

Working in the Business Warehouse: Characteristics, Properties, and Key Figures

The Business Warehouse (BW) now supports over 350 separate reports. These reports are, by design, extremely flexible. The default view is usually generic, to make the information useful to the greatest number of users. However, many users have specific reporting needs. The following information is intended to help you customize reports to meet those specific needs.

1. Characteristics.

Characteristics are the individual non-numeric data elements in a report. The characteristics in the rows section determine the default display. You do not have to display all of these

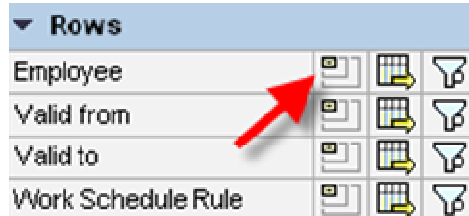


Fig. 1 Remove Drilldown

characteristics. To remove one or more, click the remove drilldown icon (Fig. 1) and the characteristic will move down to the Free Characteristics section and out of the active display and will no longer appear in the report. Likewise, to add a characteristic to your report, you can select the drilldown icon in the rows of a characteristic and it will move up to the rows section and display on the report.

2. Properties of a Characteristic.

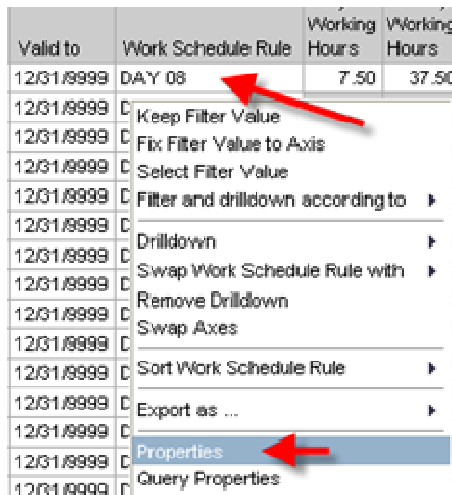


Fig. 2 Selecting Properties

Properties are also known as attributes, they describe the characteristic and its display. To find the properties of a characteristic, right click on the display and select Properties (Fig. 2). The properties of the characteristic will appear. If we select Work Schedule Rule, the properties

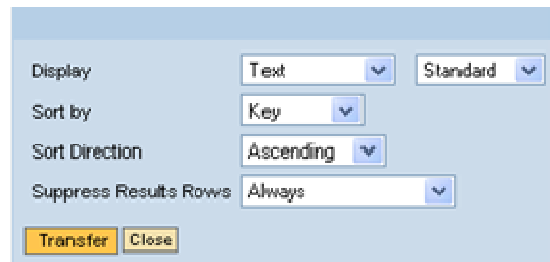


Fig 3 Properties of a Characteristic

are limited, but useful (Fig. 3). You can change the display from Text to Key and Text, change the sort order option from Key to Text, the Sort Direction from Ascending to Descending, and allow the Results Rows to display or be suppressed.

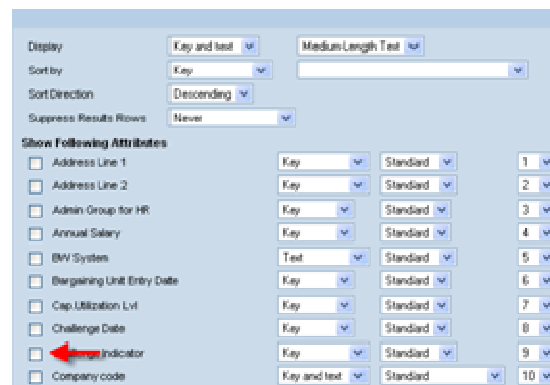


Fig 4 Selecting an Attribute

Now to look at something more elaborate, a partial display of the properties of an Employee. Right click Employee; we now see the same properties that we saw on Work Schedule Rule at the top, but we also have an additional feature, Show Following Attributes (Fig. 4). Click a check box to display an attribute (property) in a report. This attribute cannot be sorted or filtered. Some attributes are also listed as Free Characteristics in the report.

3. Key Figures

Schedule Rule	Working Hours	Working Hours	Monthly Hours	Working Hours	Employment Percentage
	7.50	37.50	162.50	1,950.00	93.8
	7.50	37.50	162.50	1,950.00	93.8
	7.50	37.50	162.50	1,950.00	93.8
	7.50	37.50	162.50	1,950.00	93.8
	7.50	37.50	162.50	1,950.00	93.8
	7.50	37.50	162.50	1,950.00	93.8
	7.50	37.50	162.50	1,950.00	93.8
	7.50	37.50	162.50	1,950.00	93.8
	7.50	37.50	162.50	1,950.00	93.8
	7.50	37.50	162.50	1,950.00	93.8

Fig 5 Key Figure Display in a Report

Key figures are the numeric values in BW reports. They can be identified in a report by the alternating white and colored lines (Fig. 5). Most reports have Key Figures, but not all of those displayed in a generic report may be useful to you. Key Figures can be moved around in a slightly different way

than we use to move free characteristics. For example, to display

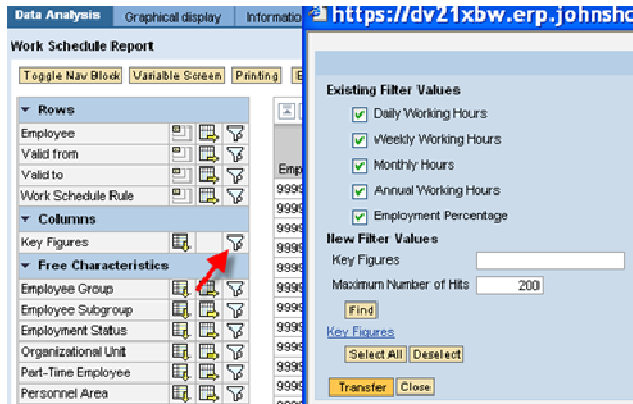


Fig 6 Key Figures all selected before Filtering

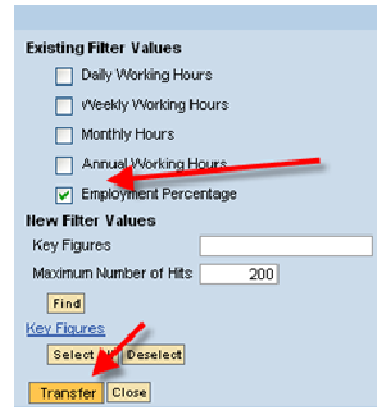


Fig 7 Key Figure Filtered

only Employment Percentage, click the filter icon for Key Figures in the columns section. A pop-up window will appear. By default, all the Existing Filter Values (Key Figures) are checked (Fig. 6). Uncheck all except the Employment Percentage and then check the Transfer button (Fig. 7). The report now only displays the Employment Percentage key figure. As you can see from these examples, BW reports are extremely flexible and adaptable.

They are capable of displaying a great deal of information. They also provide you with all the tools to change a generic report into a report meet your specific needs and then save that version of the report as a favorite.