Washington State Department of
Enterprise Services

SAP Business Warehouse/Business Intelligence Reporting

Exercise 2 - Modifying a Basic Ad Hoc Query

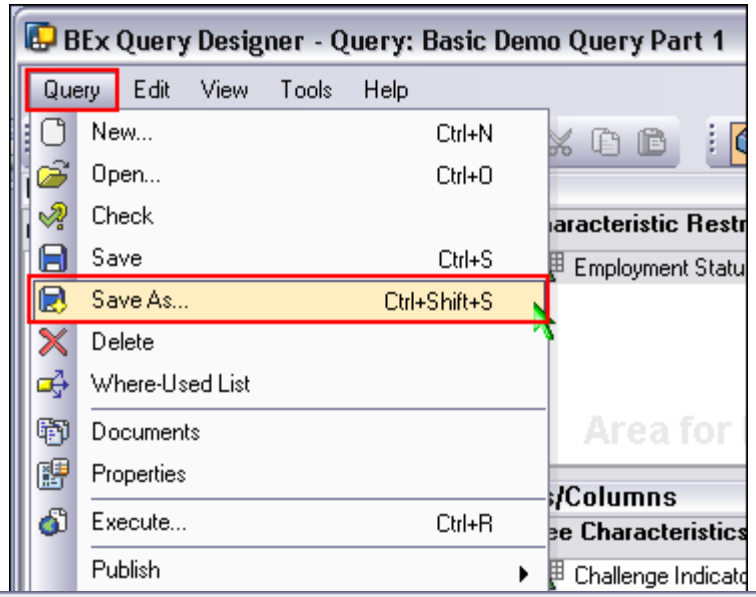
Washington State HRMS Business Warehouse/Business Intelligence (BW/BI)
BW/BI Power User Workshop Materials

General Topics – BW/BI Power Users

Exercise 2 – Modifying a Basic Ad Hoc Query

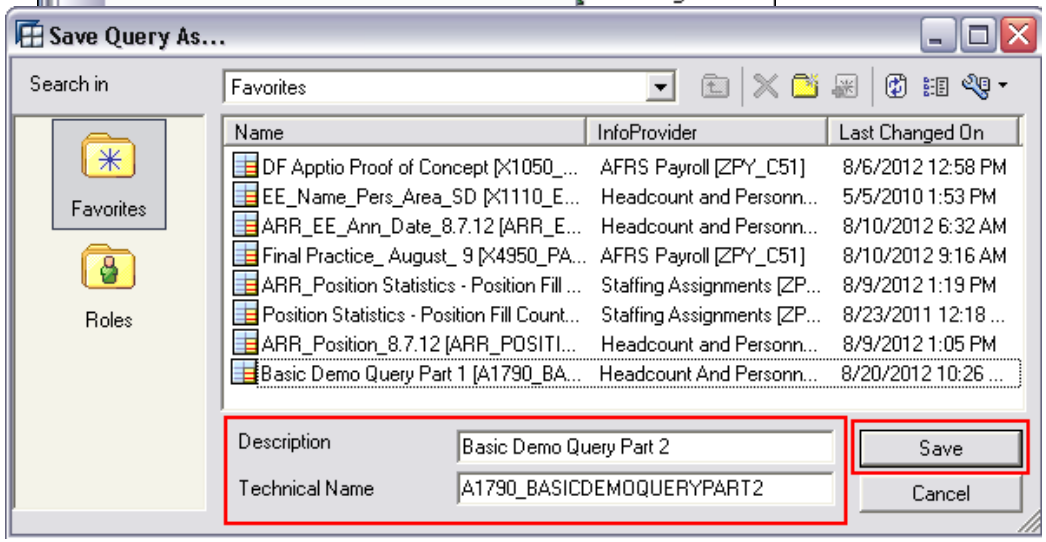
I. Saving a Query as a New Query

1. Open the Demo Basic Query Part 1 in BEx Query Designer.
2. Click the Save Query As… from the Query option on the BEx Query Designer toolbar.



Result: The "Save Query As…" screen will be displayed.

3. Enter "Demo Basic Query Part 2 in the Description text box of the "Save Query As…" screen.
4. Enter "A1790_DEMOBASICQUERYPART2" in the Technical Name.
5. Click Save.



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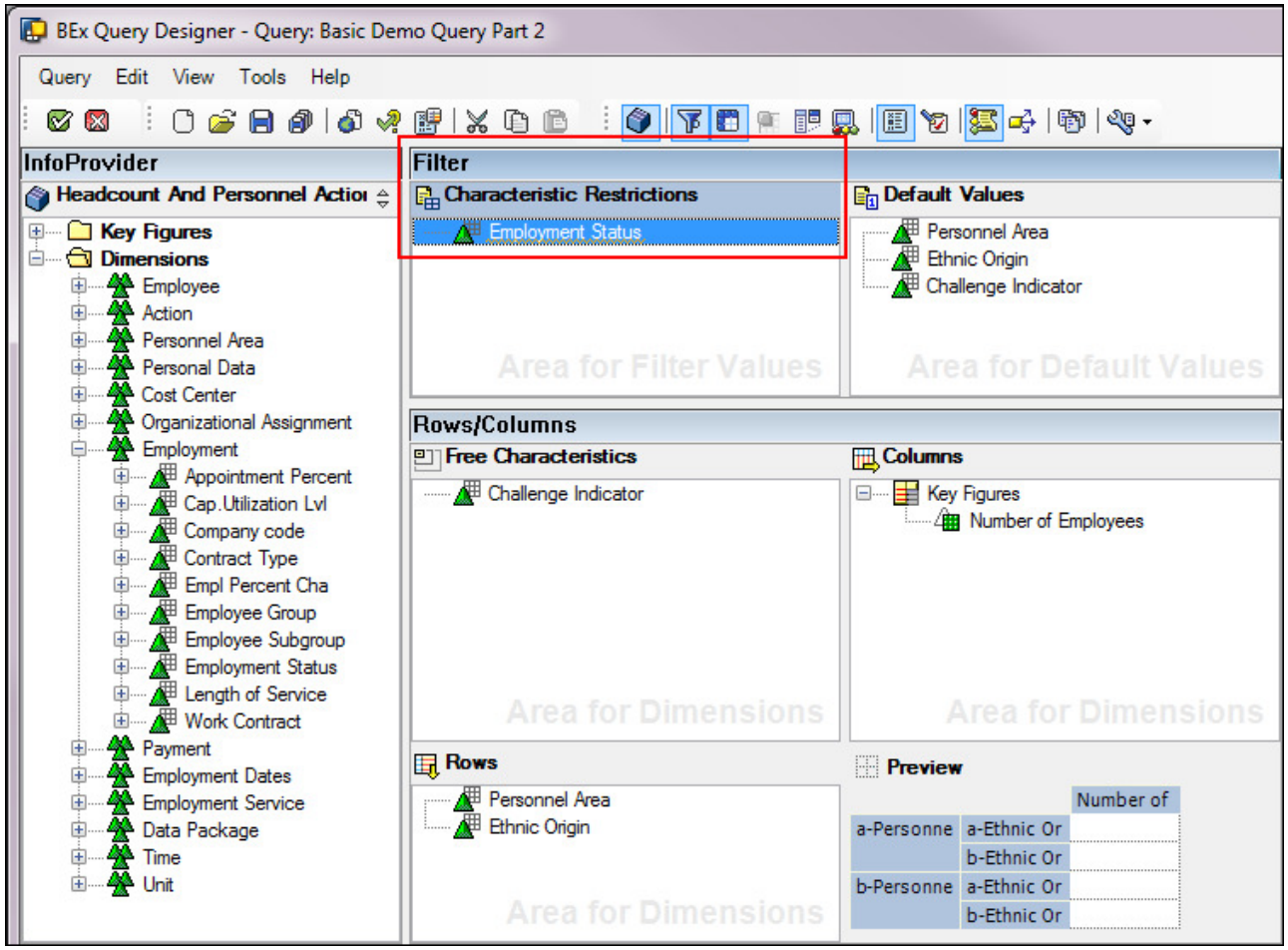
V. Adding Filters

Drag&Drop the Employment Status Characteristic from the Employment Dimension to the Filter section of the Query Designer.



The Filter does not have a value at this time. It must be restricted or a Variable must be added.

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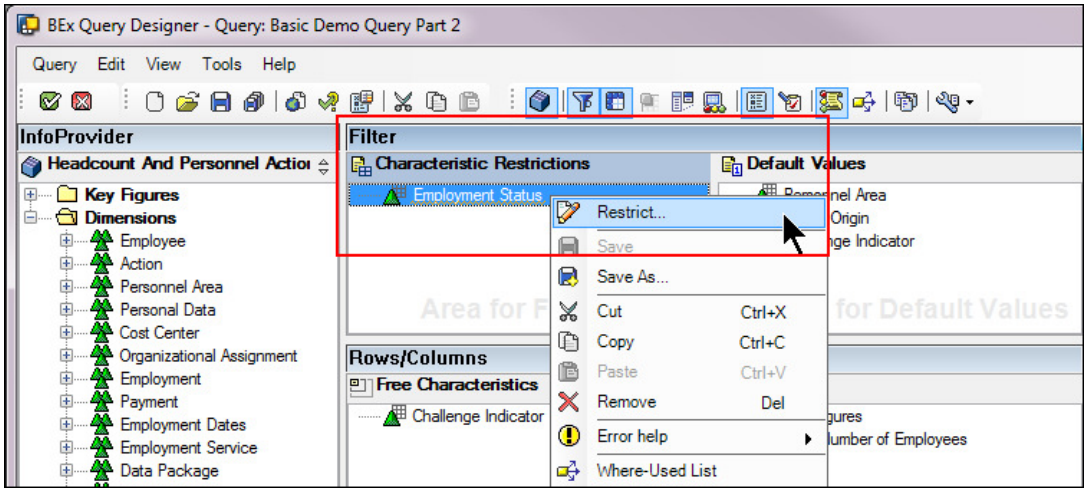
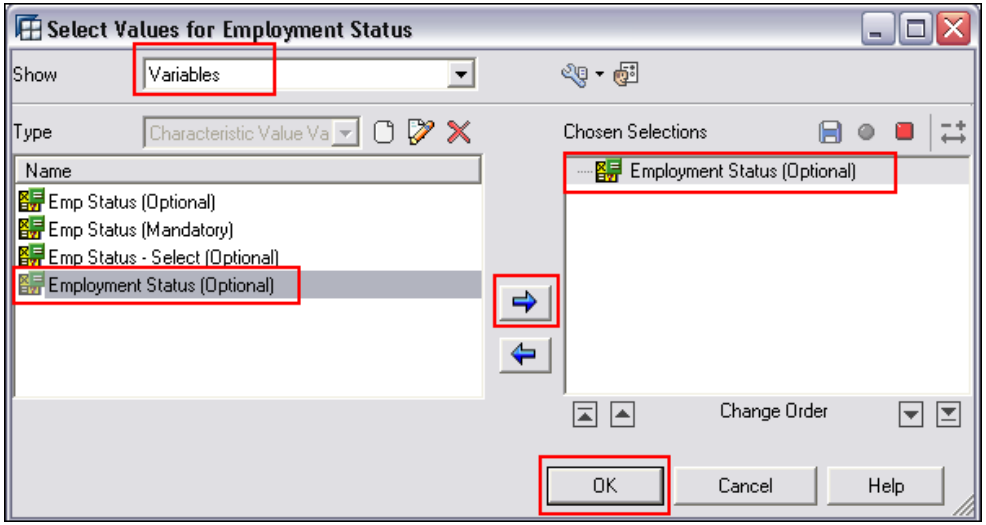
VI. Adding Variables

1. Right click on Employment Status in the Filter section and select Restrict.
2. Click the dropdown arrow in the "Show" section and select "Variables".
3. Highlight "Employment Status (Optional)" add it to the Chosen Selection and click OK. This adds that variable to the query.





➢ Add the variable to Personnel Area using the same procedure.

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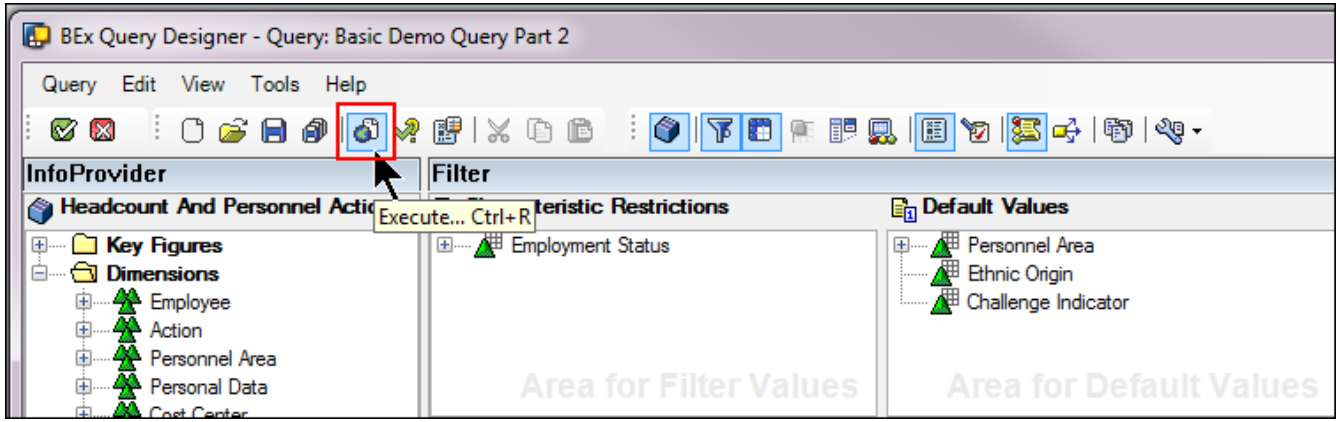
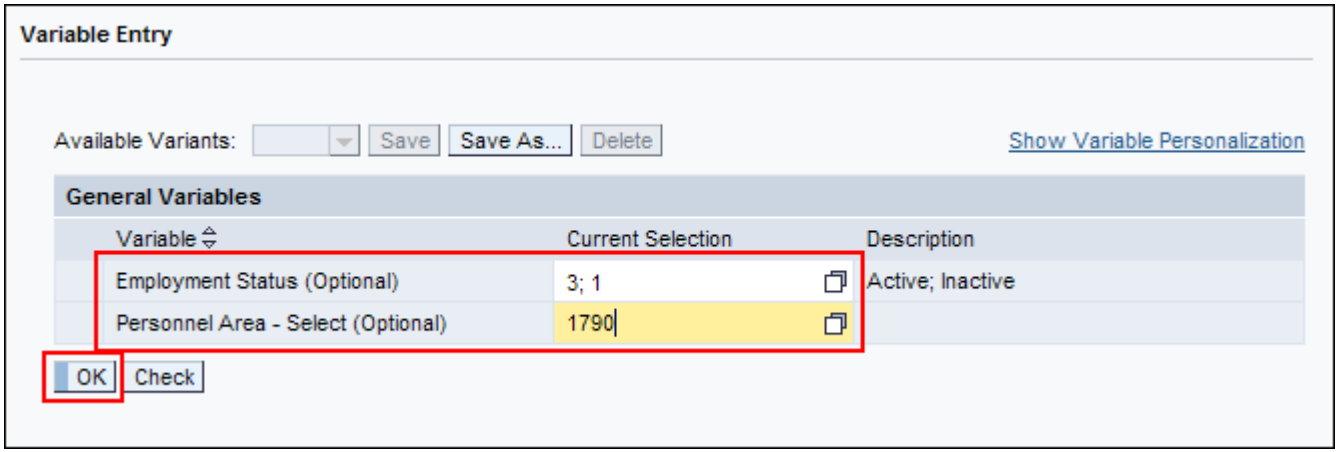
VIII. Running the Ad Hoc Query

1. Click the Execute Query on the Web icon from the BEx Query Designer toolbar.
   **(you will be prompted to save your query and if you are not single sign on, you will get the portal log on screen)



2. Enter report Variables.
3. Click OK.



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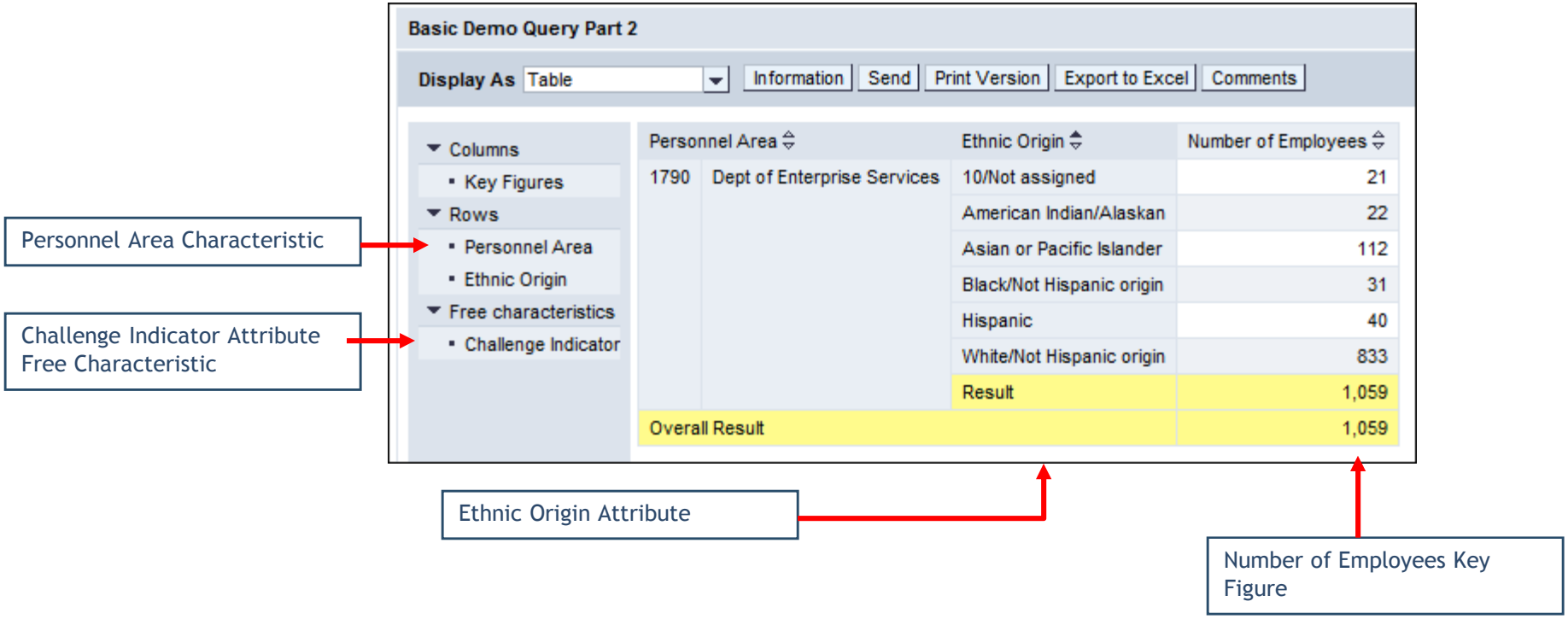
IX. Ad Hoc Query Results



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X. Ad Hoc Query Results

***Drag&Drop "Challenge Indicator" from the Free Characteristics to the Rows section:

Basic Demo Query Part 2

Display As: Table | Information | Send | Print Version | Export to Excel | Comments

- Columns
  - Key Figures
- Rows
  - Personnel Area
  - Ethnic Origin
  - Challenge Indicator
- Free characteristics

Personnel Area		Ethnic Origin	Challenge Indicator	Number of Employees
1790	Dept of Enterprise Services	10/Not assigned	#	21
			Result	21
		American Indian/Alaskan	X	2
			#	20
			Result	22
		Asian or Pacific Islander	X	1
			#	112
			Result	112
		Black/Not Hispanic origin	#	31
			Result	31
		Hispanic	X	3
			#	37
			Result	40
		White/Not Hispanic origin	X	34
			#	799
			Result	833
		Result		1,059
Overall Result				1,059

Challenge Indicator has been added to the query using the "Drag&Drop" method.