BOE310

SAP BusinessObjects
Business Intelligence Platform: Administration and Security

SAP BusinessObjects - Business Intelligence

Course Outline
Course Version: 96 Revision A
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Course Overview

This two-day instructor-led course explains how to perform the key administrative tasks in SAP BusinessObjects Business Intelligence platform. These tasks involve supporting users and groups so they can manage and secure data, content, and applications in SAP BusinessObjects Business Intelligence platform. The business benefit of this course is that it provides a foundation for System Architects/Administrators to effectively manage both users and content on SAP BusinessObjects Business Intelligence platform

Target Audience

This course is intended for the following audiences:

- System architects/administrators who are new to SAP BusinessObjects Business Intelligence platform and will be responsible for maintaining SAP BusinessObjects Business Intelligence platform users, groups, and objects in their organization.

Course Prerequisites

Required Knowledge

- Windows conventions
- Familiarity with Windows Server 2000/2003 administration and security concepts (global/local groups, and directory structure)
- Basic computer skills

Course Goals

This course will prepare the participant to:

- Explains how to perform key administrative tasks in SAP BusinessObjects Business Intelligence platform to manage users, groups, objects, and distribute contents to users.

Course Objectives

After completing this course, the participant will be able to:

- Explain what is SAP BusinessObjects Business Intelligence platform
- Manage content and objects in SAP BusinessObjects Business Intelligence Platform
- Organize objects
- Secure users and groups
- Manage and secure applications
- Distribute content to users

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Unit 1

What is SAP BusinessObjects Business Intelligence Platform

Unit Overview

This unit describes what is SAP BusinessObjects Business Intelligence platform.

Lesson: Describing SAP BusinessObjects Business Intelligence Platform

Lesson Objectives

After completing this lesson, the participant will be able to:

- Define Business Intelligence and how SAP BusinessObjects provides it.
- Describe how SAP BusinessObjects Business Intelligence platform fits into the Business Intelligence solutions.
- Describe the responsibilities of a system administrator working with SAP BusinessObjects Business Intelligence platform.
- Describe the architecture in SAP BusinessObjects Business Intelligence platform

Lesson: Working in BI launch pad

Lesson Objectives

After completing this lesson, the participant will be able to:

- Describe the functions of BI launch pad
- Access BI launch pad
- Differentiate content types
- Differentiate the various ways to access content
- View and schedule objects
- Personalize BI launch pad
- Configure BI launch pad options

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Lesson: Working in the Central Management Console

Lesson Objectives

After completing this lesson, the participant will be able to:

- Describe the purpose of the Central Management Console
- Navigate in the Central Management Console
- View content and properties
- Work with folders
- Set Central Management Console preferences

Unit 2

Managing Content and Objects in SAP BusinessObjects Business Intelligence Platform

Unit Overview

This unit describes how to manage content and objects in SAP BusinessObjects Business Intelligence platform.

Lesson: Adding Objects to the Repository

Lesson Objectives

After completing this lesson, the participant will be able to:

- Describe the different methods of adding objects to the repository
- Add an object
- View object properties
- Describe other objects you can add and configure

Lesson: Managing objects in SAP BusinessObjects Business Intelligence Platform

Lesson Objectives

After completing this lesson, the participant will be able to:

- Perform common object management tasks

Unit 3

Securing Users and Groups in SAP BusinessObjects Business Intelligence Platform

Unit Overview

This unit describes how to secure users and groups in SAP BusinessObjects Business Intelligence platform.

Lesson: Managing Users and Groups

Lesson Objectives

After completing this lesson, the participant will be able to:

- Explain user management
- Explain group management
- Manage users and groups
- Manage categories

Lesson: Administering Rights in SAP BusinessObjects Business Intelligence Platform

Lesson Objectives

After completing this lesson, the participant will be able to:

- Describe how rights work in SAP BusinessObjects Business Intelligence platform
- Manage security settings for objects
- Work with access levels
- List the inheritance rules

Unit 4

Managing Applications Security

Unit Overview

This unit describes how to manage and secure applications in SAP BusinessObjects Business
Intelligence platform.

Lesson: Securing your applications in SAP BusinessObjects Business Intelligence Platform

Lesson Objectives

After completing this lesson, the participant will be able to:

- Describe the concept of applications security
- Describe rights for applications

Unit 5

Distributing Content using Scheduling and Alerting

Unit Overview

This unit describes how to distribute content in SAP BusinessObjects Business Intelligence platform.

Lesson: Scheduling objects

Lesson Objectives

After completing this lesson, the participant will be able to:

- Describe the benefits of scheduling reports
- List the scheduling options
- Schedule a Web Intelligence document
- Schedule a Crystal report
- Schedule other objects

Lesson: Managing instances

Lesson Objectives

After completing this lesson, the participant will be able to:

- Manage instance information
- Set limits for instances

Lesson: Managing Calendars

Lesson Objectives

After completing this lesson, the participant will be able to:

- Define a calendar
- Create a calendar
- Schedule objects with a calendar

Lesson: Managing Events

Lesson Objectives

After completing this lesson, the participant will be able to:

- Describe what are events
- Describe the types of events that can used with scheduling.

Lesson: Working with Alerting

Lesson Objectives

After completing this lesson, the participant will be able to:

- Enable Alerting for an event
- Subscribe to and unsubscribe from an alert
- Manage alerting settings

** Course Outline

Unit 6

Publishing and Publications

Unit Overview

This unit describes how to publish objects in SAP BusinessObjects Business Intelligence platform.

Lesson: Publishing Personalized Reports

Lesson Objectives

After completing this lesson, the participant will be able to:

- Describe the process of publishing
- Describe what is a publication
- Use profiles to burst personalized data to multiple recipients
- Use the publishing feature to create publications
- Test a publication
- Publish reports to SAP BusinessObjects Business Intelligence Platform

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