.1.2 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

- Navigating through an Information Space

4.1.2.1 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.

4.1.2.2 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

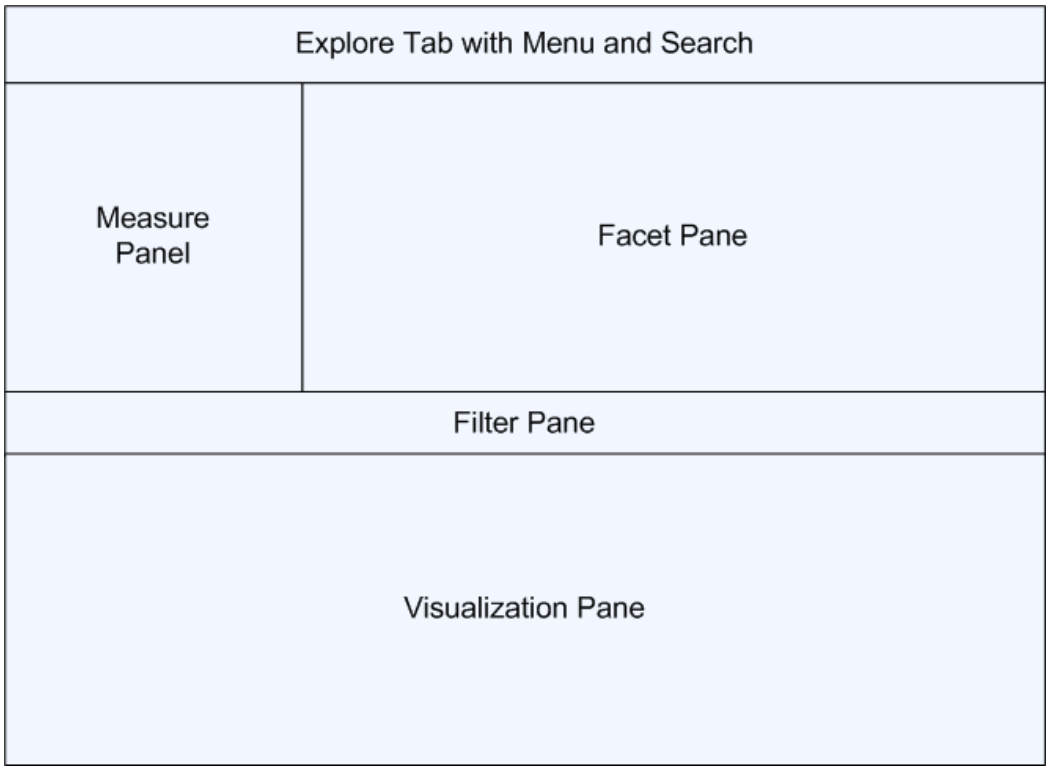
4.2 Exploring Information Spaces

By selecting an Information Space on the Home tab, you open the Information Space for exploration on the Explore tab. When you open more than one Information Spaces, each of them is displayed in seperate Explore tab.

The Explore tab is split in several panes with an area for available facets (the facet pane), an area for the filtered facets (filter pane) and an area containing the visualization for analysis (the visualization pane). The facet pane also contains the measure panel on the left hand side where all available measures of the Information Space are listed. In the toolbar of the Explore tab, you can select if you want to view all panes or only the facet or visualization pane.

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

The following diagram shows the screen areas of the Explore tab:



Related Topics

- Navigating through an Information Space
- Exploring local Excel files

4.2.1 Navigating through an Information Space

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

To navigate through the Information Space:

1. Select the measure that you want to focus upon.

When you open an Information Space, one measure is already selected. The selected measure is used in the facet and in the visualization pane. If you want to focus on another measure, select the desired measure. The change is immediately taken into account.

You can select one measure in the facet pane. This main measure is used for all facets. In the visualization pane, you can add up to two measures. To select the additional measures, click the arrow on the right of the main measure and select one or two additional measures. Your visualization changes according to your chosen measures and the additional measures are added to the legend.

2. Locate the facets situated in the facet pane.

   Note:
   Use the scrollbar to view facets that are not displayed.

   The facets contain the data source objects that you can use for navigation. When you open an Information Space, no facets are filtered. The filter pane is empty.

3. Set a filter on a facet value that you want to focus upon.

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

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

     The **Explore more...** dialog appears.

   Select a value in the opened facet. The facet containing the selected value is removed from the facet pane and is added to the filter pane. You can repeat this step for all facets you want to set a filter for.

   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

4. Select additional values in a filtered facet

   Click on the collapsed facet box in the filter pane and select the desired value. To select several values in the list, use the control key of the keyboard.

   All selected values are listed in the collapsed facet.

5. To unselect a facet and remove the filter, click the cross on the right corner of the collapsed facet box.

   To remove all values of a filtered facet and all facets placed after this facet, press and hold the shift key before clicking on the cross icon.

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

- The search box within the Explore tab

- Facets and Information Spaces
- Calculating measures
- Selecting multiple values
- Facet pane scrollbar
- The filter pane

4.2.1.1 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 in orange. 2003, if found, is also highlighted within the filter pane, the chart, and the legend. If a matching result is in a collapsed facet but is not a selected value, the collapsed facet in highlighted in orange.

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

Note:
When you perform a search on facet values using wildcards, a maximum of 1024 matches is returned.

4.2.1.2 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.

Measures

Measures are listed in the measure panel in the Exploration tab. The measure panel is located on the left hand side of the facet pane. 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.

Related Topics

- Navigating through an Information Space

4.2.1.3 Calculating measures

To calculate a measure, the Information Space needs to contain at least two original measures from a data source.

With this function, you can define measures based on existing measures in the Information Space. You can use the calculated measures during exploration for each facet and for visualization. You can export the exploration results to a CSV file or as a WebIntelligence query.

To define a calculated measure:

1. Select **Add Calculation** in the measure panel.
2. Enter name and description for the new calculation
3. Select the first measure for the calculation
4. Select an operator for the calculation (add, subtract, multiply or divide)
5. Select the second measure for the calculation
6. Select **OK**

The new defined measure is available in the measure panel. You can use it for exploration as other measures.

To edit or delete calculated measure, use the icons next to the affected measures.

To save calculated measures for other session, bookmark the exploration to your browser. When you call it from your browser favorite list, the calculated measures are available as before.

You can export the exploration results to a CSV file or as a WebIntelligence query. In a CSV file, the result of the calculated measure is displayed. In a WebIntelligence query, the calculated measure is displayed as formula.

Related Topics

- Navigating through an Information Space

4.2.1.4 Selecting multiple values

Selecting a value (whether in a facet or a chart) is simple, and is achieved by clicking the value. When you click a data table or chart value, the value is highlighted to simplify your analysis. You can also select multiple values in the measure facet, the dimension facets, the Explore more... dialog and the chart legend to analyze your data.

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.

4.2.1.4.1 The Explore more... 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 **Explore more...** 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 **Explore more...** option appears below the top ten facet values. The option, when clicked, displays all values in the **Explore more...** 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:
As default a maximum of 100 values can be selected within the **Explore more...** 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 **Explore more...** dialog, the facet values that match the search criteria are not highlighted.

Related Topics

- Selecting multiple values

4.2.1.5 Facet pane scrollbar

The scrollbar in the facet pane is 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 scrollbar.

To see the facets that are not displayed, navigate with the scrollbar forward or back. During the navigation, the tooltip shows the facets that will be displayed when releasing the scrollbar. 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.

4.2.1.6 The filter pane

When navigating through your data you can see the selected facets and values in the filter pane. The filter pane is located between the facet pane and the visualization pane within the Exploration tab.

The selected facets are displayed as seperate collapsed boxes. When you select more facets than can be displayed in the filter pane, you can use the back and forward buttons to navigate through the selected facets. You can also change the selected facet values in the filter pane.

4.2.2 Saving exploration results as a bookmark

You can save an exploration as a bookmark.

Note:
When saving an exploration as a bookmark using the Mozilla Firefox browser, you must edit the bookmark properties to ensure the exploration opens in the main window and not the side pane. Do this as follows: Right click the bookmark and select **Properties** from the context list. Clear the **Load this bookmark in the sidebar** "" check box, and click **Save** "".

1. Click the Bookmark icon or menu item as you would to bookmark any other web page.
2. 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 as a bookmark. When you load the bookmark, the exploration page is displayed. If you are logged out, log back into SAP BusinessObjects Explorer.

4.2.3 Exploring local Excel files

The Excel file must be available on your computer.

To explore a local Excel file:

1. On the "Home" tab, go to **Upload a spreadsheet to explore** and browse for an Excel file (.xls or .xlsx) on your computer and upload it.
2. Optional: Select "Preview and Configure", if you want to configure your data.

   You can define for each column in your file, if it should be displayed as dimension or measure. You can also hide a column.
3. Select "Explore Now".

You can explore your file like an Information Space.

Related Topics

- Creating Information Spaces with Excel files
- Navigating through an Information Space

4.3 Data analysis features

4.3.1 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.

4.3.2 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 filter pane, 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.

4.3.3 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.

4.3.4 Adding a second dimension for analysis in charts

You can add a second dimension to the following type of charts:

- Trend line chart
- Bar chart

Adding a second dimension to a chart allows you to visualize a second axe of analysis for your data within the same chart. You can continue to add and change measures as you would for a single dimension, the operations are affected to both dimensions.

1. From a Trend or Bar chart click the dimension drop down list box next to the current dimension.
2. Select a dimension in the list.

   You have the following options to apply to the second dimension in the chart:

<table>
<tr><th>Dimension sort options</th><th colspan="3">Description</th></tr>
<tr><td rowspan="6">Sort priority</td><td colspan="3">What values to you want to be shown by priority for the dimension? You have the following choices:</td></tr>
<tr><td>Sort</td><td colspan="2">All values are displayed to a maximum of 1000 rows.</td></tr>
<tr><td>Top</td><td>The top ranking values are displayed. .</td><td rowspan="4">You define the number of rows to include in the Number of Rows box.</td></tr>
<tr><td>Bottom</td><td>The bottom ranking values are displayed</td></tr>
<tr><td>First</td><td>The first values in the list are displayed.</td></tr>
<tr><td>Last</td><td>The last values in the list are displayed</td></tr>
<tr><td>Number of rows</td><td colspan="3">How many values for the dimension do you want to appear in the chart?</td></tr>
<tr><td rowspan="4">Sort criteria</td><td colspan="3">Based on the sort priority selected, what sort of values for the dimension do you want to prioritize?</td></tr>
<tr><td colspan="2">Sort</td><td>Select either dimension or a measure</td></tr>
<tr><td colspan="2">Top or Bottom</td><td>Select a measure</td></tr>
<tr><td colspan="2">First or Last</td><td>You can only select the current dimension</td></tr>
</table>

3. Select the dimension sort options and Click OK.

   For bar charts with a second dimension you have the display options that appear as radio buttons under the chart. These allow you to change the display as follows:

Bar chart second dimension display option	Description
Left button	Default single color display for all values. The second dimension values are shown in a grid under the chart for the first dimension.
Center button	Shows a different color for each second dimension value but all values are combined on a single bar for the first dimension
Right button	Shows a different color for each value.

4.3.5 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

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

4.4 Analyzing explored data

Looking at your data through the exploration facets is valuable but often it is easier to analyze values using 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 of data without necessary knowing the numbers behind the visualization.

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

4.4.1 The data table

The data table allows you to see the raw data that is behind the charts. You can navigate through data presented in rows and columns.

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.
3. Customize the view

   To customize the view of a table, you can resize each column and move the columns within the table using drag and drop. The costumized view is available until you close the session.

4.4.2 Analysis types

The analysis types are used to modify how 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.

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.

There are five analysis types available:

Analysis type	Description	Available charts
Comparison	Use to view the differences between values. It provides the simple comparison of categorical divisions of measures. It is the default analysis type. For example, you could use a bar chart to compare the differences in your sales revenue between different countries.	• vertical bar chart • horizontal bar chart • bar chart with two y axes • radar chart • multiple radar chart • surface chart • tag cloud chart

Analysis type	Description	Available charts
Percentage	Use to show show the percentage of parts to a whole. It shows values as ratios to a whole. The legend shows the percentage and the total values. The chart types available are: 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).	• pie • multiple pie chart • vertical 100% stacked bar chart • horizontal 100% stacked bar chart • treemap
Correlation	Use 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.	• scatter chart • bubble chart The size of bubbles within the chart is determined by a third measure.
Trend	Use to show 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. For example, you can use a line chart to view sales revenue trends of a product throughout a range of years.	• line chart • line chart with two y axes • Multi-bar chart • Multi-line chart (multiple measures)
Geography	Use to show a map of the country object used in the analysis. The data for dimensions sorted by country are shown on the map. This is useful to see the geographical spread of data for any single country. **Note:** The Geography analysis type is made available by selecting the Toponym property for the Country dimension in a universe, or the Country column in an Excel spreadsheet, from the Edit Information Space box.	Country chart

Related Topics

- Changing the analysis type to read the data
- Setting up geographical location maps for analysis

4.4.2.1 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.

- **Percentage**
- **Correlation**
- **Trend**
- **Geography**: Available if a dimension has been defined with type Geography.

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 **Percentage** within the analysis type panel.

   This changes the visualization of your explored data to a percentage 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

4.4.2.2 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

4.4.3 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

4.4.3.1 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

4.4.3.2 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.

4.5 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.

4.5.1 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.

4.5.2 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.

4.6 Exporting exploration results

You can export your exploration and analysis results from the Explorer tab, filtered based on your exploration.

Note:
Export options depend on the data provider used to construct the information space. For example exporting to Web Intelligence query is unavailable for an information space based on an Excel data source.

You can send your results to:

- a data file as format CSV (Comma-Separated Values) file which is spreadsheet compatible
- an Excel file
- a Web Intelligence query
- an image file as PNG (Portable Network Graphic) format.

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

   - 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.

4.6.2 Exporting exploration results to an Excel file

1. Click the **Export** button located above the navigation facets.
2. Click **Excel**
3. Click an export option. You can either export the entire data set filtered by the values selected in the active exploration or export only the data within the visualization and legend.
4. Click OK.

5. Select a target directory for the Excel file and click Save.

4.6.3 Exporting exploration results as an Web Intelligence query

1. Click the **Export** button located above the navigation facets.
2. Click **Web Intelligence** .
3. Optional: if you want to refresh or schedule the WebIntelligence 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 BI launch pad Inbox.

4.6.4 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.

Accessibility

SAP BusinessObjects Explorer provides an accessible usage for users who use the keyboard to navigate in the application. The keyboard access is always available in the tool for all user and do not require special installations or settings.

You can search, select and explore Information Spaces and Microsoft Excel files.

5.1 Keyboard Access for Explorer

The table below lists the most important tasks in Explorer and shows you the actions of each task and the keyboard commands accosiated with these actions.

A detailed documentation of these tasks is available in the corresponding chapters in the Online Help.

General keyboard commands

Task	Action	Keyboard Command
General Keyboard Navigation	Navigate to next UI element	Tab
	Navigate to previous UI element	Tab + Shift
	Focus in complex elements	F2
	Focus out complex elements	Esc
	Move to next list element	Arrow right / Arrow down
	Move to previous list element	Arrow left / Arrow up
	Move to the top / bottom element of the list	Home / End
	Move to the the top / buttom element of the currently visible list	Page Down / Page Up
	Select an element	Space

Task	Action	Keyboard Command
Navigating between tabs	Move to next tab	Arrow right
	Move to previous tab	Arrow left
	Switch to tab	Space
	Close tab	Ctrl + Shift + F4

Keyboard commands on the Home tab

Task	Action	Keyboard Command
Searching an Information Space on the Home tab	Navigate to search text box	Tab / Tab + Shift
	Enter search text	
	Navigate to search button	Tab / Tab + Shift
	Start search	Space
Selecting an Information Space on the Home tab	Navigate to the UI element with the available Information Spaces	Tab / Tab + Shift
	Focus in Information Space list	F2
	Focus out Information Space list	Esc
	Select an Information Space	Arrows up / down
	Expand / Collapse Information Space details	Arrows left / right
	Navigate to Information Space at the top / bottom of the list	Home / End
	Navigate to Information Space at the top / buttom of the currently visible list	Page Down / Page Up
Refreshing the Information Space list	Navigate to the Refresh button	Tab / Tab + Shift
	Start refresh	Esc

Task	Action	Keyboard Command
Managing Information Spaces	Navigate to the Manage Spaces button	Tab / Tab + Shift
	Open the Manage Spaces tab	Space
	Select the Data Source area	Tab / Tab + Shift
	Navigate to a data source	Arrows up + down
	Open a folder in the Data Source area	Space
	You can check the data sources and their Information Spaces.	
Uploading a Microsoft Excel file	Navigate to the Browse button	Tab / Tab + Shift
	Open the system file dialogue to select a file	Space
	Navigate in the system file dialogue	Arrows up / down
	Select a file in the system file dialogue	Enter
Previewing and configuring an Excel file	Navigate to the Preview and Configure button	Tab / Tab + Shift
	Open the configuration dialogue	Space
Exploring an Excel file directly	Navigate to the Explore Now button	Tab / Tab + Shift
	Start the exploration.	Space

Keyboard commands on the Explore tab

Task	Action	Keyboard Command
Selecting an option in the toolbar	Navigate to the option button (e.g. visualization or Bookmark)	Tab / Tab + Shift
	Select the button	Space
Searching in the Explore tab	Navigate to the search field	Tab / Tab + Shift
	Enter the search text	
	Start the search	EnterTab / Tab + Shift

Task	Action	Keyboard Command
Exploring the measure panel	Navigate to the measure panel	Tab / Tab + Shift
	Move to next / previous measure	Arrows up /down
	Select a measure	Space
	Move to next / previous measure without selecting it	Ctrl + Arrows up / down
	Select an additional measure. You can select up to 3 measures.	Ctrl + Space
Adding a calculation	Navigate to Add Calculation...	Tab / Tab + Shift
	Open the calculation dialogue box	Space
	Enter Name and Description	
	Select the first / second measure	Ctrl + Arrow down -> Enter
	Select the operand	Arrow right /left -> Space
	Select OK	Space

Task	Action	Keyboard Command
Exploring the facets	Navigate to the facet container	Tab / Tab + Shift
	Focus in the facet container	F2
	Navigate to the next / previous facet	Arrow right /left
	Focus in a facet	F2
	Navigate to the next / previous facet value	Arrows up /down
	Select a value for filtering	Space
	Select multiple values in a given range for filtering	Shift + Arrows up /down
	Select single multiple values for filtering	Ctrl + Arrows up /down -> Space
	Select Explore more... in a focused facet	Tab / Tab + Shift -> Space
	Select the sort button in a focused facet	Tab / Tab + Shift -> Space
	Close a focused element	Esc
Modifying filters	Navigate to the filter pane	Tab / Tab + Shift
	Focus in a filter	F2
	Navigate to next / previous filter	Arrow right /left
	Open a filter	Space
	Select another filter value. You can also select multiple values using Shift and Ctr commands.	Arrow right /left -> Space
	Delete the filter	Ctrl + Shift + F4

Task	Action	Keyboard Command
Modifying the visualization	Navigate to the Chart or Table button	Tab / Tab + Shift
	Select the button	Arrow right /left -> Space
	For charts, open the drop down list for Comparison, Percentage, Correlation or Trend	Ctrl + Arrow down
	Select a list element	Tab / Tab + Shift -> Space
	Navigate to the chart elements You can modify the values in these elements with the general keyboard commands.	Tab / Tab + Shift
	In the legend table, increase or decrease the column size.	Shift + Arrow right / left

More Information

Information Resource	Location
SAP product information	http://www.sap.com
SAP Help Portal	http://help.sap.com/businessobjects Access the most up-to-date English documentation covering all SAP BusinessObjects products at the SAP Help Portal: • http://help.sap.com/bobi (Business Intelligence) • http://help.sap.com/boepm (Enterprise Performance Management) • http://help.sap.com/boeim (Enterprise Information Management) Certain guides linked to from the SAP Help Portal are stored on 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. To find a comprehensive list of product documentation in all supported languages, visit:http://help.sap.com/boall.
SAP Support Portal	http://service.sap.com/bosap-support 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.
Developer resources	http://www.sdn.sap.com/irj/sdn/bi-sdk-dev https://www.sdn.sap.com/irj/sdn/businessobjects-sdklibrary
SAP BusinessObjects articles on the SAP Community Network	http://www.sdn.sap.com/irj/boc/articles These articles were formerly known as technical papers.

Information Resource	Location
Notes	https://service.sap.com/notes These notes were formerly known as Knowledge Base articles.
Forums on the SAP Community Network	https://www.sdn.sap.com/irj/scn/forums
Training	http://www.sap.com/services/education From traditional classroom learning to targeted e-learning seminars, we can offer a training package to suit your learning needs and preferred learning style.
Consulting	http://www.sap.com/services/bysubject/businessobjectsconsulting 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.

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