

**Upgrading your Web Intelligence 4.2 Skills to 4.3**

**Course Number:** BO-118  
**Duration:** 1 day

**Overview**

This Upgrading Web Intelligence from 4.2 to 4.3 training course teaches attendees the key differences between BusinessObjects Web Intelligence 4.2 and 4.3. Participants learn how to navigate the BI Launchpad, manage folders and files, build queries in the Query Panel, work in the new Report Viewer, and build formulas and variables.

**Prerequisites**

This course is designed for Web Intelligence users of all levels.

**Materials**

All SAP BusinessObjects Web Intelligence training students receive a detailed course book and supplemental best practice guides.

**Software Needed on Each Student PC**

Class files and instructions for setting them up on your BusinessObjects server are provided. All attendees and the instructor will need access to the server during the training.

**Objectives**

* Understand the key difference and similarities between WebIntelligence 4.2 and 4.3
* Work more effectively in Webi 4.3
* Utilize new features

**Outline**

* Navigating the BI Launchpad
* Managing Your Settings
* Managing Folders/Files
* Building Queries
* Managing Data Providers
* Report Viewer
* Managing Main Side Panel
* Managing Build Side Panel
* Report Element Data
* Report Element Format
* Managing Merging
* Formula, Variables, and Functions
* Best Practices