CUSTOMER

SAP BusinessObjects Mobile for Android
Document Version: 6.2.17 – 2016-10-24

# User Guide

# Content

# 1 Document History

Table 1:

| Version | Date | Changes |
| --- | --- | --- |
| SAP BusinessObjects Mobile for Android 6.2.17 | October, 2016 | • Added the section "Working with Design Studio Documents" |

# 2 Overview of the Application

The SAP BusinessObjects Mobile application for Android provides you with access to Business Intelligence (BI) documents on your Android smart phones and tablets. The SAP BusinessObjects Business Intelligence (BI) content supported by the application includes Web Intelligence, Dashboards and Analysis applications.

Using the SAP BusinessObjects Mobile application for Android, you can:

1. Create connections to the SAP BusinessObjects BI platform server and access the various BI documents and the analytics content available on the server.
2. Search, view, and download documents on your Android device.
3. Perform reporting and analysis specific to your business requirements. The application provides you with the capabilities to refresh BI documents, bookmark documents, filter document data, drill on document data, view document information in sections, and effectively collaborate with other business users for informed decision-making.

# 3 Target Audience

This guide is intended for users of the SAP BusinessObjects Mobile application for Android who install and use the application on their Android smart phones or tablets.

# 4 What's New in the Android application in 6.2?

The application has the following enhancements in the 6.2 release:

## User Experience Enhancements

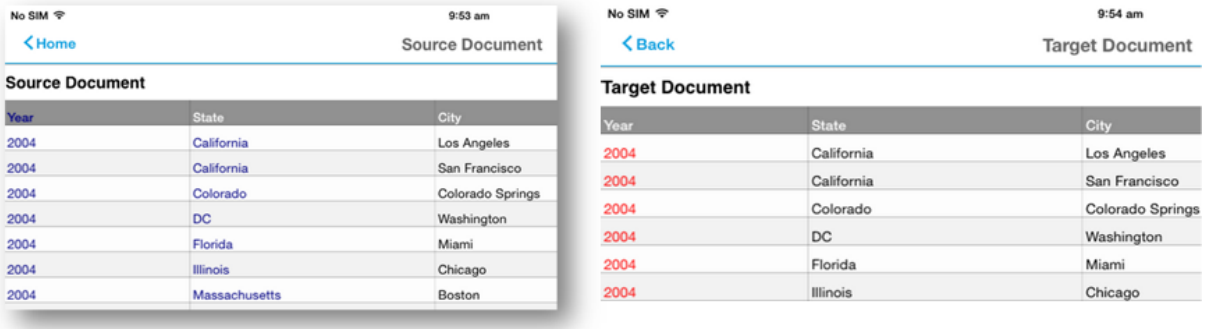
- The application always indicates your mode of working (online/offline) by means of an indicator that appears across all views of the application (including the open report view).

## Functional Enhancements

- When the Preferred Viewing Locale is set to Arabic or Hebrew (as part of app settings on your device), you can view Web Intelligence documents (with all their content) in the Right to Left (RTL) format in the application.
- By default, the application displays the documents available within the All Reports corporate category on the Home screen. If you want documents from a specific corporate category to appear on the screen when you log on to the application, you can enable the *Set Default Category* option in the Browse panel.

  > **Note**
  >
  > You can also define the default category as a client setting on the Mobile server by specifying a category value for the `feature.webi.default.landing.category` setting. See related topics for more information.

- If you want certain BI documents to be auto-downloaded to the device when you log on to a server connection, or when the application Home screen is refreshed; you can assign them to the featured corporate category or to a sub-category of the featured category on the server.
- In BI documents with OpenDocument URLs, the application clearly helps you distinguish between the first page of the document and other linked reports to which you navigate:
  - The first page (of first report) of a document always displays a *Home* icon in the tool-bar on tapping which you return to the application screen where BI documents are listed.
  - All linked reports and related pages to which you navigate when viewing a BI document display a *Back* in the tool-bar, on tapping which you return to the previous view based on your navigation history.



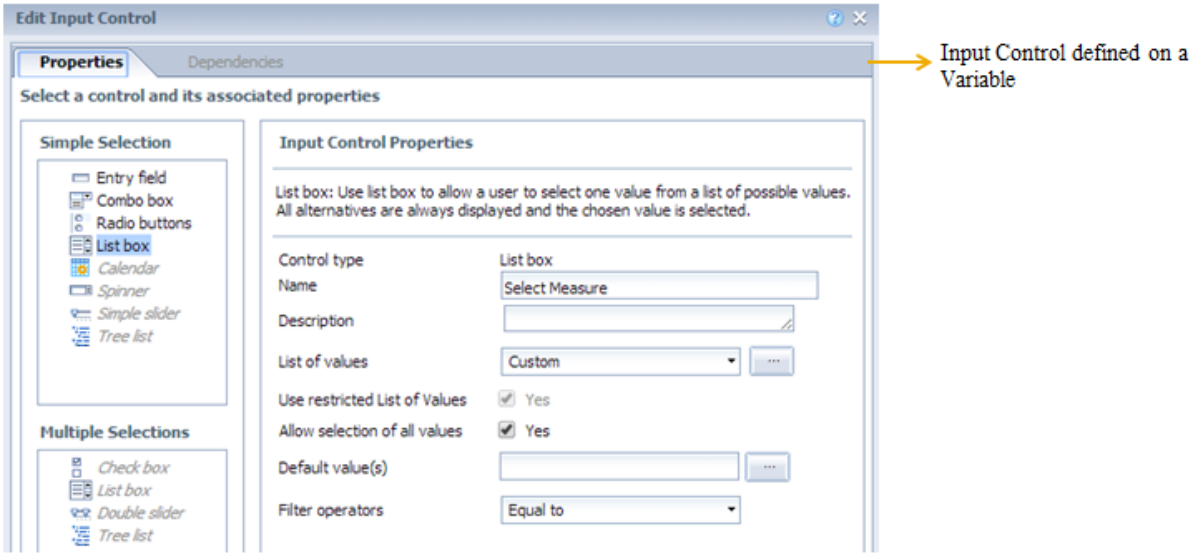

- You can define if the BI documents are auto-updated (re-downloaded) on availability of Wifi or cellular data on Android smart phones, using the application Settings.
- The application now supports viewing of PDF documents:
  - You can view the PDF documents available on the Mobile server as agnostic documents.
  - If the OpenDocument URLs configured in a BI document point to a PDF, you can view the PDF in the application.

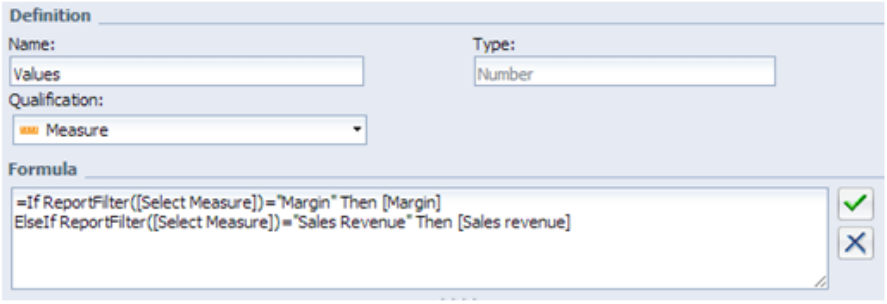
> **Restriction**
>
> PDFs are supported only on:
> - Devices with Android 5.0 or above.
> - SAP BusinessObjects Mobile server version BI 4.1 SP05 patch 2 and above.

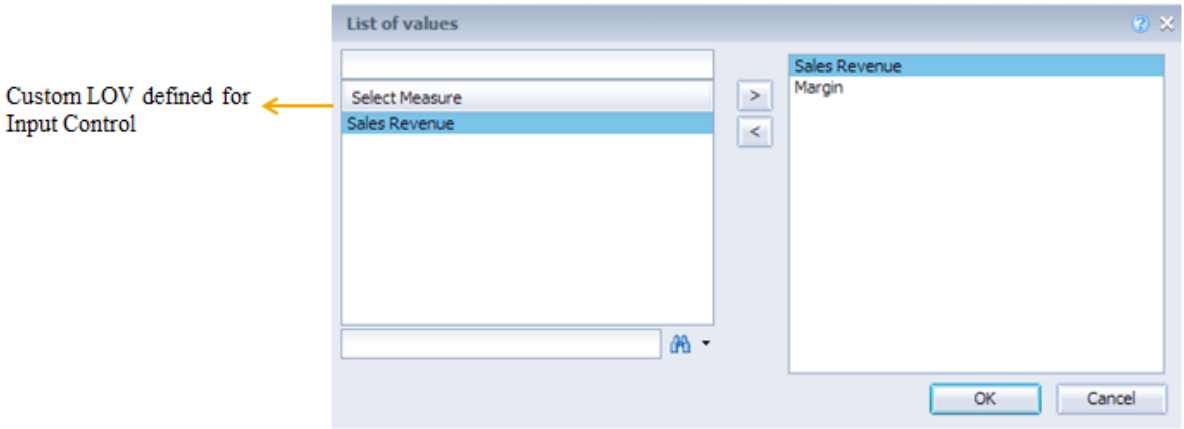
- The application supports offline support for hierarchy operations (such as expand/collapse) in tables with hierarchical data. Once you have downloaded BI reports with hierarchical tables, you can expand and collapse the required nodes in the tables without needing to be connected to the server.

> **Restriction**
>
> This feature is not supported on documents that are already downloaded to the device from earlier version of the application before upgrading it to the 6.2 version. It is applicable only for newly downloaded documents.

- The application supports input controls defined on variables with a **custom** list of values (LOV) defined by the report designer:

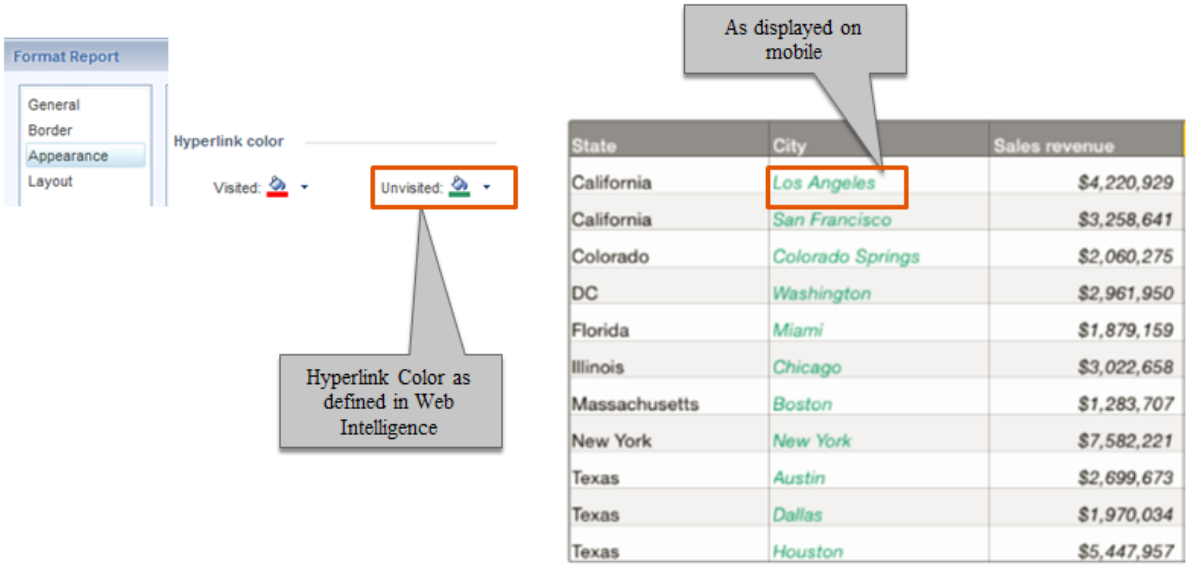



> **Restriction**
>
> This feature is not supported on documents that are already downloaded to the device from earlier version of the application before upgrading it to the 6.2 version. It is applicable only for newly downloaded documents.

- The application supports colors of hyperlink and report element link that are custom defined by the report designer. For example, the report designer may have defined specific color for a visited and for an unvisited link as shown below:




- SAP BI URLs shared for connections and opening BI documents now work with the standard email client applications configured on recipient's Android device (such as Gmail). Earlier, this feature did not work properly on most Android devices.

## Security Enhancements

- When creating server connections in the application, if the user does not explicitly specify the protocol in the URL as "http", the application considers HTTPS (secured HTTP) as the default protocol. For example, if you specify the CMS URL as `10.10.70.70:8080`, the application considers the server URL as `https://10.10.70.70:8080`
  If however, you specify the URL as `http://10.10.70.70:8080`, the application considers HTTP itself as the protocol.
- The application now only allows connections to **trusted servers**. A trusted server is a server with secure server certificates signed by certificate authorities (CAs) that are trusted by Google. If the server is not trusted and users try to add a server connection in the application, they encounter an error. So you need to ensure that your installed Mobile server is trusted.

# 5 About the BI Content Types Supported in the Application

The SAP BusinessObjects Mobile application for Android supports the following SAP BusinessObjects Business Intelligence (BI) content types:

- SAP BusinessObjects Web Intelligence
- SAP BusinessObjects Dashboards

> **Note**
>
> Dashboard documents are supported only on **iPad devices**. They are not supported on iPhones.

- SAP BusinessObjects Analysis Applications
- Hyperlink objects

## SAP BusinessObjects Web Intelligence

Web Intelligence reports provide with rich interactivity and analysis features including filtering data (using prompts and input controls), drilling on data, viewing report information with sections and linking report elements.

Web Intelligence reports are based on a variety of data sources including:

- Universes (which organize data from relational and OLAP databases into objects)
- Personal data providers (such as CSV files or Microsoft Excel)
- BEx queries (based on SAP Info Cubes)
- Web services
- Advanced analysis workspaces
- SAP HANA

Web Intelligence reports are created using report designing client applications that are part of the BI platform suite (such as Web Intelligence Rich Client and the Interactive Analysis Desktop), and a browser based application called as the BI LaunchPad.

## SAP BusinessObjects Dashboards

Dashboards (created with a Dashboard Builder) are corporate dashboards with analytics based on Universe queries.

## SAP BusinessObjects Analysis Applications

Analysis applications are Web applications that allow you to analyze data from SAP NetWeaver Business Warehouse (BW) and SAP HANA. They are created using the SAP BusinessObjects Design Studio.

## Hyperlinks objects

A hyperlink object has a name and a URL. On tapping a hyperlink document in the application, it opens a Web view within the application to render the URL contents (the hyperlink does not open the browser on device).

# 6 Getting Started

## 6.1 Platform and Network Requirements

To use the SAP BusinessObjects Mobile application, you need:

- The Android operating system: 6.0, 5.1, 5.0, 4.0.4, 4.1, 4.1.2, 4.2.1, 4.3 and 4.4
- Network technology: Wi-Fi, 2G, 3G, and 3G+ networks.
- The SAP BusinessObjects BI platform and the SAP BusinessObjects Mobile server in your set up. For information on how to install, deploy and configure the SAP BusinessObjects Mobile server over your BI platform, refer to the *Mobile Server Installation and Deployment guide* posted on:
  - http://help.sap.com/bomobserver40 for BI platform 4.0
  - http://help.sap.com/bomobiserver41 for BI platform 4.1

The table below provides information on Android OS versions and the corresponding devices on which this application has been tested. Other Android device models are supported by reference:

Table 2:

| Device | Android OS Version |
|---|---|
| Samsung Galaxy Tab, 10" | 4.0.4 |
| Samsung Galaxy Tab, 7" | 4.0.4 |
| Samsung Galaxy Tab, 10" | 4.4.2 |
| Samsung S2 | 4.1.2 |
| Samsung S3 | 4.3 |
| Samsung S4 | 4.4.2 |
| Samsung S5 | 4.4.2 |
| Samsung Note II | 4.4.2 |
| Samsung Note III | 4.4.2 |
| HTC Phone 5.5" | 4.2 |
| Google Nexus Phone | 5.0 |
| Google Nexus Tab | 5.0 |
| Google Nexus 9 | 6.0 |

**Note**

The application is not supported on Android operating system versions 2.3.6 and 3.2.

## 6.2 Downloading the Application

You can download the SAP BusinessObjects Mobile application to your device from *Google Play Store*.

Once downloaded, the SAP BI Mobile icon appears in the application menu on your mobile device.

## 6.3 Launching the Application

To launch the application, tap  (SAP BusinessObjects Mobile) in the application menu. You are directed to the application's *Home* screen.

To access your Business Intelligence information from the SAP BusinessObjects BI platform server, create a connection.

For more information on how to create connections, see: Creating the Connections.

> **Note**
>
> - When launching the application for the first time, you are prompted to accept the terms and conditions before continuing.
> - When the application is launched for the first time, the *Quick Hints* screen appears. This screen provides you information about how to interact in the application. For more information about how to view *Quick Hints*, see: Creating and Managing Connections.
> - The *Home* screen displays sample reports for you to explore. Once you have created a connection, you cannot view the sample reports. However, if you log out of the connection the sample reports will be available on the *Home* screen.

## 6.4 Configuring the Application

The SAP BusinessObjects Mobile application allows you to change the configuration settings based on your requirements. The following section helps you to customize the application:

- Creating and Managing Connections: This section details on create and modify the server connections.
- Application Settings: This section details on changing the default settings in the application.

### 6.4.1 Managing Connections

This section gives you information on how to create and manage connections to the Mobile BI platform, in the SAP BusinessObjects Mobile application.

## 6.4.1.1 Creating Connections

To access the BI documents available on a Mobile BI server, you need to create a connection to the server in the application. You can create connections in the application in two ways:

- Creating connections manually
- Importing connections from the Mobile server

**Creating New Connections Manually**

To create new connection entering the details manually, perform the below steps:

1. In the Home screen toolbar, tap on ⋮ *More Actions*, and tap on *Manage Connections* > *New*.
   Alternatively, you can access the Connections drop-down in the "Browse" panel and tap on *Create New connection* from the menu.
   The *Create New Connection* page appears.
2. Choose the required *Connection Type* based on the platform you use:
   - *SAP BusinessObjects BI Platform*: Use this connection type, if you use the SAP BusinessObjects Business Intelligence Platform 4.0/4.1 or the SAP BusinessObjects Enterprise XI 3.1.
   - *SMP BOE Connection (Legacy)*: Use this connection type, if you use IMO communication to connect via the SAP mobile Platform.
   - *SMP BOE Connection*: Use this connection type, if you use REST based communication to connect via the SAP mobile Platform.
   - *SMP Cloud BOE Connection*: Use this connection type, to connect through SAP Mobile Cloud Platform.
3. If you have SAP BusinessObjects BI Platform connection type, perform the following sub-steps:
   1. Specify the following values in Connection Details:
      - *Connection Name*: This is the connection name that will appear in the application on your device. You can enter any alphabetical, numeric or alphanumeric value for this.
      - *Mobile Server URL*: The I.P address and port of your BI server in the format <I.P address> :<port>. For example, 10.53.91.811:8080
      - *CMS*: The I.P address of your BI server. In the above example, 10.53.91.811 is your CMS name.
   2. Within *Authentication Details*, specify the User Name and Password for the connection based on the values provided by your BI platform or the BusinessObjects Enterprise administrator.

      > **Note**
      >
      > Using the browser on your machine, you can access the BI LaunchPad using the URL http://<CMS_IP_address>:8080/BOE/BI and logging in with your account credentials as provided by the administrator.

   3. In the *Authentication Type* field, choose one of the following authentication types:
      - Enterprise
      - LDAP
      - Windows AD
      - SAP R3
   4. If you want to set this connection as the default connection, set the *Default Connection* option to *Yes*.
   5. If you want to save the password and avoid having to re-enter it during subsequent logons, set the *Save Password* option to *Yes*.

6. To save your settings, choose *Save*.

4. If you have SMP BOE Connection (Legacy) connection type, perform the following sub-steps:
   1. Specify the following values in Connection Details:
      - *Connection Name*: This is the connection name that will appear in the application on your device. You can enter any alphabetical, numeric or alphanumeric value for this.
      - *Security Configuration*: Enter the security name provided by your administrator.
      - *Server*: Enter the details of the SMP server in the specified format <<hostname> or <IP>>.

        > **Note**
        > - You can use alphanumeric characters, hyphens, underscores, dots, colons, and forward slashes. The maximum number of characters allowed is 281.
        > - If you want to connect to theSMP server in HTTPS mode, use HTTPS in the server URL. For example, <https ://< hostname> or https ://< IP> >

      - *Port* : Enter the port number
      - *Farm ID* : Enter the farm ID provided by your administrator
   2. Within *Authentication Details*, specify the User Name and Password for the connection based on the values provided by your SMP administrator.
   3. If you want to set this connection as the default connection, set the *Default Connection* option to *Yes*.
   4. If you want to save the password and avoid having to re-enter it during subsequent logons, set the *Save Password* option to *Yes*.
   5. To register your settings, choose *Register*.

   > **Note**
   > At a time, you can create only one IMO connection on your device

5. If you have SMP BOE Connection connection type, perform the following sub-steps:
   1. Specify the following values in Connection Details:
      - *Connection Name*: This is the connection name that will appear in the application on your device. You can enter any alphabetical, numeric or alphanumeric value for this.
      - *Security Configuration*: Enter the security name provided by your administrator.
      - *Server*: Enter the details of the SMP server in the specified format <<hostname> or <IP>>.

        > **Note**
        > - You can use alphanumeric characters, hyphens, underscores, dots, colons, and forward slashes. The maximum number of characters allowed is 281.
        > - If you want to connect to the SMP server in HTTPS mode, use HTTPS in the server URL. For example, <https ://< hostname> or https ://< IP> >

      - *Proxy* : Enter the Proxy name provided by your administrator.
   2. Within *Authentication Details*, specify the User Name and Password for the connection based on the values provided by your SMP administrator.
   3. If you want to set this connection as the default connection, set the *Default Connection* option to *Yes*.
   4. If you want to save the password and avoid having to re-enter it during subsequent logons, set the *Save Password* option to *Yes*.

5. If you want to set the authentication credentials for Mobile server, set the *Additional Authentication Credentials* option to Yes and specify the User Name and Password for the connection based on the values provided by your SMP administrator.

   > **Note**
   >
   > If you do not specify additional Username and Password, the mobile server proceeds with the credentials specified under Authentication Details.

6. To register with your settings, choose *Register*.

6. If you have SMP Cloud BOE Connection type, perform the following steps:

**Import Pre-Configured Connection From Mobile Server**

Apart from creating connection manually, to import the connection details from MOBIServer, which is pre-configured by your administrator, perform the following substeps:

- 1. In the *Connection Server URL* field, enter the configuration server URL provided by your administrator.
  2. Select *Import*.
     The list of connections configured by your administrator appears.
  3. Choose a connection.
     The Create Connection screen appears with the fields prefilled with the connection settings configured by your administrator. However, you are required to fill the username/password field.
  4. In the *User Name* field, enter your user name provided by administrator.
  5. (Optional) In the Password field, enter your password provided by administrator.
  6. If you want to set this connection as the default connection, set the *Default Connection* option to *Yes*.
  7. If you want to save the password and avoid having to re-enter it during subsequent logons, set the *Save Password* option to *Yes*.
  8. To save your settings, choose *Save*. In case of SMP connection, choose *Register*.

## 6.4.1.2 Editing Connections

To edit an existing connection, perform the following steps:

1. In the Home screen, tap on ⋮ (*More Actions*) >*Manage Connections* >tap (Edit) for the required connection

   > **Note**
   >
   > The edit option is not enabled for a connection if it is in connected state.

2. Make the necessary changes on the *Edit Connection* page and tap on *Save*

## 6.4.1.3 Deleting Connections

To edit an existing connection, perform the following steps:

1. In the Home screen, tap on ⋮ (*More Actions*) > *Manage Connections* > tap on (Edit) for the required connection

   > **Note**
   >
   > The edit option is not enabled for a connection if it is in connected state.

2. Tap on (Delete) in the *Edit Connection* page.

## 6.4.2 Application Settings

### Context

You can change the application behaviour using various options available in *Application Settings* page.

Tap on ⋮ (overflow) in the home screen tool bar >tap *Application Settings*to see the options

### Procedure

1. *General Settings*>*Work Offline*: Provides you with Work Offline option:

   *Work Offline*: Select this option if you want to work with offline documents.

   > **Note**
   >
   > While working in offline mode, you can view and access the documents available ONLY in the connection you are currently logged on to using offline credentials.

2. *General Settings*>*Application Password*: This is used for encryption of user data, where other users cannot decrypt the data without this input. It provides you with the following options:
   - *Use Application Password*: uncheck this option, if you want to disable application password.
   - *Password Timeout*: Defines the time duration (in minutes) after which the application password needs to be re-entered in order to unlock the application.
     The timeout duration begins when either the device is locked, or the application goes in the background (user switches to other apps on device).
   - *Application Password Set*: Choose *Change* to change the current application password.

     > **Note**
     >
     > - Password length must be atleast eight characters in length.
     > - You are allowed a maximum of twenty attempts at entering the application password. Once this number of attempts is exceeded, the application forces the user to reset the application.

> **Note**
>
> Resetting the application erases the application password together with all SAP BI content downloaded on the device.

- *Reset Application*: Choose *Reset* to reset the application. On resetting the application, all local data including the connection details and settings will be lost.

> **Note**
>
> If your administrator has set `offlineStorage.appPwd=true` in the `clientsettings.properties` file of the mobile server, it is mandatory to enter the application password while logging on to this specific server connection.

3. *General Settings*>*Auto-Update*:This option enables you to automatically download the document updates or instances for the document which you have downloaded to device. It works only while the application is active and Wi-Fi connectivity is available. It also enables automatic download of your Inbox documents to the device. Toggle this button to ON if you want to enable this feature.
4. *General Settings*>*Personal View Storage*: This option allows you to specify the storage limit for personal views of WebIntelligence document. Selecting option 'None' indicates no stoage limit and you can create as many personal view documents as long as sufficient memory space is available
5. *Document Viewing Options*: Provides you with the following themes, for viewing the content on the device:
   - Ivory
   - Graphite

   > **Note**
   >
   > By default, your application is set to Ivory theme.

6. *About*: Provides information about the product version and the build number.

   Alternatively, you can also access the version of the application by selecting device *Settings* > *Applications* > and selecting the BI application from the list.
7. *Quick Hints*: Provides information about how to interact in the application.
8. *Logs*: Provides you with the following options:
   - *Enable Logs*: Allows you to generate application log files. We recommend toggling this button to *Yes* if requested to do so by your system administrator as this can impair the performance of your application. The logs are used to troubleshoot application related issues.
   - *Send log file*: Allows you to send the log file saved locally to your device, using the e-mail option.
   - *Clear log*: Allows you to clear the log files saved locally to the device.

   > **Note**
   >
   > In the default settings, the logs are disabled. By enabling them, you can report errors that occur while working on this application to the system administrator. These files are used during debugging or tracing.

9. *Dashboard Settings*: This option enables you to specify storage limits for SAP Business Objects dashboard document.

## 6.4.3 Sharing Connections

You can share your existing connections with other users in SAP BI URL format, using the sharing option available in the application settings. For this, perform the following procedure:

1. Launch the application and tap on the *More Actions* icon.
2. Tap on *Manage connections*. A popover is displayed, which lists the connections.
3. Tap on (*Edit*).
4. Tap on (*Share*).
   An email draft is generated with an SAP BI URL link to add the connection. The required details of the current connection are included as query string parameters in the URL.
5. Specify the addresses of the users with whom you want to share the connection in the "To" field of the email draft, and tap on *Send*.
   On receiving the email, when the recipient taps on his/her device, the application's "Create Connection" page opens directly. Except the user log on credentials, all other connection fields in the page are pre-populated.

> **Note**
>
> Connection sharing works as expected only if the email client configured on your tablet or phone supports the HTML editor for messages. Otherwise, the OpenDocument URL (link) that the SAP BusinessObjects Mobile application generates in the email draft is inactive, and the recipient cannot access the report when he or she taps on the link.

# 7 Using the Application

When you launch the application, you are directed to the Home screen,which lists the available BI documents.

## 7.1 Downloading Documents to the Device

You can save a copy of the document available in the server on to your device. To download a document, tap on (download icon) document download starts in the background and the icon changes state to indicate download is in progress. While the download is in progress, you can proceed with downloading other documents or performing other operations on mobile.

Alternatively, you can also tap on (overflow icon) for required document then tap on *Add to Device*

## 7.2 Deleting Downloaded Documents

If you do not want to store specific BI documents in your device, you can remove them from the device. To delete a document, tap on (*More actions*), and then tap on *Remove from Device*.

## 7.3 Assigning Downloaded Documents to Personal Categories

You can assign a downloaded document to one of your personal categories. Follow the below procedure:

1. Tap on the (*More Actions*) icon, and then tap on *Assign Categories*.
   The available categories appear in the popover.
   - Corporate categories are indicated with the (*Corporate*) indicator, and are disabled. You cannot assign documents to corporate categories using the application.
   - Personal categories are indicated with a (*Personal*) indicator, and are selectable.

2. Select the required personal categories and tap *Done*.
   The document is assigned to your chosen personal categories, and this update is also reflected in the document on the server (BI LaunchPad).

## 7.4 Managing the Categories of BI Documents

Within the application, you can create new personal categories or edit the name of an existing personal category. You can assign your BI documents to a personal category based on your specific requirements.

> **Note**
>
> The application does not permit you to assign BI documents to corporate categories, or to create corporate categories on device. These actions can only be performed on the server (in the BI LaunchPad) by the user with administrative rights.

### Creating a Personal Category

To create a personal category, perform the following steps:

1. Tap on ⋮ (*More Actions*) icon that appears over the BI document, and select *Manage Categories*.
2. On the *Manage Categories* popover, select *Create New Category*.
3. In the *Create New Category* view, enter a name for the *New Personal category*.
4. Tap *Done*.

### Editing a Personal Category

To edit name of an existing personal category, perform the following steps:

1. Tap on ⋮ (*More Actions*) icon that appears over the BI document, and select *Manage Categories*.
2. To edit the name of the personal category, tap on required personal category name from the available list.
3. In the *Edit Category* popover, update the personal category name.
4. Tap *Done*.

### Deleting a Personal Category

To delete an existing personal category, perform the following steps:

1. Tap on ⋮ (*More Actions*) icon that appears over the BI document, and select *Manage Categories*.
2. To delete an existing personal category, tap on (delete).
3. In the *Delete Category* popover, select *Yes*.
4. Tap *Done*.

## 7.5 Browsing Documents

Once you are logged into a connection mobile homescreen lists all MobileReady documents that are available in the server. Both, documents from the server and documents that are downloaded to home are listed here. You can navigate by categories from the left navigation drawer, which can be displayed by tapping on the (browse icon) on the toolbar OR swiping to right from left edge of the screen.

**The navigation panel displays some static categories as below:**

Table 3:

| Categories | Description |
|---|---|
| Favorites | Contains all the documents that are marked as favorites by the user in current device |
| Personal Views | Displays all personal view documents saved by the user in current device |
| BI Inbox | Lists all documents available in SAP BusinessObjects Inbox of the user (as seen in Launchpad) |

**Other named categories from the launchpad are displayed after this**

All Launch pad categories having MobileReady documents are listed under *All Reports*. Tapping on *All report*s lists all MobileReady documents including the documents present in all the categories seen under it in the panel. You can navigate documents by individual categories by tapping on respective category in this panel.

### 7.5.1 Navigating Through Nested Categories

Categories in the left navigation panel are displayed as flat list or with nested view, as configured by your administrator.You can tap on the required category to list the documents that are assigned to it directly. An indication with is seen at the right edge of the panel against category name, if a category contains one or more sub categories.Tap on to further navigate to the sub categories. Tap on back icon to navigate back to the parent category.

## 7.6 Refreshing the Document List on Home Screen

To refresh the Home screen, pull down the screen with your finger. The gesture is indicated below:

## 7.7 Adding Documents to Favorites

You can bookmark a BI document in favorites category for easy access in the future.

To add a document to Favorites, tap on  (overflow menu) icon of the respective document and tap on *Add to Favorites*. All the documents that are added to favorites can be seen together from the Favorites section on the left navigation panel in the homescreen. .

## 7.8 Organizing the Document List

### Context

This section helps you to organize your document in to various patterns based on your convinience.

### 7.8.1 Sorting and Grouping the Documents

You can sort and group the documents to arrange them by document type, date, title or author and view them in ascending or descending order follow the below procedure:

1. Tap on the sort icon in the secondary toolbar of the homescreen.
2. Select required grouping and sort options.
3. The document list gets rearranged as per selected preference. Also the group header changes accordingly.

### 7.8.2 Switching Between the List View and Thumbnail View

You can choose to display the document list on Home screen in the thumbnail (grid) view or list view by tapping on the  (*List View*) icon that appears in the static toolbar beneath the main toolbar.

> **Note**
>
> Once the view changes to the list view, the icon changes to the (*Grid*) view icon, and you can switch back to the grid view by tapping on it.

This option is available only on iPads. The application on iPhone supports only the list view.

## 7.9 Searching Documents

To find the required documents in the selected categories, perform the following:

1. Tap on (Search Icon).
2. Enter the search string.

Now the home screen lists the document names matching the search string.

## 7.10 Viewing Document Contents

You can view the document by tapping on the document name or by tapping on the (document overflow icon) then tap on *View*

### 7.10.1 Accessing the Latest Instance of a Downloaded Document

If a document has scheduled instances available in the server, you can view the latest instance of the document from mobile.

A tap on the document on the mobile homescreen displays the latest instance that is available. If the document has no instances available, base document is displayed for viewing. Alternatively, you can view the instance by tapping on (document overflow icon) and then tap on *View Latest Instance* .

## 7.11 Viewing Document Properties

You can view the details of a document such as Name, Author, Downloaded at, Modified at, and Description from both homescreen as well as from the document viewing screen.To view properties from homescreen, tap on

(document overflow icon) the popover appears displaying document properties and other possible user actions.

To view properties from document viewing screen, while viewing the document, tap on ( info icon) in the tool bar. Below are the details of the info displayed: The header section of the popover carries document name along with last modified date.

The following table lists the document properties:

Table 4: Document Properties

| Attributes | Description |
|---|---|
| Type | Indicates SAP Businessobjects document type |
| Author | Indicates Author text as seen from document properties in SAP Businessobjects launchpad |
| Downloaded at | Indicates the date on which you have added the document to the mobile home |
| Expires in | Indicates Time To Live period, defined by the administrator. The document will be removed from the device after this period expires. |
| Description | Description text as seen from document properties in SAP Businessobjects launchpad |

## 7.12 Understanding Update Notifications

When a BI document is downloaded to the device and is updated for content/structure/properties, or when a new instance of the document is generated on the BI platform server, the application displays an update notification. These notifications are relevant for Web Intelligence documents, personal views and BI Inbox documents.

### 7.12.1 Managing Updates From the Document List

When a server update is available for a downloaded BI document, an *Update Available* indication appears over the document tile. Tap on the indication to update the document with latest changes or to download the latest instance of the document. The update is triggered in the background and now you can see the (progress icon). This indicates the progress and once the download is completed, you can see the (*Completed*) icon over the document.

You can view the new documents that are available in the Inbox, by tapping on the *Inbox* category in the left navigation panel. Tap on the (*Download*) icon to download the BI Inbox documents to the device.

## 7.12.2 Managing Updates Using the "Notifications" Panel

The "Notifications" panel helps you to view and manage the update alerts for all downloaded BI documents, without having to scroll through the whole document list on the Home screen of the application. The application receives update alerts only when it is connected to a server, and you either refresh the Home screen, or log on to a new session. To check if new updates are available for your downloaded BI documents, refresh the Home screen manually at any point in time during a session.

Number of documents that have update alerts is indicated by a badge over the (Notifications) icon in the toolbar.

> **Note**
>
> Notifications panel does not include update alerts for personal views and the BI Inbox documents in the current release of the application.

Tap on the to display notification panel. Alternatively, swiping from left to right from the edge of the screen also displays notification panel. The panel lists *Auto Update* settings on the top. You can toggle this option which is in synchronization with the toggle switch on the "Application Settings" page.

Documents with update notifications are listed in the 'UPDATES AVAILABLE' section of the Notifications panel.

**Downloading Updates**

If *Auto Update* is OFF, to download document updates you can tap on on individual documents or tap on to update all documents. The download of document updates starts in the background.

Once the document download is complete, the document moves under the 'DOCUMENTS RECENTLY UPDATED' section. You can clear the list by tapping on or remove individual documents by a long press and horizontal swipe.

**Removing Notifications From Notifications Panel**

You can clear the documents in the 'UPDATES AVAILABLE' section, without downloading updates. Tap on , or remove individual documents by a long press and horizontal swipe. Once you clear the list, these documents are not listed again in the panel. However, the document list on the Home screen continues to display the update available indication next to the document.

You can also clear the list in the 'DOCUMENTS RECENTLY UPDATED' section by tapping on , or by removing individual documents by a long press and horizontal swipe.

## 7.12.3 Enabling the Auto Update Option

### Context

When you enable the *Auto update* option, the application automatically re-downloads the BI documents that are updated on the server. This means that every time you refresh the Home screen, you do not need to fetch the updates for the downloaded BI documents from the Notifications panel.

Auto update of a downloaded BI document also takes place when a new scheduled instance of the document is available on the server. Enabling *Auto-update* also enables automatic download of the BI Inbox documents to the device. Automatic update happens only when the mobile application is active (running in the foreground on device) and you are logged into a connection.

### Procedure

1. Tap on ⋮ (*More Actions*) that appears on the Home screen toolbar, and then tap on *Application Settings* in the menu that appears.
2. Tap on *General Settings*, and tap on the toggle button to turn on the *Auto-Update* option.

   The auto-update feature works only when the device is connected to the Wi-Fi network. (In iPhones, auto-update also works on cellular data networks.)

## 7.13 Filtering the Data of a Document

### Context

This application allows you to filter data of a document using the prompts defined in the Web Intelligence document. The different levels for filtering the data are set by your report designer. Depending on the settings, the prompts are displayed on your screen:

- If the prompts are enabled. Open the document and tap (Prompt refresh) to refresh the document. The document is refreshed, and the *Prompts* window appears on the screen.

  > **Note**
  >
  > The prompt refresh icon appears only if prompts are available for the document.

- If the prompts are enabled and your report designer has set the document to *Refresh on open* while saving your Web Intelligence document, the *Prompts* window appears when you open the document.

You can filter the data of the document by performing the following steps:

## Procedure

1. On the *Prompts* window, select a Prompt name.
   The *Prompt values* window appears.
2. The *Prompts values* window displays the following fields based on the prompt properties set by your report designer:
   - Listed values: Displays the list of values available for the document. Select the required value(s) to filter the data.
   - *Search*: Searches for a specific value from the available listed values.
   - *Add Value*: Allows you to enter a value not listed under the available listed values. Based on the Prompt name, enter an appropriate value.
3. Tap *Done*.
   The *Prompts* window appears. The selected value appears under the selected prompt name.

   > **Note**
   >
   > Select the prompt name for the mandatory prompts. If the prompt name displays Optional along with the prompt name, selecting this prompt is optional.

4. Tap *Done* in the *Prompts* window.
   Based on the selected values, the filtered report is displayed on the device.

# 7.14 Annotating and Sharing Report Views

To annotate a report contained in your document, perform the following steps:

1. Open the report and tap  (Share) icon that appears at the top right corner of the device screen.
2. Choose *Annotation* from the options displayed.
   The report view opens in Annotation mode and the device orientation is locked.
3. In the report's annotation view, use the various controls that you see at the top right of the device screen to:
   -  (Draw)
   -  (Erase)
   -  (Open a rectangular box to add text comments in the snapshot)
   -  (Crop or blur the view)

- (Record your voice)

Once you have finished annotating the report view, choose *Done*. You can tap (Email) to email the annotated view of the report to other business users.

> **Note**
>
> - If you want to change the color of the pen, tap on this icon and choose a color from the drop down menu.
> - If you have recorded your voice during annotation using the "Record" option, the recording will be attached with the email.
> - This application feature is supported on Android devices with a screen size of atleast 7 inches and with operating system version 3.0 and above.

## 7.15 Collaborating Using SAP JAM

You can share and discuss the Business Intelligence (BI) content with other business colleagues using SAP JAM by performing following steps:

1. Open the report and tap (Share) icon that appears at the top right corner of the device screen.
2. Choose *Collaborate* from the options displayed.
   SAP JAM login screen appears.
3. Enter you SAP JAM account details.
   Once you are logged in the SAP JAM, you can choose groups or create a new group
4. On the SAP JAM group dialog box, you can:
   - Choose *Create New Group*: To create a new group.
   - Choose , to edit an exisitng group.
5. Based on the option chosen in step 4, perform the following substeps:
   1. In the *Group Title* field, enter/edit a group name.
   2. In the *Objective* field, enter/edit the objective of the discussion.
   3. In the *Participant(s)*field, add/delete the email ids of the participants.

> **Note**
>
> - SAP JAM is the default Web based collaboration tool in the application.
> - Ensure you have a valid SAP JAM account to collaborate using the application.
> - Ensure your administrator has set the required client settings for SAP JAM on the Busniess Intelligence Platform for the mobile client application.

## 7.16 Saving a Personalized View of a Web Intelligence Report

You may want to run a Web Intelligence report for a specific set of selection criteria, with specific filters applied, and then 'save' it. This personalized view is now a separate document available for both online and offline consumption.

Based on your selection criteria, once you have brought a BI document to a certain view after performing actions such as filter and refresh, perform the following steps to create a personal view:

1. Tap *Personal View*.
   *Save View* pop-up appears.
2. Specify a *Personal View Name*.
3. If you want, enter a short description in *Personal View Description* field.
4. Tap *Done*.

   Your personalized view of the BI document is saved in device memory, and you can access it by tapping *Personal Views* in the left navigation panel of the application.

### Note

Following are few things to note about personal views:

- If you want a saved personal view to display the latest information from the server (in online mode), you need to explicitly *Refresh* the personal view after opening it. You can update the personal view with latest data from the server in 2 ways:
  - By tapping on the *Refresh* icon in the tool-bar of the opened personal view.
  - By tapping on the *Update* option that appears in the Information (>) screen of the personal view tile.
- Personal views are supported on both Web Intelligence documents and their instances.
- When you save a personal view, the application does the following:
  - **Saves the history of server actions** that you performed on the report before saving the personal view. On a personal view, you can perform all those server actions that you performed before saving the view. For example, if you have applied filters in the report's charts, you can do the same actions after opening the personal view (**even in offline mode** of working).
  - **Saves the state** of Web Intelligence report. (In whatever state you left the report before saving the view, the same state is maintained when you access the personal view.)
- Irrespective of whether you are in offline or online mode of working, you can perform only those actions on a saved personal view that you did before saving it.
- The maximum number of personal views that you can save on device depends on the value of *Personal View Storage* setting that you specify in *Application Settings*, under *Application Relation*section.

  #### Note

  If you specify 'None' as the value for personal view storage limit, you can save personal views as long as sufficient device memory is available.

> **Note**
>
> For more information on the characteristics and limitations of personal views, refer to the *Release Notes* published on http://help.sap.com/bomobileandroid

## 7.16.1 Updating Personal Views

Update alerts can be seen on personal views, when the base document is modified or when a new scheduled instance is available on server. This is indicated by an (update icon) against each document in the personal view category listing.

Example: If multiple personal views are created from a Webl document and if the document is modified in server, all the personal views will have an update indication in mobile. This happens when a server call is made, by login to a connection or when the document list in the homescreen is refreshed by pull down action. Users can selectively update the personal views by tapping on the (update icon). Here, either the data or the structural change of the base document is reflected in the corresponding personal views as well.

## 7.16.2 Deleting Personal Views from the Device

If you want to delete a personal view, tap on the (*More actions*) icon, and then tap on *Remove from Device*.

## 7.17 Accessing the BI Documents Received in My BI Inbox

To view the BI documents that you have received in your Inbox (on the BI launch pad on server), swipe from left edge of the screen to the right to enable the navigation draw or tap on the (Browse) on the top left corner of the screen, and then choose *BI Inbox*. You can now view the available documents on the screen.

To mark the documents as read or unread, Tap on the (*More Actions*) icon over the document, and choose *Mark as Read* or *Mark as Unread*.

> **Note**
>
> The document name appears in light blue font for ‘Unread’ documents, and in grey font for ‘Read’ documents

# 8 Working With Reports

Each document contains one or more reports. When you open a document, you see the first report of the Web Intelligence document. You can swipe through and view the reports one by one. If you want to directly access a specific report in the document, tap the *Reports* icon in the top left corner of the screen, and select the required report from the list that appears. The sub-topics of this chapter explain how you can interact and analyze data with reports.

## 8.1 Working with Report Elements

A report can contain multiple report elements such as tables and charts. The sub-topics of this chapter provide information on how you can interact with various report elements using the application.

### 8.1.1 Interacting With Tables

#### Context

The table below summarizes the actions you can do on tables using the application:

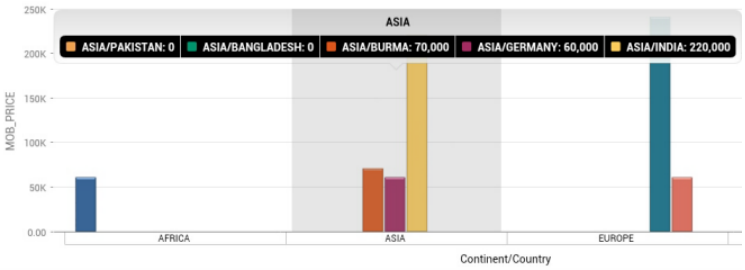
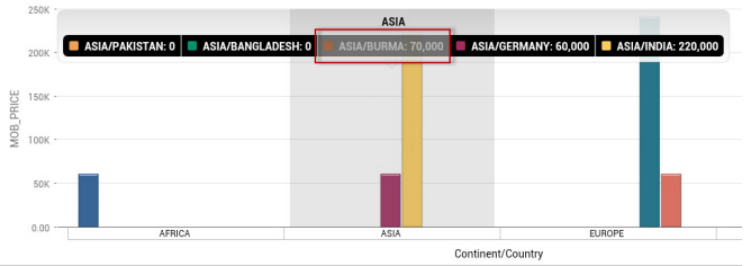
| Action | How to Perform |
| --- | --- |
| Freezing, hiding,**wrapping** and sorting columns (in vertical tables) and rows (in horizontal tables) | **Double-tap** the column header or row header, and tap on the required option in the list that appears. (The options *Ascending* and *Descending* are for sorting the column/row data in ascending or descending order.)<br>**Note**<br>To reset a column or row to the original state, double tap the column header or row header, and you find the option to undo your action. |
| **Applying offline filters** on table columns | 1. **Double tap** on the table header and tap on *Apply Filter*.<br>2. Use the relevant option below:<br>○ If there is a range of values, use the slider to narrow down the range.<br>○ If there are discreet values for the filter, use the check box to select individual values, or the *Select All* option to select all values that are seen in the pop up.<br>3. Tap *Done* to apply filter and exit the filter dialog. |

| Action | How to Perform |
| --- | --- |
| | **Note**<br>• If a column has merged cells or micro-charts , the option to filter offline is not available on that particular column.<br>• After applying filters to a column, if you do a server operation (such as drill or refresh) on the report, the applied filter is removed from the column.<br>• If a measure column has aggregate parameters (such as Average or Percentage), they are not impacted by applying offline filters.<br>• In the dimension filter pop up, if you have entered a search string, the Select All option only provides access to the dimension values that are available based on your search. Similarly, in a measure pop up, if you have selected a range of values (using the range selector), the Select All option only provides access to the measure values that are available based on your selected range. |
| Drilling information in tables<br>**Note**<br>If a table is based on hierarchical data, and the report designer has enabled drilling in the table, the table text appears on the device in **blue**. | **Tap on the blue text** that appears in the table.<br>• If the table is enabled for drill-up, a higher level of information is displayed in the table. For example, the `<City>` column may convert to `<Region>`, and the measure (for example `<Margin>`) may be displayed for each region.<br>• If the table is enabled for drill-down, a lower level of information is displayed in the table. For example, the `<Region>` column may convert to `<City>`, and the measure (for example `<Margin>`) may be displayed for each city within the respective regions. |

## 8.1.2 Interacting With Various Charts Types

The following table displays the various charts supported in the application, and the actions that you can perform on each chart type:

| Chart Type | How to Work on the Chart |
| --- | --- |
| Vertical Column Charts | • To view the value of a specific bar, tap the bar.<br>• To view the chart for a specific range on the horizontal axis (when there is a range of continuous values), select and drag the edges of the range selector. |

| Chart Type | How to Work on the Chart |
| --- | --- |
| | **Note**<br>Range selector is not available in charts with discreet values on the X-axis. It is available in charts with continuous values on the X-axis. |
| Grouped Bar (Column) Charts | • To view the value of a specific bar, tap the bar.<br>• To view the chart for a specific range (horizontal axis), select and drag the edges of the range selector.<br>• To hide the dimension values (legends) for which you do not want to view the measure, perform the following steps:<br>1. Tap on a bar. The measure values corresponding to all legends of the chart appear over the bar as shown in the below figure:<br>  <br><br>2. Tap on the legend for which you do not want to view the measure values in the chart. The bar corresponding to the chosen legend disappears in the chart as shown in the below figure:<br>  <br> |
| Stacked Column Charts | • To view the value of a specific bar, tap the bar.<br>• To view the chart for a specific range (horizontal axis), select and drag the edges of the range selector. |
| Horizontal Bar Charts | You can view the value of horizontal bars in the table on the left side of the report part. Each cell value corresponds to the respective horizontal bar |
| Combination Charts | • To view the value of a specific bar, tap the bar.<br>• To view the value at any particular point on the line chart, tap the required point.<br>• To view the chart for a specific range (horizontal axis), select and drag the edges of the range selector. |
| Dual axis Charts | • To view the value of a specific bar, tap the bar.<br>• To view the value at any particular point on the line chart, tap the required point.<br>• To view the chart for a specific range (horizontal axis), select and drag the edges of the range selector. |

| Chart Type | How to Work on the Chart |
| --- | --- |
| Line Charts | • To view the value at any particular point on the chart, tap the point.<br>• To view the chart for a specific range (horizontal axis), select and drag the edges of the range selector. |
| Waterfall Charts | • To view the value at any particular point on the chart, tap the point.<br>• To view the chart for a specific range (horizontal axis), select and drag the edges of the range selector. |
| Pie Charts | To view the value of a specific sector of a pie chart, do one of the following:<br>• Rotate the pointer to the sector.<br>• Tap the corresponding legend at the bottom of the chart.<br>Note<br>1. If the pie chart has only negative measure values, the application converts all negative measure values to positive measure values.<br>2. If the pie chart contains both negative and positive measure values, the application considers only positive measure values to display the chart. |
| Bubble Charts | • To view the value at any particular point on the bubble chart, tap the required point. |

## 8.1.3 Drilling Information in Charts

### Context

To drill information in **charts** perform the below procedure:

### Procedure

1. **Double tap** on the bar (in bar charts) or the data point (in line charts).
   The options to drill up and drill down appear in a pop up.
2. Choose the required drill option.
   The drilled information is displayed in the chart based on your selection.

> **Note**
>
> To return to the original view, or to further drill down or drill up in the chart, double tap the bar (or the data point) again.

## 8.1.4 Filtering Information in Report Elements

### Context

Filtering allows you to narrow down the information displayed in a table or chart to the information of your specific requirement.

To filter the data of a report element, perform the following steps:

### Procedure

1. In the report tool-bar, select (*Filter*).

   > **Note**
   >
   > On tablets, if the report has multiple report elements, tap that appears at top right of the report element, and select *Filter* from the menu that appears.

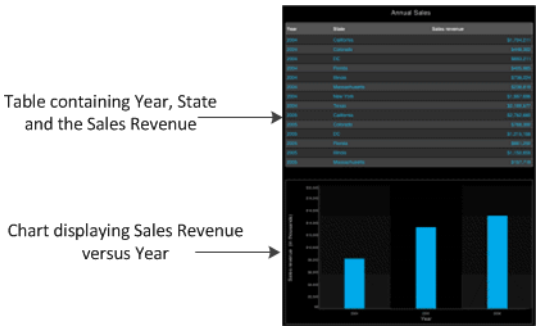
2. In the *Filter* pop up, choose the required values for the filter.
   - If the pop up displays a range-selector (slider) with a single pointer, drag the pointer on the slider bar to select the required range.
   - If the pop up displays a slider with two pointers, drag the two pointers on the slider to select the range of values. (In this case, the maximum and minimum values of the range are variables.)
   - If the pop up displays a text field, enter a value.
   - If the pop up displays a Calendar field, perform the following steps:
     1. Tap on the text field.
        The *Android Date Picker* appears.
     2. Set the Date, Month and Year.
     3. Tap *Set*.
        The selected values appear in the text field. Each value is separated by a semi-colon (;).
3. Tap *Done*.
4. Tap *Ok* to exit from the Filter pop up and view the filtered information in the report element..

## 8.1.5 Filtering the Data of a Report Element Using Report Element Linking (REL)

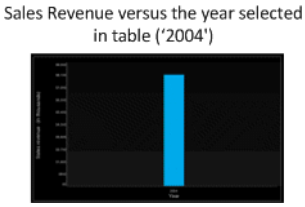
#### Understanding REL

If your report designer has linked report elements such as a table and a chart with each other, such that one report element acts as the input control for the other, it is known as "Report Element Linking " (REL) . The report element that acts as the input control filters the data of the target report element when you make a value selection in the former.

Consider the report displayed in the figure below:




In Web Intelligence, you have linked the table to the bar-chart such that table acts as the input control. Suppose, you select a record with the value of `<Year>` = '2004' in the table. The report is refreshed to display the chart with data filtered according to your selection, as shown below:




**How to filter the data of linked report part on device**

- If a table is linked to a chart, single tap on the table cell.
- If a chart is linked to a table or chart, double tap on the chart.

> **Note**
>
> - To view the applied filter parameters, tap on the filter icon.
> - To remove the applied filters, perform the following steps:
>  1. Tap on the filter icon and tap on *Clear*.
>  2. If you do not want to remove the applied filters, select *Revert*.
>  3. Tap *Ok*.

## 8.2 Creating Personal Views of Web Intelligence Reports

Personal Views is a capability to save personalized views of a Web Intelligence report. This chapter explains the characteristics of personal views, and how to create them.

### Understanding the Significance of Personal Views

For some business requirements, you may want a particular view of a Web Intelligence report to be opened every day and refreshed. For example, consider the following use case:

For customer A, a sales representative filters data with certain input control values and drills down to two levels in the report tables. Then, the representative saves a personal view of the report and names it as Daily Sales - Customer A. Now, every day the representative can open this personal view and quickly refresh (or update) the report with latest data from the server, without performing the same actions for customer A again. This way, having performed different server actions (for different customers), the representative can save multiple personal views of the same report (but with different results) for offline or personalized viewing (such as Daily Sales - Customer A, Daily Sales - Customer B and Daily Sales - Customer C).

### Creating and Accessing Personal Views in the Application

To create a personal view of a Web Intelligence report, perform the below mentioned steps:

1. Open the report, and perform the required server actions so that the report arrives at your desired view. (Your actions may include drilling, filtering using inputs controls, displaying information in sections and other actions.)
2. Tap *Settings* > *Save View*.
   The "Save View" dialog opens.
3. Specify a *Personal View Name* and optionally a description of the view. Then tap *Done*.
   The personal view is created and you can access it using the *Personal Views* tab in the *Browse* panel. You can also anytime refresh the data in your personal view by tapping on the *Refresh* option in the view tool-bar.

   > **Note**
   >
   > While working with Web Intelligence personal views in offline mode, you can only filter data of a report part. Other server and table actions are not supported with personal views in offline mode.

### Characteristics of Personal Views

1. You can create multiple personal views of the same base (source) document, and each view is independent of each other.

2. If you want a saved personal view to display the latest information from the server (in online mode), you need to explicitly *Refresh* the personal view after opening it. You can update the personal view with latest data from the server in 2 ways:
   - By tapping on the *Refresh* in the tool-bar of the opened personal view.
   - By tapping on the *Update* that appears in the Information (>) screen of the personal view tile.

   > **Note**
   >
   > If you want to disable the refresh or update of personal views in the application, you can set the value of the following client setting as 'false' `feature.webi.personal.view.update.enabled`. See the related topics of this chapter to access client settings based on the server version that you are using.

3. When you refresh a personal view, the application refreshes the source BI report (from which you created the view) and applies all the history actions on the report to bring it to the view state.
4. You can save personal views of only Web Intelligence documents. Other BI document types do not support this feature.
5. Personal views are supported on both Web Intelligence documents and their instances.

   > **Note**
   >
   > - When the User taps Update, based on how the user has created the personal view, the app updates its corresponding Personal view.
   >  - If the user has created the personal view of a document, the app updates the document personal view with the latest document.
   >  - If the user has created the personal view of a document instance, the app updates the document instance personal view with the latest document instance.
   > - When the user taps Refresh, the app retrieves the latest data on Personal View of a document or a document instance and applies the server recorded action on this Personal View.

6. When you save a personal view, the application does the following:
   - **Saves the state** of Web Intelligence report. (In whatever state you left the report before saving the view, the same state is maintained when you access the personal view.)
   - **Saves the history of server actions** that you performed on the report before saving the personal view. On a personal view, you can perform all those server actions that you performed before saving the view. For example, if you drilled down in the report's charts or tables and applied filters, you can do the same actions after opening the personal view (**even in offline mode** of working).

     > **Note**
     >
     > If the report has REL (report element linking), the application also records the sequence in which you have filtered data in the linked report parts. You can only use REL in the same sequence of linking.

7. Irrespective of whether you are in offline or online mode of working, you can perform only those actions on a saved personal view that you did before saving it.

   For example, if you drilled down in report parts, but did not drill up, you cannot drill up in the personal view.

   If the report has hierarchical tables, but you did not perform an expand or collapse on the nodes, you cannot expand or collapse nodes in the personal view.

> **Note**
>
> For a personal view, the application does not record the actions that are independent of server interaction (such as sort, re-order or freeze in tables). User can perform these actions in personal views anytime and in any order.

8. Apart from **Refresh** and **Update**, no other action (request) on a personal view goes to the mobile BI server. (Before saving the view, when you perform server actions such as drill and filter, the application fetches the required data and stores it in local memory of the device. When you perform the same actions on the saved personal view, the required data is fetched from device memory, and there is no server interaction.)
9. If the personal view has an OpenDocument URL that targets a BI document that is not Web Intelligence, the target document does not open when you tap the URL in the personal view (even if you tapped the URL before saving the view of report).
10. If the BI report has drill enabled tables, the personal view displays the drill pop up options on only those cells on which you have drilled information before saving the view. Other cells do not display the drill pop up.
11. Using input controls, if you have filtered data in the BI report before saving the personal view, when you open the personal view and tap <image> (*Filter*), the pop up displays only the combination of values that you chose while filtering data. The following figure displays the view that appears:
    <image>
    When you tap on any value-combination, the pop displays all the individual values the same way as they appeared in the original BI report, as shown below:
    <image>
    You can select any value and tap *Apply* to apply value selections.
12. You cannot create a personal view from an existing personal view.
13. The maximum number of personal views that you can save on device depends on the value of *Personal View Storage* setting that you specify in *Application Settings*-> *Additional Settings*.

> **Note**
>
> If you specify 'None' as the personal view storage limit, you can save unlimited number of the personal views on your device.

14. You can delete personal views from the device in one of the following ways:
    - By tapping *Remove from Device* option that appears on the Information(>) pop up of the personal view tile.
    - By erasing application data using *Settings*>*Application Settings*>*Additional Settings*>*Clear Data*> *Remove Application Data*
    - By removing the server connection that has the BI report from which the personal views are created.
15. You cannot save personal views for a Web Intelligence report in the following scenarios:
    - The parent document is configured as "Refresh on Open".
    - The parent document is set to Confidential on the server.
    - The parent document is a "View as PDF".
    - The `<offline storage>` property on the Mobile server is set to 'False'.
16. Saved personal views are automatically removed from the device memory in the following scenarios:
    - The parent (source) document of the personal view has expired (based on the TTL server parameter).
    - The administrator has either removed the parent document from the server or un-assigned it from the Mobile category.
    - The administrator had made the parent document Confidential on the server.

- The `<offline storage>` property on the Mobile server is set to 'False'.

17. The secondary tool-bar of a personal view does not have the *Collaborate* option, as personal views are not designed for discussing.
    The following table lists the functionalities supported in MOBI:

| Functionalities | Support in MOBI |
|---|---|
| Table operations on client - sort, wrap text, freeze and hide column | Yes |
| Table operations on client - Local table filter, Re-ordering of columns | No |
| Persistence of last navigated Section in the report | Yes |
| Persistence of last selected value for prompt | Yes |
| Input controls | Yes |
| Drill operation on table and charts | Yes |
| Persistence of last navigated report tab | Yes |
| Persistence of last navigated page in a report | No |
| ReportElementLinking | No |
| Opendocument within and to other documents | No |
| Hierarchical data (Sections, InputControls, ElementLinking, Prompt and expand/collapse operations on Hierarchical data) | No |

## 8.3 Performing Geo-analysis on the Web intelligence Document

You can analyze the Web Intelligence report data based on geographical region by viewing the information in a geomap on your device. Geo-analysis displays BI data for various geographic locations on the world map. These locations are known as points of interest (POIs). Each POI has a unique location value(latitude, longitude) and name (such as city name, state name, company name or store name).

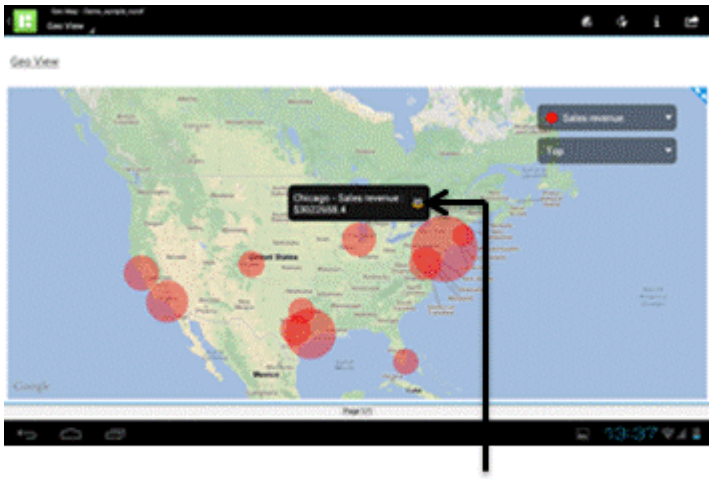
For more information on how to configure Geo-analysis in Web Intelligence Reports, see: *SAP BusinessObjects Mobile for Android 6.0.0-Administrator and Report Designer's guide*.

To view the reports or documents in the geomap format, perform the following steps:

1. Open a Web Intelligence document that is configured to display data for geo-analysis.
2. Select the desired measure and dimension from the dropdown menu.

> **Note**
>
> - Depending on the configuration performed by your administrator, the POIs can appear as bubbles or as an image.
> - Depending on the configuration performed by your administrator, the size and color of each POI can vary corresponding to the value of the selected measure.

3. Tap on the POI.
   A pop-up appears displaying the measure value for the location.




Tapping a POI displays a pop up indicating the measure value for the POI

4. Tap on the popup.
   - If your administrator has performed configuration using the Geo OpenDoc URL format, Report-part appears displaying data specific to the POI.


A report part appears over the POI

To view the Report Part in full screen mode, tap the full mode view icon on top right corner of the pop-over.

> **Note**
>
> If the report you have opened contains link to other OpenDoc links, and you select one of these, the pop up closes, and the Web Intelligence document opens on the device in full screen mode.

If your administrator has performed configuration using the default OpenDoc URL, the Web Intelligence documents opens in full screen mode.

## 8.4 Viewing Data of Web Intelligence Reports in Sections

### 8.4.1 Overview: Grouping Information with Sections

Sections allow you to split report information into smaller, more comprehensive parts.

> **Example**
>
> *Grouping quarterly revenue results into sections on a report*
>
> You are the regional sales manager in Texas. You receive a report showing 2003 annual revenue for stores in your region, broken up into cities and quarters:

| City | Quarter | Sales Revenue ($) |
|---|---|---|
| Austin | Q1 | 314430 |
| Austin | Q2 | 273608 |
| Austin | Q3 | 295798 |
| Austin | Q4 | 252765 |
| Dallas | Q1 | 215874 |
| Dallas | Q2 | 194689 |
| Dallas | Q3 | 204066 |
| Dallas | Q4 | 188791 |
| Houston | Q1 | 572177 |
| Houston | Q2 | 619924 |
| Houston | Q3 | 533765 |
| Houston | Q4 | 520332 |

> To compare the results for each city per quarter, you set [Quarter] as a section value.The report is broken up into four separate sections by quarter:
>
> Q1

| City | Sales Revenue ($) |
|---|---|
| Austin | 314430 |

| City | Sales Revenue ($) |
|---|---|
| Dallas | 215874 |
| Houston | 572177 |

Q2

| City | Sales Revenue ($) |
|---|---|
| Austin | 273608 |
| Dallas | 194689 |
| Houston | 619924 |

Q3

| City | Sales Revenue ($) |
|---|---|
| Austin | 295798 |
| Dallas | 204066 |
| Houston | 533765 |

Q4

| City | Sales Revenue ($) |
|---|---|
| Austin | 252765 |
| Dallas | 188791 |
| Houston | 520332 |

Your report designer can define a single section or multiple sections with sub-sections in a report. A section can be created from one of two sources:

- On a dimension already displayed on a table or chart
- On a dimension included in the report but not displayed on a table or chart

## 8.4.2 Viewing Sections on the Device

The report parts in a Web Intelligence report are of two types:

- Section report parts
- Non-section report parts

Section report parts are ones for which you can view data in sections depending on how your report designer has defined them in Web Intelligence.

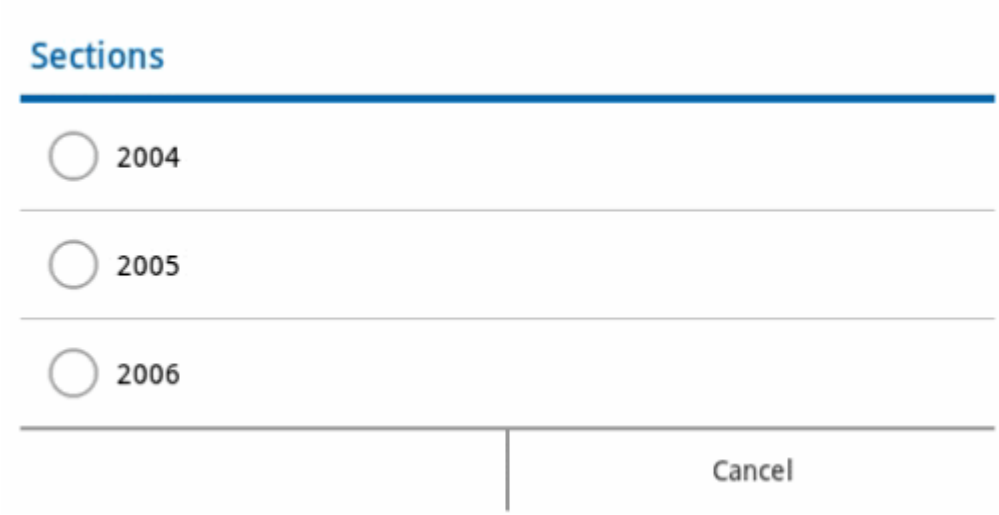
Non-section report parts are ones for which data cannot be viewed in sections.

A Web Intelligence report that you download to your device from the server can have a combination of section and non-section report parts, or all report parts of only one type.

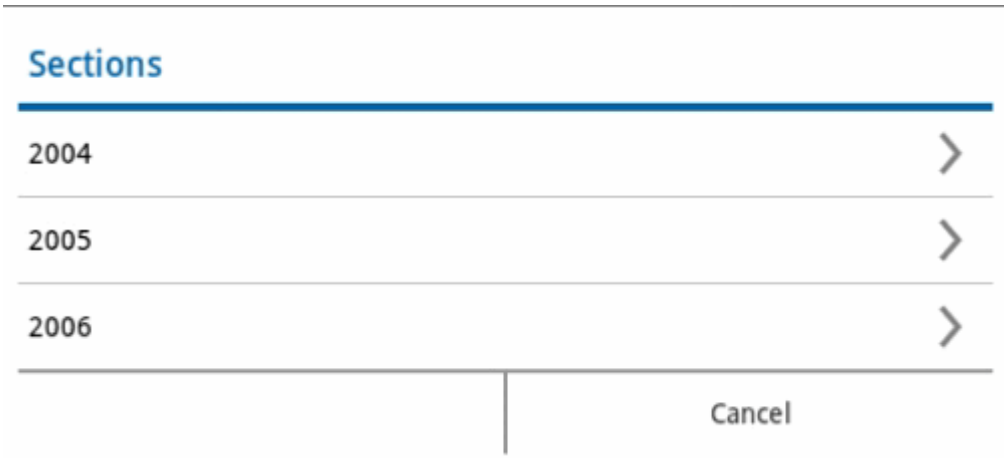
Suppose your report consists of a single bar-chart which is a section report-part.

You want to view the Sales data individually for each `<State>`. To do this, perform the following steps:

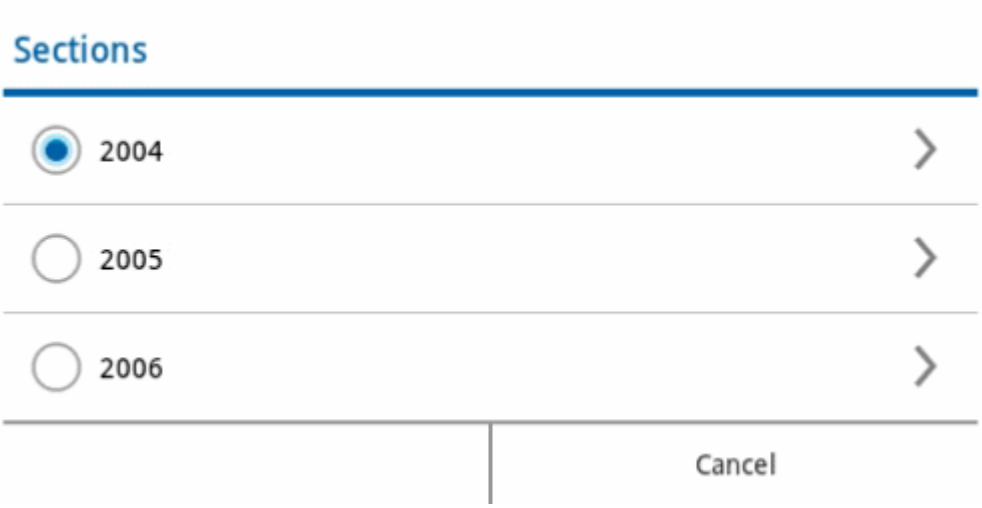
1. Choose ☰ (View Sections).
   A popup appears with the available section values.
2. The *Sections* popup appears as one of the following:
   - *With only values*: Tap on the dimension value corresponding to the one that you want to view in the section:




   - *Values with grey arrows*: You can view sections based on the values of a next level dimension (such as quarter, month or calendar week in this example). Tap on the arrow to view the values of the next level dimension.




   - *Values with a radio button and a grey arrow*: You can view a section of the report corresponding to the selected value of dimension (using radio button), or view a section based on values of a next level dimension (accessed by tapping the arrow).




> **Note**
>
> 1. The dimension values that appear in the section popup depend on how it was defined by the Web Intelligence report-designer. In the example, the values for `<Quarter>` or `<Year>` could also have been included.
> 2. If the report includes non-section report parts, the selections that you make in the *Section* pop up are not applied to them. They apply only to the section-report parts.

## 8.5 Sharing Documents

You can share the content of a document displayed on the screen with other users, using the email option. When you use this option, a snapshot of the current view of your screen is attached, and a link to the report is sent to the recipient by e-mail.

To share your documents by e-mail, perform the following steps:

1. Open the document and select the report of your choice.
2. Tap (Email).
   A pop up opens with the list of device specific options for sharing the document.
3. Select the option that you want to use to send the document.
   The application creates an email draft with an SAP BI URL that would open the document on recipient's device.
4. Specify the recipient's email address in the "To" field of the email draft and tap on *Send*.

> **Note**
>
> Document sharing works as expected only if the email client configured on your tablet or phone supports the HTML editor for messages. Otherwise, the OpenDocument URL (link) generated in the email draft is inactive, and the recipient cannot access the report when he or she taps on the link.

# 9 Using SAP BI URLs to Open Web Intelligence Documents

Using SAP BI URLs, you can access Web Intelligence documents directly without launching the application. This URL is configured by your administrator, with parameters to open the Web Intelligence document.

To access the Web Intelligence document using an SAP BI URL, tap the URL (link) that you receive from the administrator (via e-mail). The SAP BI application launches on your device and opens the document.

For more information on how to create SAP BI URLs, see: Generating SAP BI URLs for opening BI documents in the *SAP BusinessObjects Mobile for Android 6.0.0- Administrator and Report Designer's guide* at (http://help.sap.com/boall_en/).

# 10 Working with Dashboard Documents

SAP BusinessObjects Dashboards (created with Dashboard Designer) are corporate dashboards with analytics based on Universe queries, BW (BEx queries) and HANA (Universe) . They are rich in look and feel and provide support for various mobile features.

**Pre-requisites**

SAP BusinessObjects Dashboards support requires:

- SAP BusinessObjects Business Intelligence platform 4.1 version and higher.
- Android tablets with 7 inch screensize and higher having Android operating system 4.0 version and higher.
- To access Dashboards document on the home screen in the application, ensure your administrator has saved the DashBoard document as "Mobile Only" or "Mobile and Desktop Only".

## 10.1 Accessing the Action Bar

When you open the Dashboard documents, the dashboard opens in full screen mode. To access the Action Bar, tap  (Expand/Collapse).

## 10.2 Locking the Action Bar

When you open the Dashboard documents, the dashboard opens in full screen mode. You can lock the action bar to access the menu option.

To lock the action bar, perform the following steps:

1. Open the document.
2. Tap  (Expand/Collapse).
   The action bar appears.
3. Select  (Pin).

## 10.3 Viewing the Document in Full View Mode

You can view a Dashboard document in full screen mode (fit to screen size) or as the dashboard document is designed.

To view the dashboard document in full view mode, perform the following steps:

1. Open the Dashboard document.
2. On the Action bar, tap (Fit to screen).

You can exit fit to screen mode by tapping (Exit Fit to Screen) on the Action bar.

# 11 Working with Design Studio Documents

When you open Design Studio documents, you can see ⋮ (More Actions icon).

Table 5:

| Option | Action |
| --- | --- |
| *Add Home* | It allows you to download the document to your device. |
| *Info* | You can view the details of a document such as Name, Author, Downloaded at, Modified at, and Description. |
| *E-Mail* | When you use this option, a snapshot of the current view of your screen is attached, and a link to the report is sent to the recipient by e-mail. |
| *Full Screen* | It allows you to view the Design Studio report in full screen mode. |

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Any software coding and/or code lines / strings ("Code") included in this documentation are only examples and are not intended to be used in a productive system environment. The Code is only intended to better explain and visualize the syntax and phrasing rules of certain coding. SAP does not warrant the correctness and completeness of the Code given herein, and SAP shall not be liable for errors or damages caused by the usage of the Code, unless damages were caused by SAP intentionally or by SAP's gross negligence.

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**go.sap.com/registration/contact.html**