

SAP Business Objects BI Launch Pad – User Guide

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Accessing BI Launch Pad

BI Launch Pad is a browser-based application which hosts our LCC Adult Care documents. A document can be an Excel spreadsheet, Adobe PDF, HTML web page or Web Intelligence (Webi) report.



BI Launch Pad works best in Internet Explorer. LCC PCs have Google as the default browser, so you may need to open an Internet Explorer browser window by clicking the icon on your desktop or in your Start Menu and type the following into the browser address bar, followed by pressing the enter key: <http://lcc-webbo-01/BOE/BI>

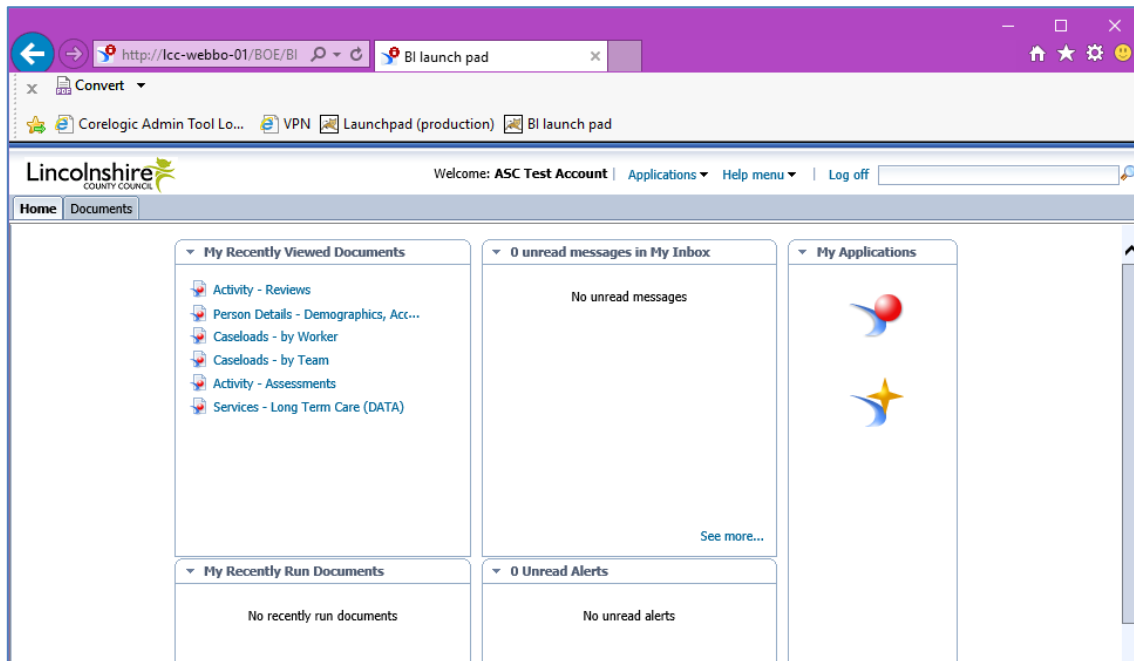
Please Note that BI Launch Pad uses your Active Directory credentials (your network username and password) to log you in automatically. Occasionally, you may still need to log in if your BI Launch Pad session has timed out, or if you use a different browser such as Google Chrome. **If you are presented with a login screen**, leave the System and Authentication settings as default (System: LCC-APPBO-01:6400 and Authentication: Windows AD). Type in the User Name and Password that you use to log on to your computer, and click Log On.

If you are unable to log on or are locked out of your account please email ASC_Performance@lincolnshire.gov.uk using 'Launch Pad login' in your email Subject. This is the account used to process all Launch Pad enquiries.

You can now add the login page to your favourites to create a shortcut to Launch Pad in Internet Explorer, using the star icon in the top right of the browser: ★

Launch Pad overview

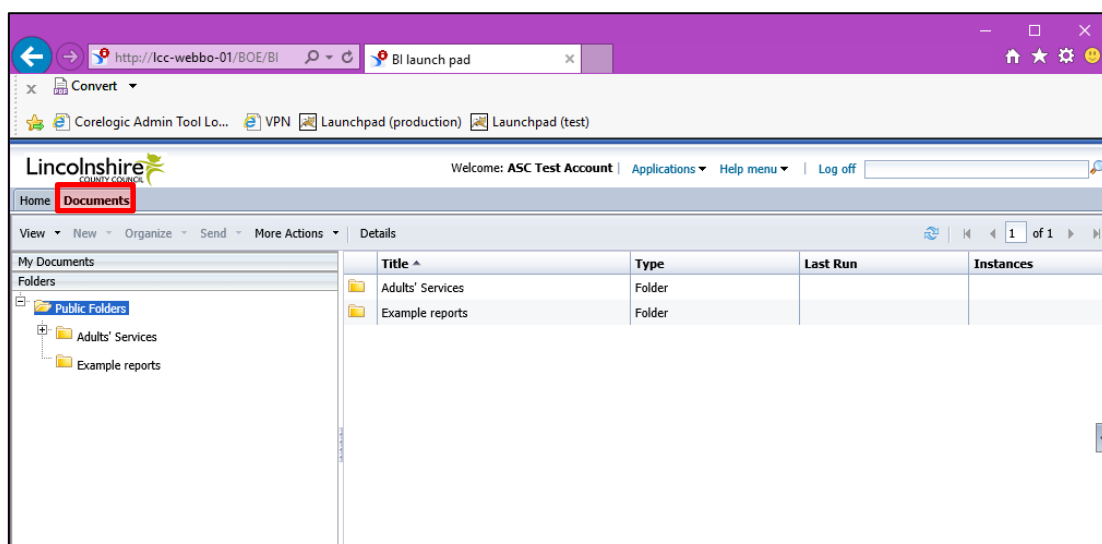
Once you have loaded / logged in to Launch Pad, you will see a screen similar to the one shown below. Your screen may be different depending on your user profile, and which documents you have access to.



The top section of the Launch Pad screen, where the LCC logo is, is always displayed, and will show your login name, the Applications menu, the Help menu, Log off button and a search box. Some of these menus may not be available to you depending on your user profile. The Log off button should always be used when you are finished with Launch Pad; once logged off, you can then close the browser window.

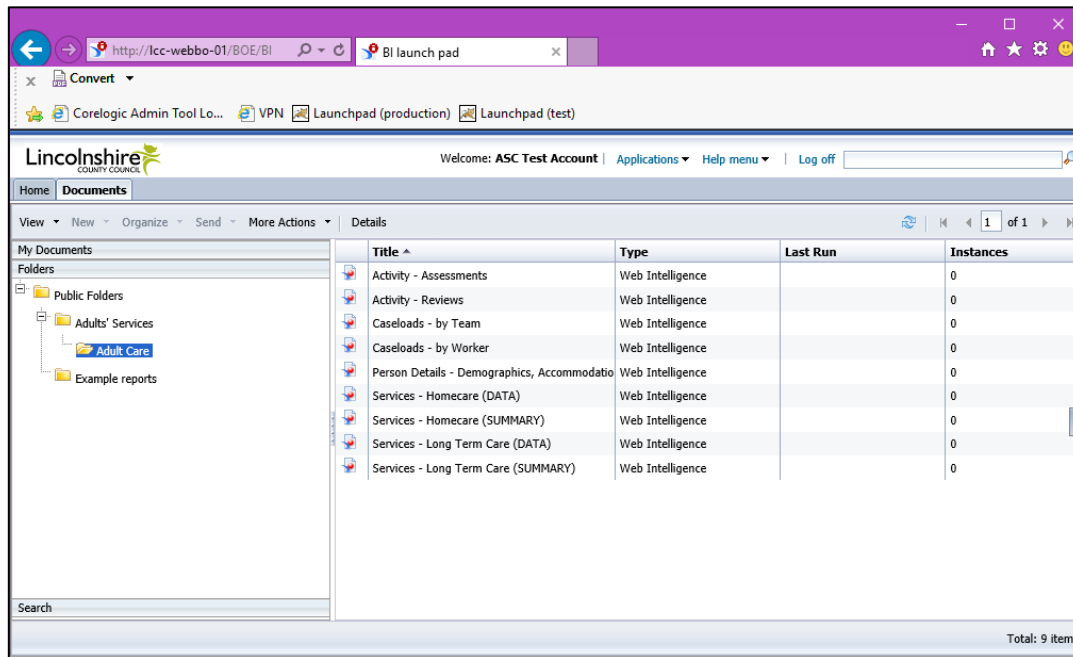
Below the top bar are two tabs 'Home' and 'Documents'. The Home page contains a number of widgets including 'My Recently Viewed Documents'; please note these will usually be empty on your first login to Launch Pad.

The easiest way to access content is from the 'Documents' tab. If you don't see the 'My Documents' list of folders, click the 'Documents' tab highlighted in the image below.



In Launch Pad, a 'document' can be a PDF, Excel Spreadsheet, HTML web page or Web Intelligence report (Webi report). For the purpose of this guide, we will use a Web Intelligence document (report) for screenshots and to specifically demonstrate report functionality.

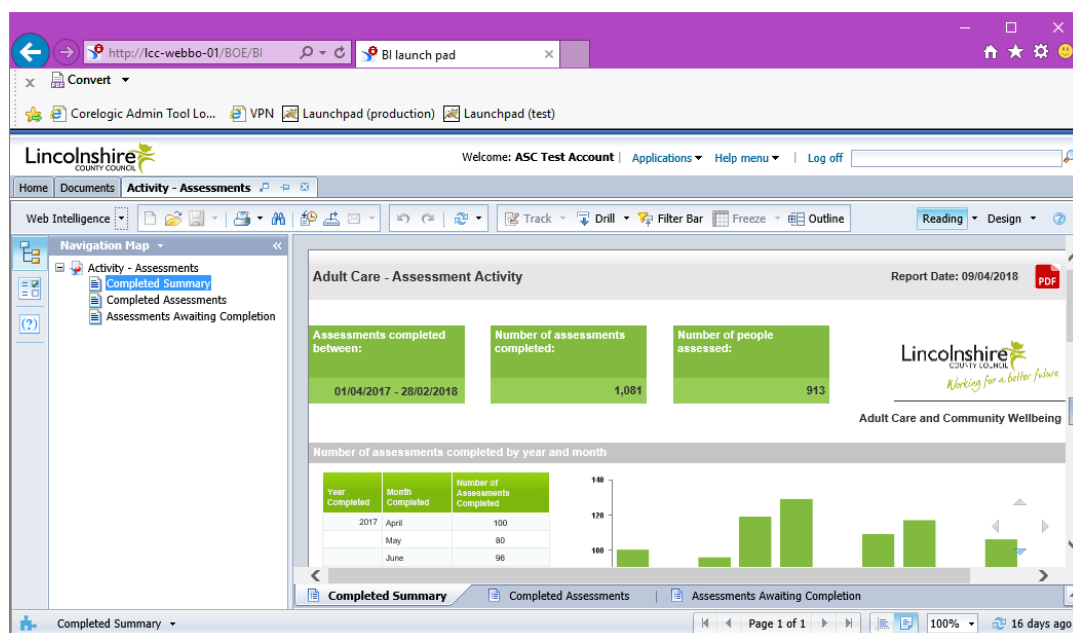
Click the + button next to 'Adult's Services' or double-click the folder name to expand the folder. Select the 'Adult Care' folder. A list of available documents should appear to the right:



Double-click a document name to open it. We will use the 'Activity – Assessments' Webi report.

The document will load in the main window on the right, and navigation bars appear to the top and left of the screen.

Your screen may look slightly different to the image below, depending on your user rights.

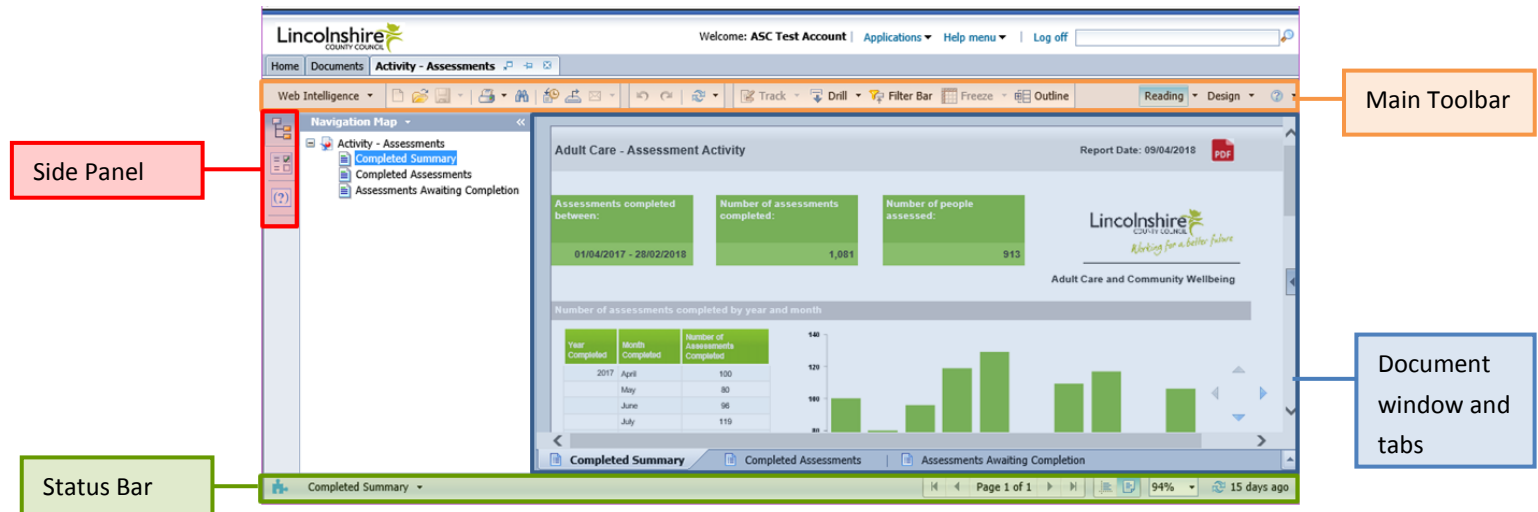


The document window

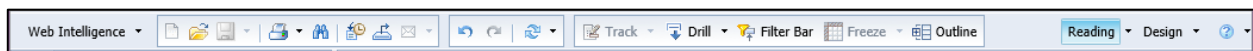
As shown in the image below, when a document is opened it appears as a new tab next to the Home and Documents tab, and several new toolbars and buttons appear in various parts of the screen.

The four main areas of the document window are:

- The main Launch Pad Toolbar (in orange below)
- The Side Panel (red)
- Document 'body' and Document tabs (blue)
- The Status Bar (green)



















Main toolbar



The main toolbar allows you to refresh, print and export the document as appropriate, as well as providing other functions; some options may be greyed out (unavailable) depending on your user rights and the type of document.

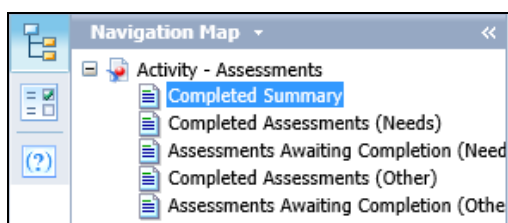
Please note these buttons are part of Launch Pad and are not configured by the document designer - some options may affect the data in the document in unexpected ways or change the layout; even if a button is available in your profile, we recommend using only the highlighted buttons listed below and using the Side Panel (Navigation Map, Input Controls and User Prompt Input) in place of the Launch Pad buttons listed here.

The most commonly-used buttons are highlighted in yellow. From left to right, the buttons are as follows:

Button:	Name:	Description:
Web Intelligence ▾	View	Change the view mode or modify the current view
	New	Create a new Web Intelligence document
	Open	Open an existing Web Intelligence document
	Save menu	Save an open Web Intelligence document
	Print	Export to PDF for printing
	Find	Find text in tables and cells on this page
	History	List of dates corresponding to the instances of the scheduled document
	Export	Export to my computer in PDF, Excel or CSV format
	Send to	Send to Mail, Inbox
	Undo / Redo	Undo previous actions / Redo previous actions
	Refresh	
	Track	Activate or deactivate Data Tracking Mode
	Drill	Navigate the document by hierarchy - <i>not recommended</i>
	Filter Bar	Click here to show or hide Report Filter Toolbar - <i>not recommended</i>
	Freeze	Keep the header or a portion of the table visible while the rest of the table scrolls
	Outline	This option shows or hides the outline. Where appropriate, it allows the user to fold or unfold (show or hide) document elements.
Reading ▾	Reading	Display the document in read-only mode (HTML or PDF)
Design ▾	Design	Display the document in design mode (With Data or Structure Only)
	Help	SAP BI Web Intelligence - Online Help

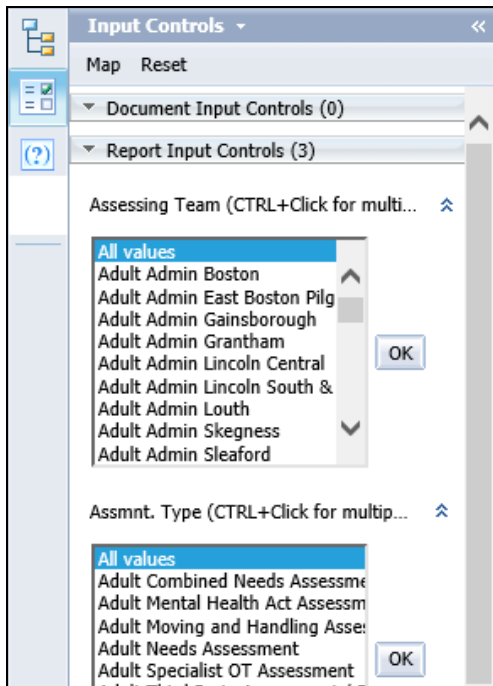
Side panel

The side panel allows you to view the document Navigation Map, Input Controls and User Prompt Input sections for the document. These options are configured by the document designer, and may not be available for all document types. We will continue to use a Webi report for the purposes of this guide, to demonstrate the various controls.



Navigation Map

The Navigation Map lists the tabs available in the document where appropriate. Clicking the name of a tab in the list changes the document displayed in the main body of the Launch Pad window.

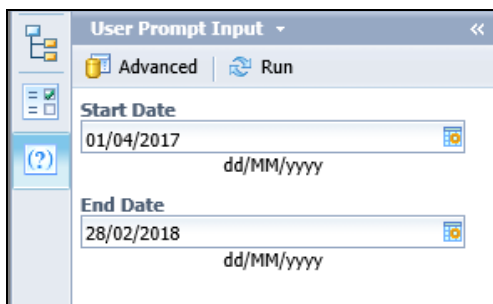


Input Controls – Webi reports

The Input Controls allow you to filter Webi reports displayed in the main Launch Pad window.

Input Controls are split into 'Document Input Controls' which change the report across all tabs. 'Report Input Controls' only change the tab selected / displayed in the main Launch Pad window.

An Input Control can be in various formats, depending on what is being filtered; for example it might be a list box, a date selection/calendar or a check-box. Each Input Control has a title which relates to the same column of data in the document, and works in the same way as a filter in Excel. Select the values you wish to filter on, and click 'OK' to filter the document data in the main Launch Pad window. Select 'All Values' and click 'OK' to reset the document. Remember to check all Input Controls are set / reset as required; you can use the 'Reset' button above the controls to reset all Input Controls back to 'All values'.



User Prompt Input – Webi reports

The User Prompt Input allows you to change the criteria used to generate the data for the Webi report. For example, some reports allow you to choose a period Start Date and End Date; the User Prompt Input can be used to change those values and Refresh / Run the Webi report again to re-generate a new data set.

Please note that all Webi reports may not have the same settings for Input Controls or User Prompt Inputs. These are set by the report designer and vary depending on the type of document and the information in the data set. For example, a worker caseload Webi report might only have a 'Mosaic Worker ID' Input Control and no User Prompt Inputs if it is showing your current caseload.

Some Webi report are set to automatically run overnight and populate the document for the current financial year; these documents may have Input Controls that allow you to filter that data further, e.g. by Key Team or Month, so you can reduce the data set as required rather than re-run or refresh the document. Running or refreshing a Webi report can take some time depending on the amount of data being fetched from Mosaic; a complex Webi report may take up to half an hour. Where a Webi report is set to automatically refresh overnight there is no benefit to running it again, as the data is copied from Mosaic overnight and is 'static' on the day you use the Webi report.



Document window and tabs

Documents load in to the main 'body' of the screen, with vertical and horizontal scroll bars to navigate around the document window. Additional tabs are shown just below the document; click these to view the other sections of the document (where applicable).

Please refer to the Info tab on your Webi report for details of what information is contained, what Prompt Inputs are available, and how those settings may affect the data you see.

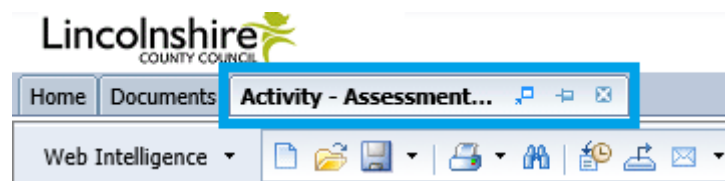
Status bar

The Status Bar buttons affect the document display in the document body and tabs; from left to right, they are as follows:

Completed Summary ▾	View the tabs within the document
⏪ ⏩ Page 1 of 1 ⏪ ⏩	Navigate through document pages (First page Previous Page Page x of y Next Page Last Page)
	Display in Quick Display Mode (best for viewing on screen) or Page Mode (best for print preview)
100% ▾	Zoom controls: fit document body to Page With, Full Page, or change zoom %
 16 days ago	Refresh the data, including the last time the document was refreshed




Working with documents

When a document is open, a tab displays above the Main Toolbar; the tab contains the document name and three icons: Open in New Window, Pin and Close:



Launch Pad allows multiple documents to be open at the same time and uses tabbed windows to display each document in the main body of the screen. You can switch between documents by clicking their names in the desired tabs.

The icons to the right of the document name function as follows:

	<p>Open in a new window</p>	<p>Clicking this icon opens the document in a separate browser window (known as a 'child' window).</p> <p>Please note that the child window does not contain all the same functions or toolbars as Launch Pad, and the document remains open in the original Launch Pad window (parent window). The child window is controlled by the parent: i.e. if Launch Pad times out then the child window will also time out but remain open, and an error message will be displayed if you try to refresh / export the 'child' document. To close the child window, click the browser X in the top right of the window.</p>
	<p>Pin / Unpin this tab</p>	<p>You can 'pin' frequently-used documents so that they are available when you start Launch Pad; to do this, open the desired report and click the pin icon (top left); the icon will change to show the document is now pinned (bottom left).</p> <p>The next time you open Launch Pad and go to Documents, the document will already be open when you are in the Documents screen. Please note a Webi report may still need to be refreshed.</p> <p>To unpin a document, click the pin icon again.</p>
	<p>Close this tab</p>	<p>Clicking this icon closes the document tab.</p>


Refreshing documents – Webi reports only

Many of the Webi reports on Launchpad allow the user to refresh, or re-run, the report to fetch new information from Mosaic. Where a Webi report uses prompts, for example Period Start Date / End Date or Worker ID, the Webi report will need to be refreshed so that these prompts can be used again.

Refreshing a Webi report causes all tabs and all queries to re-run; in complex Webi report, this can take several minutes. In some cases, it may take up to half an hour to refresh, and if you are trying to generate a large data set (e.g. all assessments in a full year) then these may take even longer.

Please note that many of the activity and service Webi reports on Launch Pad are set to refresh automatically overnight, for example assessment, review and services reports, as these contain a lot of information.

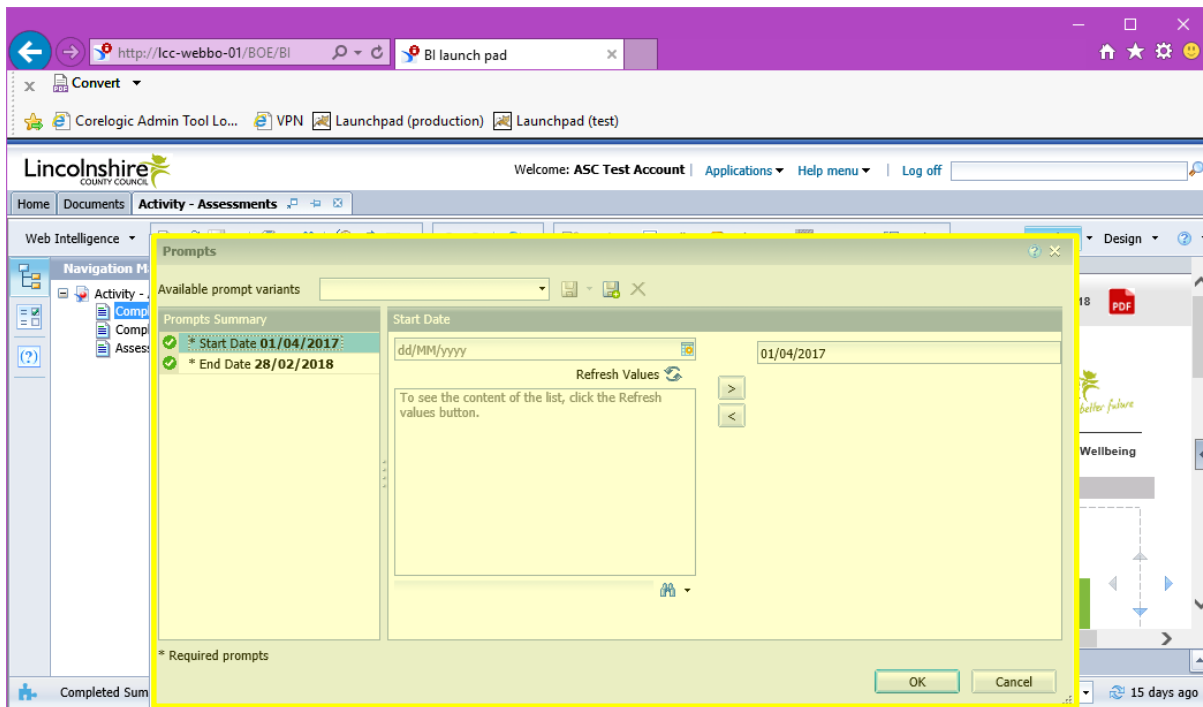
The data on the Mosaic reporting environment is copied from Mosaic Live each night, there is sometimes no benefit to refreshing a Webi report as the data is 'static' and will not have changed since the overnight refresh. Other documents like the Worker Caseload Webi report will require refreshing each time they are used, however these are simple queries and should run quickly.

 The Refresh / Run button appears in several places in Launchpad; the quickest method to refresh / run the Webi report is to use the refresh button in the bottom right Status Bar.

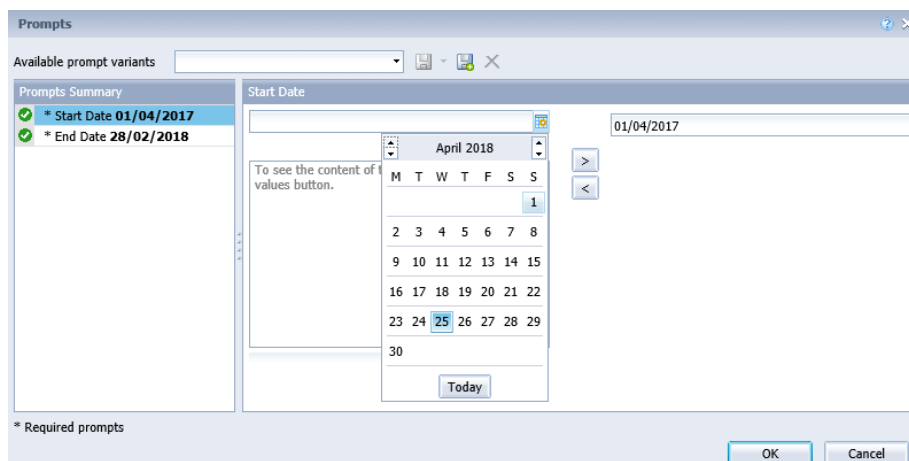
If the Webi report does not have any prompts, it will display a refresh status bar and reload the Webi report with the new data once complete.

Document prompts – Webi reports only

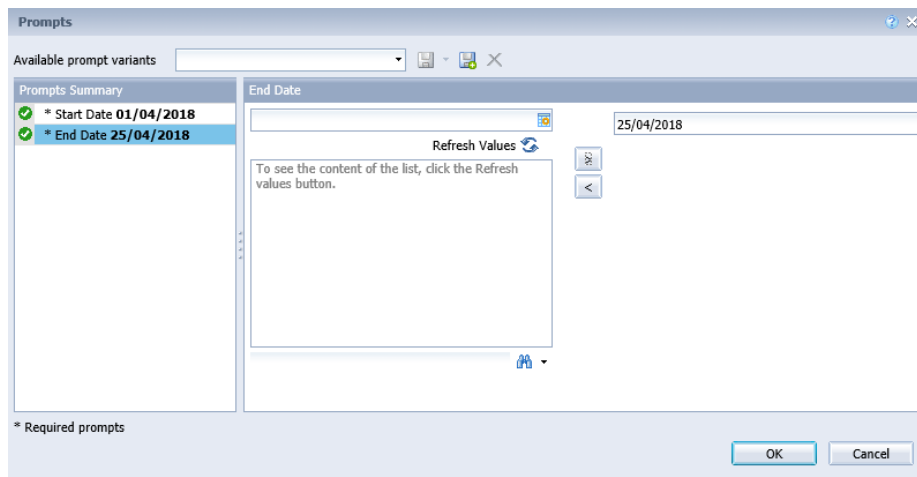
If there are prompts in the Webi report a Prompts box will display similar to the one highlighted in the image below:



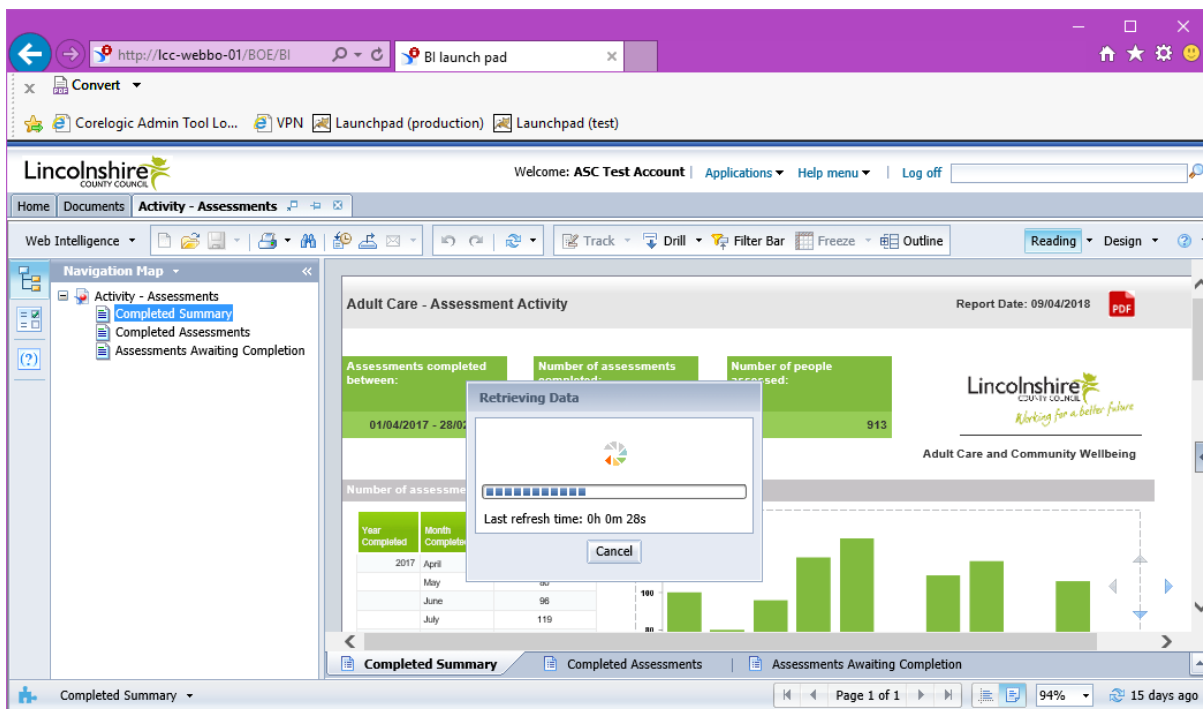
The Prompts screen is split into two main sections; the Prompt Summary lists the available prompts in the Webi report, and the area to the right contains the appropriate fields needed to update the prompts. To change the Start and End Date prompts in the example above, select the prompt in the Prompt Summary section by clicking it to highlight it. In the right-hand side, either type the date or click the calendar button to open the calendar and find / select the date (recommended):



Once you have selected the date, click the > button to the right to move the date into the far-right box. Note that the date has updated in the Prompt Summary area on the left.

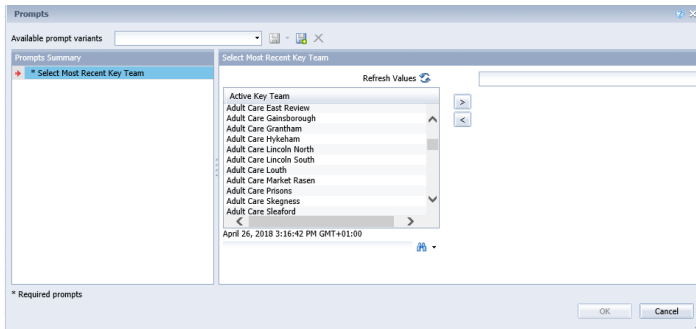


Repeat the process as required to change any further prompts ^{*see [Other Prompts](#)}, and then click the 'OK' button at the bottom of the Prompts box to begin the Webi report refresh:



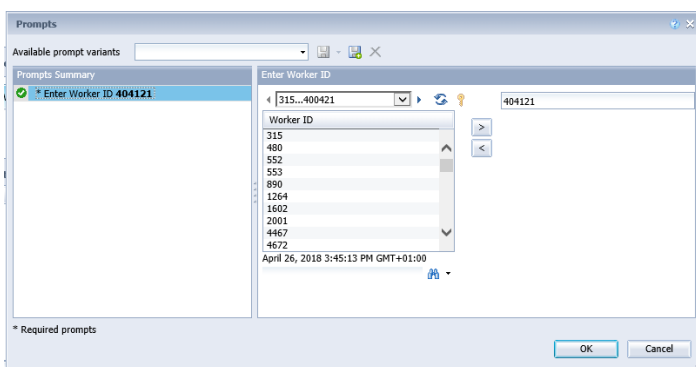
The 'Retrieving Data' box will remain on screen while the Webi report refreshes. **Please note** that the 'Last refresh time' is rarely accurate (this is a known issue) and document may take longer than indicated.

***Other prompt types:**




List prompts allow you to pick from a list of values, e.g. Team names. Select the team from the list and click the > button to update the prompt.

If the list is very long, use the text box next to the binocular icon to type part of the name and click the binoculars to search the list; matching names will be displayed and can be selected as above.



Chunked list prompts are displayed when there are too many values to show in one list. The section above the list 'chunks' the values into sections; click the left or right arrows to move through the sections and the list below will refresh accordingly. Click the value in the list and click > to update the prompt.

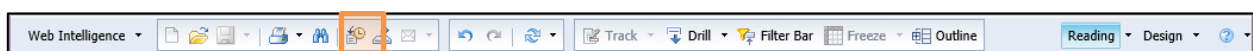
Alternatively, use the search box and binoculars icon to search for a specific value as before.

If no values are displayed in the list, you can click the 'Refresh Values' icon  to generate the list of available values.

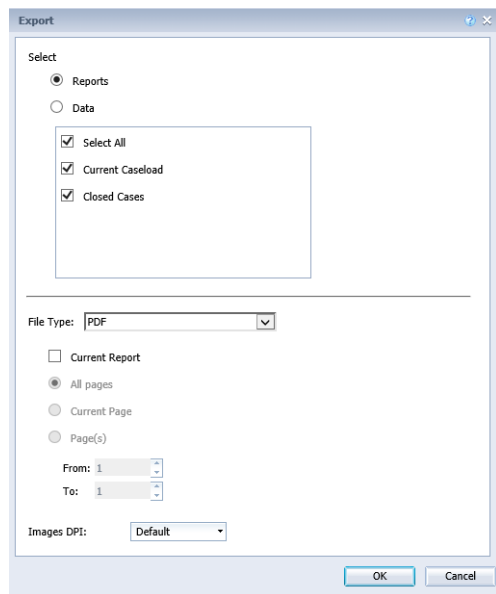
Exporting documents

Webi reports can be exported to Excel, PDF, CSV or Text format; we recommend using Excel and PDF formats only. Some Webi reports will have an Excel or PDF icon in the top right of the header to indicate which format is best for the current report; in general, Webi reports which are lists of information in rows (i.e. data reports) should be exported to Excel, and Webi reports which contain charts and tables (i.e. summary reports) should be exported to PDF.

To export a document, click the Export button in the main toolbar (highlighted below):



The Export dialog box below allows you to choose which document tabs to export and the file format; we will continue to use a Webi report for this example:



In the Select section, ensure Reports is selected, then use the tick-boxes below to select all Webi report tabs, or de-select unwanted tabs as desired.

In the File Type section, select PDF or Excel depending on the Webi report type (summary or data). For Excel, choose the .xlsx version as this is the current LCC Excel version.

Depending on the file type chosen, the section below will change:

PDF

By default, all pages on all tabs of the current Webi report will be exported to PDF. To change the page selection, check the 'Current Report' box and use the All pages / Current page / Page(s) options to specify which pages to export.

Excel (.xlsx)

By default, the 'Prioritize easy data processing in Excel' option is selected. You can change this to prioritize the formatting instead, however, this is not recommended when exporting to Excel as it may affect functions such as filtering or sorting in Excel.

Images DPI

Use this menu to change the DPI settings of all images in the exported file. Please note that the higher the DPI, the larger the final file. We recommend leaving this setting as 'Default'.

When you have chosen your desired settings, click the OK button in the bottom of the Export dialog box to start the export process. Please note that some reports may take over a minute to download due to the amount of information being retrieved.

When the download is complete, your browser will prompt you to Open / Save / Cancel the export; click Open to immediately open the file in PDF viewer or in Excel, click Save to choose a secure network location to save the file (e.g. G: or Q: drive folders) or click Cancel to cancel the export operation entirely.

Logging out of Launch Pad

When you have finished using Launch Pad, click the Log off link in the top of the window (where the LCC logo is displayed). Your login session will be ended.

Please ensure you do use the Log off link rather than close the browser window.

Launch Pad / documents help

If you have any issues using Launch Pad, or want more information about a document, please email the ASC_Performance@lincolnshire.gov.uk email account using 'Launch Pad' in the email subject.