Quick Reference Card – Business Warehouse

BEx Analyzer Toolbar Icons

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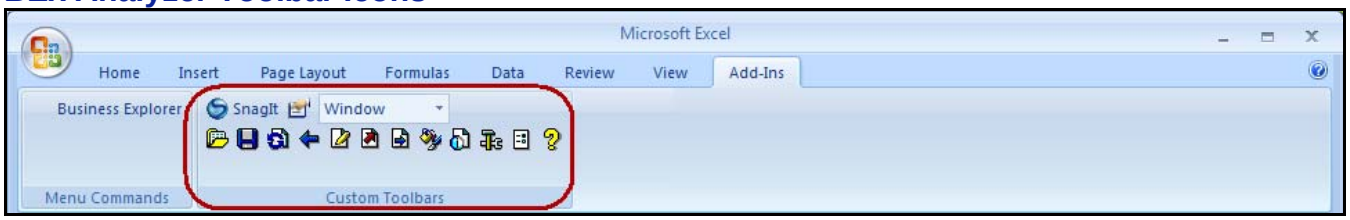
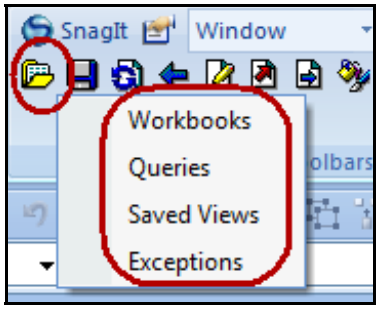
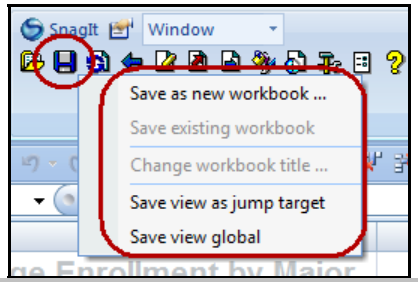


Icons	Description
Open 	**Workbook** • Used by KMSF only **Queries** • Selection of characteristics and key figures (InfoObjects) for the analysis of the data in an InfoProvider (InfoCube, ODS, etc.) • Always refers exactly to one InfoProvider; can define as many queries as you like for each InfoProvider **Saved Views** • Created when base query is run, make changes (drill-downs, filters, etc.) and save view changes (but not data) to run later • Base query does not change, only the current view of the data **Exceptions** • Not available
Save – Must first run query in BEx-Analyzer 	**Save as New Workbook** • Used by KMSF **Save View as Jump Target** • Used by KMSF **Save View Global** • Saves view so it can be recalled later
Refresh – Must first run query in BEx-Analyzer 	• Brings up the parameter window so the values of the variables can be adjusted

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myHelp Website:

http://myhelp.uky.edu/rwd/HTML/index.html

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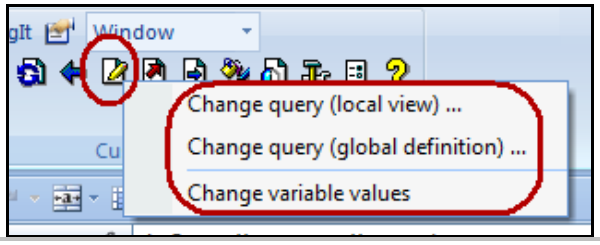
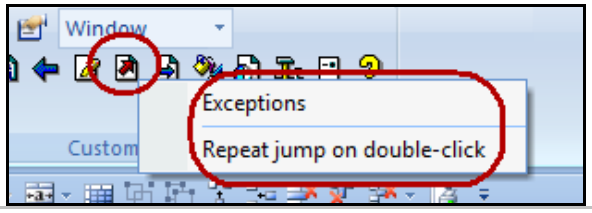
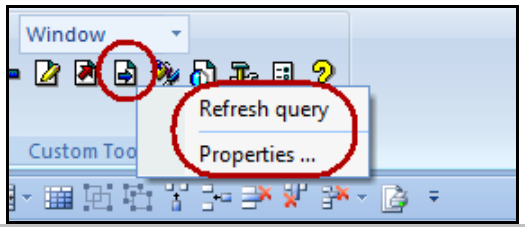
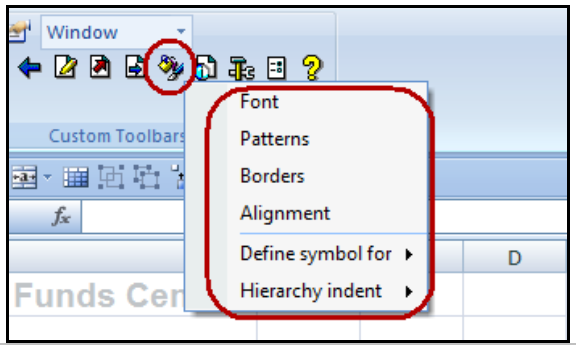
Icons	Description
Back – Must first run query in BEx-Analyzer	• Allows undoing last change made
Change Query – Must first run query in BEx-Analyzer 	• Gives ability to create local calculated and restricted key figures for the current query view • Does not allow adding Key Figures, Characteristics or restrict characteristic values on the query level
Goto 	**Exceptions** • Displays a list of alerts for the query's exceptions **Repeat Jump on Double-click** • Jumps to a stored view • Checkmark appears to the left of **Repeat Jump on Double-click** to show active function
OLAP Functions for Active Cells 	• Used to access functions from the cells in the filter and results areas of the query • Functions can also be accessed by right-clicking on the cell • Menu differs based on the query characteristics and key figures and the cell area you select
Format 	• Used to format the query to change font/font color, background color and pattern, frame, alignment, hierarchy display

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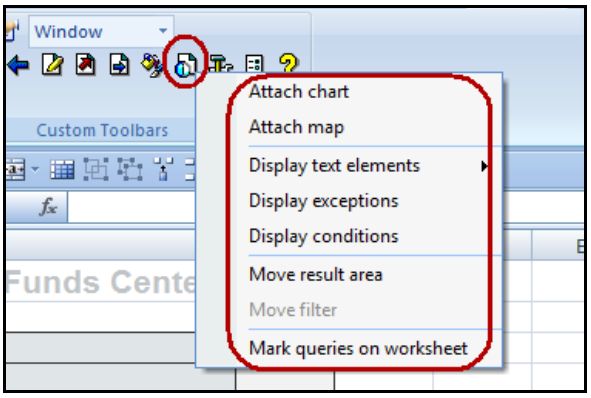
Layout  	**Attach Chart** **Attach Map** • Use to evaluate geo-relevant data for a query with the help of BEx Map (BW's integrated Geographical Information System) **Display Text Elements** • Displays text elements for a query, such as the author, last changed by information, InfoProviders, etc. **Display Exceptions** • Displays defined exceptions for a query • Descriptions inserted into the cell area below the filter cells • Can activate/deactivate with a double-click or by right-clicking to display the context menu **Display Conditions** • Displays defined conditions for a query • Descriptions inserted into the cell area underneath the filter cells • Can activate/deactivate with a double-click or by right-clicking to display the context menu **Move Result Area** • Used to move the results area to another cell area by entering the cell area to which you want the results moved • When moved, the contents are deleted; refresh query to display the contents again **Mark Queries on Worksheet** • Used to display which cell areas of the worksheet are connected to different queries • Arrows between filtered cells and the results area indicate where the query-cell areas belong • If function selected again, the highlighting is removed

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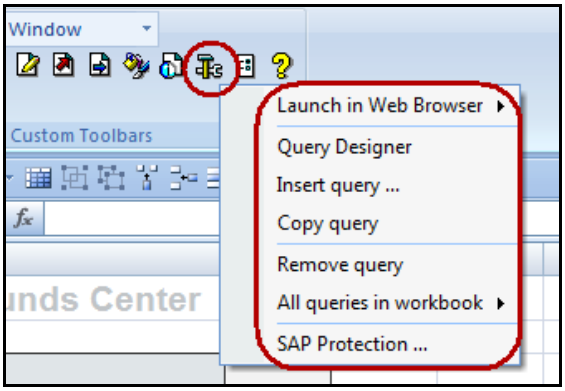
Tools 	**Launch in Web Browser** • Use to display the initial view of the web browser • Query is embedded automatically into a standard Web template for ad-hoc analysis **Query Designer** • Use to create a new query or open an existing one **Insert Query** • Use to insert an additional query into the active worksheet of the workbook • Query is inserted into the worksheet, starting at the selected cell **Copy Query** • Used to copy query to a new position in the workbook • Enter the position to which you want to copy the query • After copying, need to refresh to display current data **Remove Query** • Use to delete one selected query from the workbook • Query definition itself is not deleted • Can insert this query into this workbook or another workbook **All Queries in Workbook** • Used to remove all queries in a workbook, delete all the results areas of all the queries contained in the workbook, or delete the link between the cell areas of the queries and the data **SAP Protection** • Used to protect the current worksheet from changes

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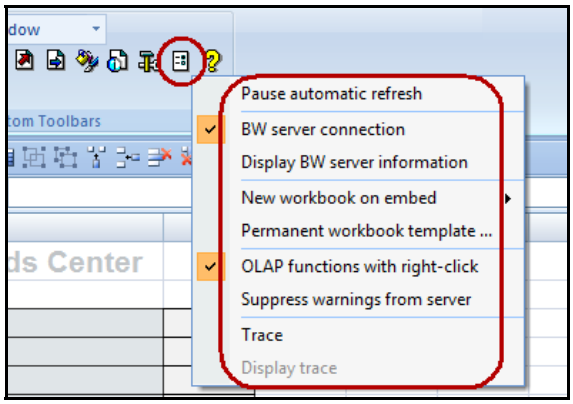
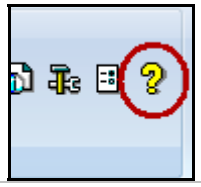
Settings 	**Pause Automatic Refresh** • Used to stop the query from being refreshed automatically after selecting filter values, changing a query (local view), or configuring properties **BW Server Connection** • Used to terminate or set up connection between BEx Analyzer and the Business Information Warehouse Server **Display BW Server Information** • Used to show if and how logged on to the Business Information Warehouse Serve **New Workbook on Embed** • Used to determine which workbook a query is embedded **Permanent Workbook Template** • Used to determine which workbook is the permanent workbook template **OLAP Functions with Right-Click** • Used to determine whether interactive functions such as navigation or sorting on the cell area of a query are possible using the context menu **Suppress Warnings from Server** • Used to stop warning messages from the server from appearing **Trace** •
Help 	• Use to get to the SAP Library • Provides more information about BEx Analyzer

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