

# SAP Business Warehouse/Business Intelligence Reporting

## Exercise - 2

Washington State HRMS Business  
Warehouse/Business Intelligence (BW/BI)  
Self-Paced Learning Materials  
General Topics - BW/BI End Users/Power Users

# BW/BI Custom Report Exercise 2 – Free Characteristics

Personnel Area has been added to the report before Job.

Position properties are set to show the “Result Rows”:

Position / Personnel Master Listing

Display As

Personnel Area	Job	Position
1790 Dept of Enterprise Services	50000027	PRT CUSTOMER AND PRODUCTION SERVICES MGR
		Result
	50000040	PRT FULFILLMENT/DATA CENTER MANAGER
		Result
	50000050	PRT BINDERY MANAGER
		Result
	50000168	REPRODUCTION SUPERVISOR 2
		Result
	50000188	IT SYSTEMS/APP SPEC 6
		71024786
		71024902
		71024903
		71024904
		71024909
		71024910

# BW/BI Custom Report Exercise 2 – Results Rows

To remove the Result Rows from the results:

1. Right click Position
2. Select Properties → Characteristic
3. Display Results → Never
4. OK

The screenshot illustrates the steps to remove result rows. The top part shows a right-click context menu over a table row. The 'Properties' option is selected, leading to a sub-menu where 'Characteristic' is chosen. The bottom part shows the 'Properties of Characteristic Position (Result Set Context)' dialog box. In this dialog, the 'Display Results' dropdown is set to 'Never', and the 'OK' button is highlighted.

Position	Value	Count
71026	MANAGER	3
71026	MANAGER PROD SERVICES	3
71026	SS MANAGER	3
71026	MANAGER	3
71026	EMSO2 PRINT SERV (ACTING)	3
71026605	EMSO1 DATA CENTER/VARIABLE PRINT MANAGER	3

Properties of Characteristic Position (Result Set Context)

General | Attributes | Sorting | Advanced

Display: Key & Medium Text

Display Results: Never

Access Mode for Result Set: Posted Values

OK Cancel

# BW/BI Custom Report Exercise 2 – Results Rows

Results Row is removed from the report:

Position / Personnel Master Listing

Display As

Personnel Area	Job	Position
1790 Dept of Enterprise Services	50000027	PRT CUSTOMER AND PRODUCTION SERVICES MGR 71026532
	50000040	PRT FULFILLMENT/DATA CENTER MANAGER 71026605
	50000050	PRT BINDERY MANAGER 71026543
	50000168	REPRODUCTION SUPERVISOR 2 71026654
	50000188	IT SYSTEMS/APP SPEC 6 71024786
		71024902
		71024903
		71024904
		71024909
		71024910
		71024917
		71024920
		71024921
		71024924



Some objects may have “# Not Assigned” :

Position / Personnel Master Listing

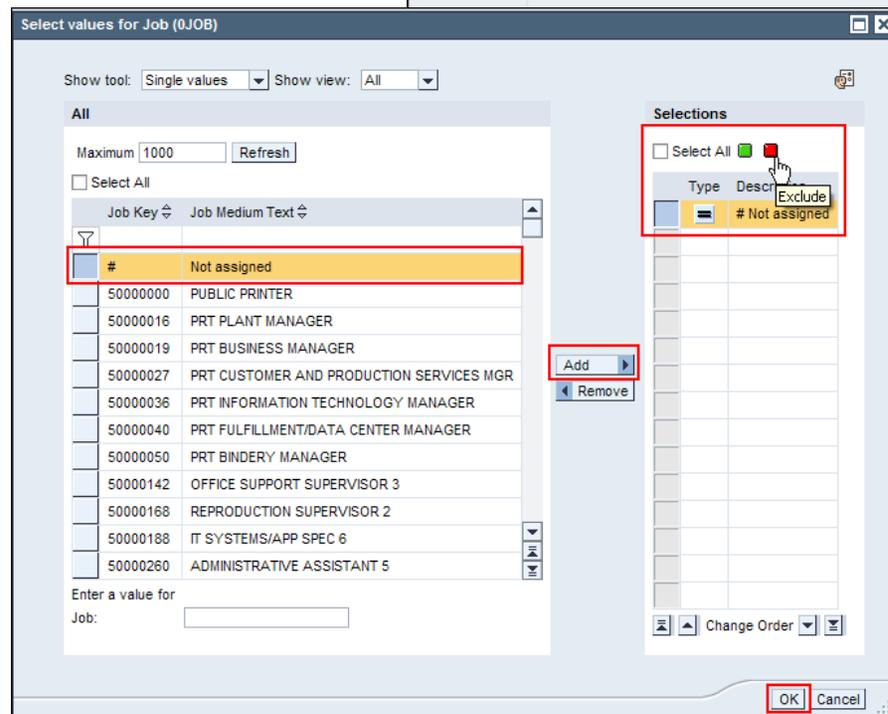
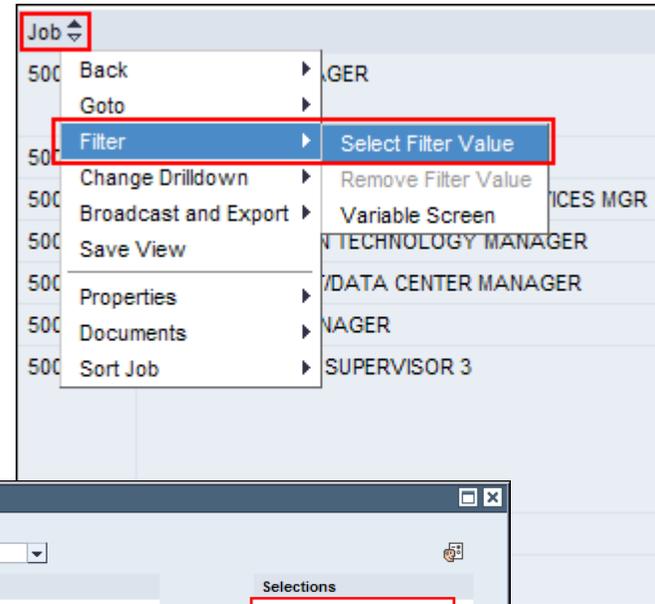
Display As

Personnel Area	Job	Position
# Not assigned	# Not assigned	71025989 CHIEF FINANCIAL OFFICER DOP
		71026008 CONTRACTS SPECIALIST 3
		71026009 CONTRACTS ASSISTANT
		71026045 OFFICE ASSISTANT 3

# BW/BI Custom Report Exercise 2 – Select Filter Value (Exclude)

To remove the “# Not Assigned values:

1. Right click Job
2. Select Filter → Select Filter Value
3. Select # Not assigned
4. Click the “Add” button
5. Select # Not assigned in the Selection portion
6. Click the red (exclude) icon
7. Click OK



# BW/BI Custom Report Exercise 2 – Select Filter Value(Exclude)

Report results will no longer display the “# Not assigned” for Job:

Position / Personnel Master Listing					
Display As <input type="text" value="Table"/> <input type="button" value="Info"/> <input type="button" value="Send"/> <input type="button" value="Print Version"/> <input type="button" value="Export to Microsoft Excel"/> <input type="button" value="Notes"/>					
Columns	Personnel Area	Job	Position		
<ul style="list-style-type: none"> <li>Key Figures</li> <li>Rows                             <ul style="list-style-type: none"> <li>Personnel Area</li> <li>Job</li> <li>Position</li> <li>Organizational Unit</li> <li>County</li> <li>EE Group</li> <li>Pay Scale Group</li> <li>Pay Grade</li> <li>Free characteristics                                     <ul style="list-style-type: none"> <li>Business area</li> <li>Pay Grade Area</li> <li>Pay Scale Area</li> <li>Workforce Indicator</li> </ul> </li> </ul> </li> </ul>	1790	Dept of Enterprise Services	50000016	PRT PLANT MANAGER	71026542
					71029996
		50000019	PRT BUSINESS MANAGER		71026351
		50000027	PRT CUSTOMER AND PRODUCTION SERVICES MGR		71026532
		50000036	PRT INFORMATION TECHNOLOGY MANAGER		71029995
		50000040	PRT FULFILLMENT/DATA CENTER MANAGER		71026605
		50000050	PRT BINDERY MANAGER		71026543
		50000142	OFFICE SUPPORT SUPERVISOR 3		71025065
					71025074
					71025150
					71025291
		50000168	REPRODUCTION SUPERVISOR 2		71026654
		50000188	IT SYSTEMS/APP SPEC 6		71024786
					71024820

# BW/BI Custom Report Exercise 2 - Goto

Some reports have sub-reports, you will only see the “Goto” option in the context menu if that report has a sub-report.

For the Position / Personnel Master Listing report:

1. Right click a specific position
2. Select Goto → Employees in Position

The screenshot shows the 'Position / Personnel Master Listing' report interface. The 'Display As' dropdown is set to 'Table'. The report table has columns for Job, Position, and Description. The position 71033103 is highlighted, and a context menu is open over it. The 'Goto' option is selected, and a sub-menu is visible with 'Employees in Position' highlighted. A 'Variable Entry' dialog box is also open in the foreground, showing available variables and a table of general variables.

Job	Position	Description
51001041	71033103	PLUMBER/PIPEFITTER/STEAMFITTER
51002900	71027546	DEPUTY DIRECTOR - OPERATIONS, DES
51002901	71025761	DEPUTY DIRECTOR - EXTERNAL SERVICES, DES
51002975	71024815	ENTERPRISE HR/PAYROLL APPLS MGR - DES
51002976	71024863	VARIED INTERDEPT PORTFOLIO APPLS MGR-DES
51002977	71025198	INFRASTRUCTURE & OPERATIONS MGR - DES
51002978	71025164	ENTERPRISE BI & DATA SERVICES MGR - DES

Variable	Current Selection	Description
* Calendar Month Prompt _ Single Value	06/2012	06/2012
Position (Optional)	71026322	71026322 0014

# BW/BI Custom Report Exercise 2 - Goto

The Employees in Position will be generated for the specific position that you selected.

**Employees in Position**

Display As:

Position	Part Time Indicator	Employee	Work Site	Job	
71033103	1168 #	98765432	Hawkins, Sadie	Thurston County	51001041
Overall Result					

**Columns:**

- Key Figures

**Rows:**

- Position
- Part Time Indicator
- Employee
- Work Site
- Job
- Workforce Indicator
- Personnel Area
- Employee Group
- Work Contract
- ES Grouping for CAP
- Pay Scale Group
- Pay Scale Level
- Pay Grade
- Pay Grade Level
- Next Increase Dt
- Free characteristics

# BW/BI Custom Report Exercise 2 – Key Figures/Select Filter Value

To select the Key Figures that you want to see displayed in your report:

1. Right click on Key Figures
2. Select: Filter → Select Filter Value

The Select values box is displayed.

In the Selections side, select the ones you want to display, click the Add button, and click OK:

The screenshot shows the SAP BW/BI interface. The main window is titled "Position / Personnel Master Listing" and displays a report with columns for "Personnel Area" (1790), "Dept of Enterprise Services", and "Workforce Indicator" (At-Will). The "Key Figures" column is highlighted. A context menu is open over the "Key Figures" column, with the "Filter" option selected, and a sub-menu showing "Select Filter Value" highlighted. The "Select values for Key Figures" dialog box is open, showing a list of key figures: "Total", "Vacant", "Filled", and "Multifilled". The "Total" and "Filled" key figures are selected in the "Selections" list. The "Add" button is highlighted, and the "OK" button is also highlighted.

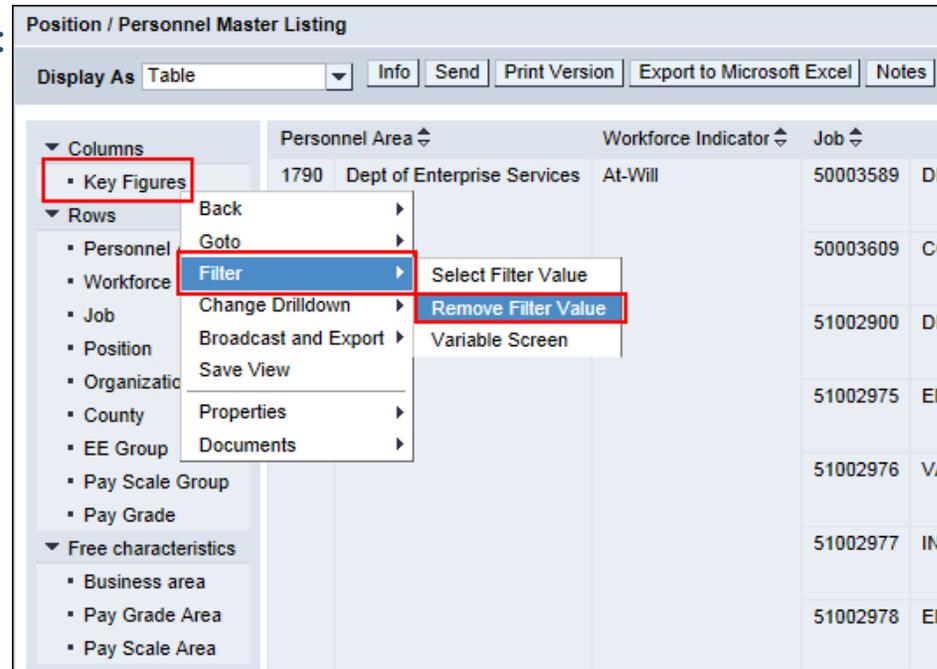
The report will be displayed with those Key Figures.

Pay Grade	Total	Filled
10/00/41/BAND 3	1	0
10/00/41/BAND 2	1	1
10/00/41/BAND 2	1	1
10/00/41/BAND 1	1	1
10/00/41/BAND 1	1	1
10/00/41/BAND 2	1	0
10/00/41/BAND 2	1	1
10/00/41/BAND 1	1	1
10/00/41/BAND 1	1	1
10/00/41/BAND 1	1	1
10/###/###	1	1

# BW/BI Custom Report Exercise 2 – Key Figures/Remove Filter Value

If you want to remove the Key Figure filters:

1. Right click Key Figures
2. Select Filter → Remove Filter Value



Report will be displayed with the Key Figures filter removed:

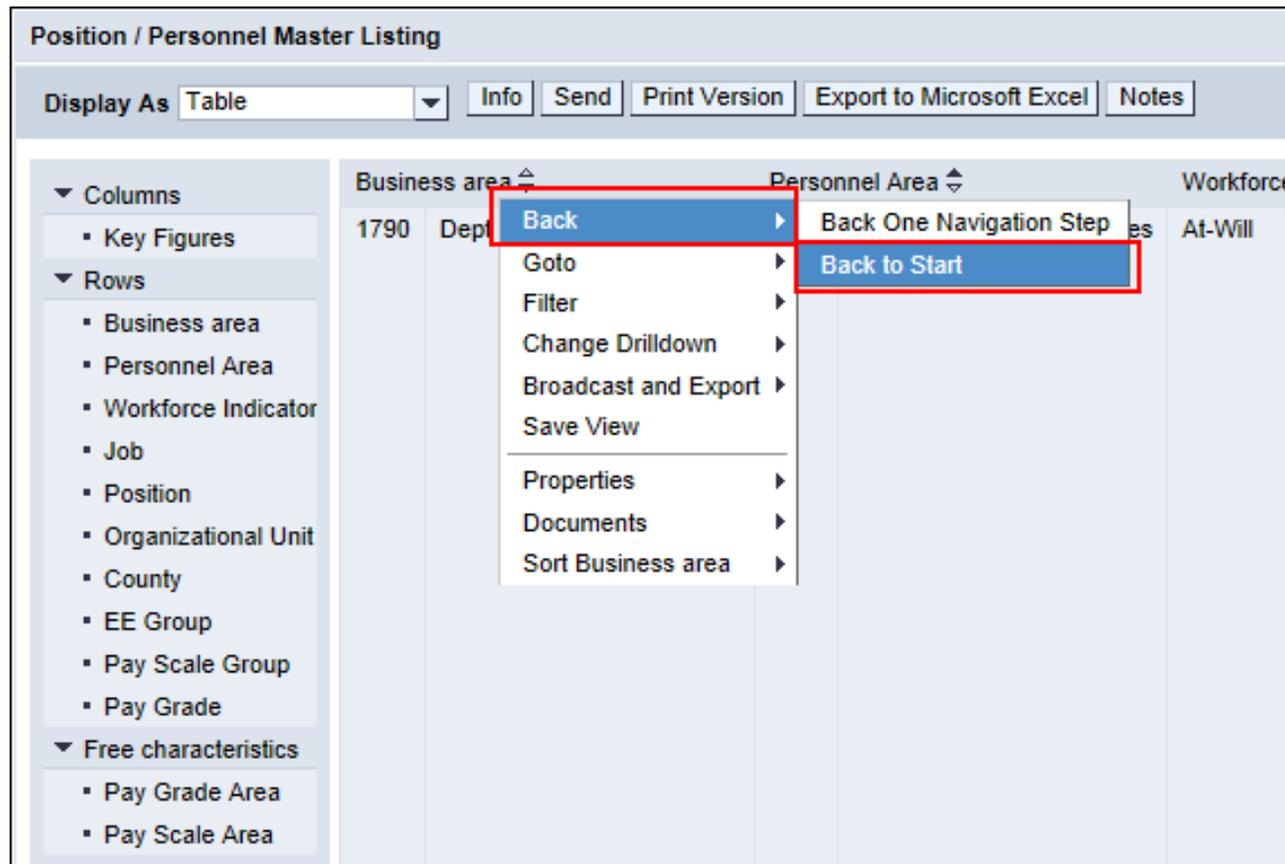
Total	Vacant	Filled	Multifilled
1	1	0	0
1	0	1	0
1	0	1	0
1	0	1	0
1	0	1	0
1	1	0	0
1	0	1	0
1	0	1	0
1	0	1	0
1	0	1	0
1	0	1	0
1	0	1	0

# BW/BI Custom Report Exercise 2 – Back to Start

If you have made “many” modifications to the report and decide you don’t like the changes, right click on any object that turns the cursor into the pointing finger.

To put the report back to the way it was when you initially ran it:

Select: Back → Back to Start



# BW/BI Custom Report Exercise 2 – Back to Start

The report is back to the way it was when you initially generated it.

Position / Personnel Master Listing				
Display As <input type="text" value="Table"/> <input type="button" value="Info"/> <input type="button" value="Send"/> <input type="button" value="Print Version"/> <input type="button" value="Export to Microsoft Excel"/> <input type="button" value="Notes"/>				
Columns	Job		Position	
<ul style="list-style-type: none"> <li>▼ Columns</li> <li>▪ Key Figures</li> <li>▼ Rows</li> <li>▪ Job</li> <li>▪ Position</li> <li>▪ Organizational Unit</li> <li>▪ County</li> <li>▪ EE Group</li> <li>▪ Pay Scale Group</li> <li>▪ Pay Grade</li> <li>▼ Free characteristics</li> <li>▪ Business area</li> <li>▪ Pay Grade Area</li> <li>▪ Pay Scale Area</li> <li>▪ Personnel Area</li> <li>▪ Workforce Indicator</li> </ul>	50000040	PRT FULFILLMENT/DATA CENTER MANAGER	71026605	EMS01 DATA
			Result	
	50000168	REPRODUCTION SUPERVISOR 2	71026654	REPRODUC
			Result	
	50000188	IT SYSTEMS/APP SPEC 6	71024786	IT SYSTEMS
			71024821	IT SYSTEMS
			71024902	IT SYSTEMS
			71024903	IT SYSTEMS
			71024904	IT SYSTEMS
			71024909	IT SYSTEMS
			71024910	IT SYSTEMS
			71024917	IT SYSTEMS
			71024920	IT SYSTEMS
			71024921	IT SYSTEMS
			71024924	IT SYSTEMS

# BW/BI Custom Report Exercise 2 – Keep Filter Value

To filter your report on the “Keep Filter Value”:

1. Right click on the value you want to filter on
2. Select → Filter → Keep Filter Value

The screenshot displays the 'Position / Personnel Master Listing' interface. On the left, a navigation pane shows 'Columns' and 'Rows' sections. Under 'Rows', the 'Job' option is selected and highlighted with a red box. The main table lists job positions with columns for Job ID, Job Description, and Position ID. The value '50000188' in the Job ID column is highlighted with a red box. A right-click context menu is open over this value, with the 'Filter' option selected and the 'Keep Filter Value' sub-option highlighted with a red box. The table data is as follows:

Job	Position
50000040	PRT FULFILLMENT/DATA CENTER MANAGER 7102660
50000168	REPRODUCTION SUPERVISOR 2 7102665
50000188	IT SYSTEMS/APP SPEC 6 7102478
	7102482
	2490
	2490
	2490
	2490
	2491
	7102491
	7102492
	7102492

# BW/BI Custom Report Exercise 2 – Keep Filter Value

This will give you data for that specific value ~ BUT, it removes the Characteristic from the report results and just displays the data for that specific value.

**Position / Personnel Master Listing**

Display As

Columns	Position	Organizational Unit
▪ Key Figures	71024786 IT SYSTEMS/APP SPEC 6	31008999 PSD - LRM
▼ Rows	71024821 IT SYSTEMS/APP SPECIALIST 6	31009959 ETS-INFR
▪ Position	71024902 IT SYSTEMS/APP SPEC 6	31008842 ETS-INFR
▪ Organizational Unit	71024903 IT SYSTEMS/APP SPEC 6	31008965 ETS-QUA
▪ County	71024904 IT SYSTEMS/APP SPEC 6	31008953 ETS-INFR
▪ EE Group	71024909 IT SYSTEMS/APP SPEC 6	31010625 ETS-BAT
▪ Pay Scale Group	71024910 IT SYSTEMS/APP SPEC 6	31008986 ETS-DEV
▪ Pay Grade	71024917 IT SYSTEMS/APP SPEC 6	31008959 ETS-HR P
▼ Free characteristics	71024920 IT SYSTEMS/APP SPEC 6	31008965 ETS-QUA
▪ Business area	71024921 IT SYSTEMS/APP SPEC 6	31008958 ETS-HR P
▪ Job	71024924 IT SYSTEMS/APP SPEC 6	31008977 ETS-DATA
▪ Pay Grade Area	71024931 IT SYSTEMS/APP SPEC 6	31009179 ETS-BUSI
▪ Pay Scale Area	71024932 IT SYSTEMS/APP SPEC 6	31013211 ETS - SYS
▪ Personnel Area	71024943 IT SYSTEMS/APPLICATION SPECIALIST 6	31008961 ETS-QC R
▪ Workforce Indicator		

# BW/BI Custom Report Exercise 2 – Remove Filter Value

You can remove the filter by using the Filter → Remove Filter Value:

That removes the filter, but does not add the Characteristic back into the report results.

The image displays two screenshots of the SAP BW/BI 'Position / Personnel Master Listing' report. The left screenshot shows the report interface with the 'Filter' menu open, and the 'Remove Filter Value' option selected. The right screenshot shows the report results with a red box highlighting the 'Job' characteristic in the 'Free characteristics' section.

**Left Screenshot: Filter Menu**

Filter	Action
Back	24 IT SYSTEMS/APP SPEC 6 31008977
Goto	31 IT SYSTEMS/APP SPEC 6 31009179
<b>Filter</b>	Select Filter Value
Change Drilldown	Remove Filter Value
Broadcast and Export	Variable Screen
Save View	
Properties	
Documents	
Sort Job	

**Right Screenshot: Report Results**

Position	Organization
71024708	EMPLOYEE ASSISTANCE PROGRAM MNGR 31008997
71024709	EMPLOYEE ASSISTANCE PROFESSIONAL EXP/SUP 31008997
71024710	EMPLOYEE ASSISTANCE PROFESSIONAL EXP/SUP 31008997
71024711	CONSOLIDATED MAIL SERVICES MNGR 31009031
71024712	PROGRAM SPECIALIST 5 31009034
71024713	PROGRAM SPECIALIST 5 31009042
71024715	CUSTOMER SERVICE SPECIALIST 2 31009033
71024716	CUSTOMER SERVICE SPECIALIST 2 31009033
71024730	EMS04 AD, PERSONNEL SERVICES DES 31008996
71024731	STATEWIDE RECRUITING TEAM MANAGER 31009026
71024732	STATEWIDE ONLINE RECRUITING SYST EXPERT 31010000
71024733	HUMAN RESOURCE CONSULTANT 4 31012800
71024734	HUMAN RESOURCE CONSULTANT 3 31010000
71024751	HUMAN RESOURCE CONSULTANT 2 31012776
71024782	HUMAN RESOURCE CONSULTANT 3 31009028

# BW/BI Custom Report Exercise 2 – Remove Filter Value

To have the Characteristic displayed, you must add it back into the report manually. You can do this by dragging and dropping the Characteristic back to the section you want it to be in. (Columns or Rows)

Position / Personnel Master Listing

Display As **Table** Info Send Print Version Export to Microsoft Excel

Columns	Position
Key Figures	71024708 EMPLOYEE ASSISTANCE PROGRAM MNGR
Rows	71024709 EMPLOYEE ASSISTANCE PROFESSIONAL EX
Position	71024710 EMPLOYEE ASSISTANCE PROFESSIONAL EX
Organizational Unit	71024711 CONSOLIDATED MAIL SERVICES MNGR
County	71024712 PROGRAM SPECIALIST 5
EE Group	71024713 PROGRAM SPECIALIST 5
Pay Scale Group	71024715 CUSTOMER SERVICE SPECIALIST 2
Pay Grade	71024716 CUSTOMER SERVICE SPECIALIST 2
Free characteristics	71024730 EMS04 AD, PERSONNEL SERVICES DES
Business area	71024731 STATEWIDE RECRUITING TEAM MANAGER
Job	71024732 STATEWIDE ONLINE RECRUITING SYST EXP
Pay Grade Area	71024733 HUMAN RESOURCE CONSULTANT 4
Pay Scale Area	71024734 HUMAN RESOURCE CONSULTANT 3
Personnel Area	71024751 HUMAN RESOURCE CONSULTANT 2
Workforce Indicator	

The Characteristic will be back in the report results:

Position / Personnel Master Listing

Display As **Table** Info Send Print Version Export to Microsoft Excel Notes

Columns	Job	Position
Key Figures	50000040 PRT FULFILLMENT/DATA CENTER MANAGER	71026605
Rows		Result
Job	50000168 REPRODUCTION SUPERVISOR 2	71026654
Position		Result
Organizational Unit	50000188 IT SYSTEMS/APP SPEC 6	71024786
County		71024821
EE Group		71024902
Pay Scale Group		71024903
Pay Grade		71024904
Free characteristics		71024909
Business area		71024910
Pay Grade Area		71024917
Pay Scale Area		71024920
Personnel Area		71024921
Workforce Indicator		71024924

# BW/BI Custom Report Exercise 2 – Change Drilldown/Swap

To swap Job with another Characteristic:

Right click on Job: Select → Change Drilldown → Swap Job with → Organizational Unit:

The screenshot shows the 'Position / Personnel Master Listing' interface. A context menu is open over the 'Job' column header. The menu items are: Back, Goto, Filter, Change Drilldown, Broadcast and Export, Save View, Properties, Documents, Sort Job. The 'Change Drilldown' item is selected, opening a sub-menu with: Drill Down By, Swap Job with, Remove Drilldown, and Swap Axes. The 'Swap Job with' item is selected, opening another sub-menu with: Business area, Pay Grade Area, Pay Scale Area, Personnel Area, Workforce Indicator, County, EE Group, and Organizational Unit. The 'Organizational Unit' item is highlighted with a red box.

Characteristics are swapped:

The screenshot shows the 'Position / Personnel Master Listing' interface after the swap. The 'Organizational Unit' column is now on the left and 'Job' is on the right. The table data is as follows:

Organizational Unit	Position	Job
31007677 DIRECTOR'S OFFICE	71025753 EX011 DIRECTOR	50003589 DIRECTOR
	71025754 EX051 CONF. SECRETARY	50003609 CONF. SECRETARY
	71025756 EMS03 SPECIAL ASSISTANT TO THE DIRECTOR	51002979 AD, POL, PLANNING, & PERFORMANCE - DES
	<b>Result</b>	
31007694 HR - HUMAN RESOURCES	71025762 ADMINISTRATIVE ASSISTANT 5	50000260 ADMINISTRATIVE ASSISTANT 5
	71025772 HUMAN RESOURCE CONSULTANT 3	51000797 HUMAN RESOURCE CONSULTANT 3
	71025832 EMS03 HUMAN RESOURCE DIRECTOR DES	51003000 HUMAN RESOURCES DIRECTOR - DES
	<b>Result</b>	
31007696 FINANCIAL SERVICES	71025952 EMS03 CFO, FINANCE DIRECTOR DES	51003007 CFO, FINANCE DIRECTOR - DES
	<b>Result</b>	
31007726 DEPT OF ENTERPRISE SERVICES	71037312 UTILITY WORKER 2	50001841 UTILITY WORKER 2
	71037314 UTILITY WORKER 2	50001841 UTILITY WORKER 2
	<b>Result</b>	
31008829 CLS-LEGAL SERVICES	71025757 POLICY & RULES MANAGER	50003921 WMS BAND 1

# BW/BI Custom Report Exercise 2 – Change Drilldown/Swap Axes

To swap the Columns and Rows, Select → Change Drilldown → Swap Axes:

Position / Personnel Master Listing

Display As: Table | Info | Send | Print Version | Export to Microsoft Excel | Notes

- Columns
  - Organizational Unit
- Rows
  - Organizational Unit
  - Position
  - Job
  - County
  - EE Group
  - Pay Scale Group
  - Pay Grade
- Free characteristics
  - Business area
  - Pay Grade Area
  - Pay Scale Area
  - Personnel Area
  - Workforce Indicator

Organizational Unit	Position
31007677 DIR	71025753 EX011 DI
	71025754 EX051 CO
	EMS03 SF
31007694 HR	ADMINIST
	HUMAN R
	71025832 EMS03 HU
	Result
31007696 FINANCIAL SERVICES	71025952 EMS03 CF
31007726 DEPT OF ENTERPRISE SERVICES	
31008829 CLS-LEGAL SERVICES	

Results will display with the Columns and Rows data swapped:

Position / Personnel Master Listing

Display As: Table | Info | Send | Print Version | Export to Microsoft Excel | Notes

Organizational Unit	71025753	71025754	71025756	Result
DIRECTOR'S OFFICE				
Position	EX011 DIRECTOR	EX051 CONF. SECRETARY	EMS03 SPECIAL ASSISTANT TO THE DIRECTOR	
Job	50003589	50003609	51002979	
County	DIRECTOR	CONF. SECRETARY	AD, POL, PLANNING, & PERFORMANCE - DES	
EE Group	Civil Service Exempt	Civil Service Exempt	Civil Service Exempt	
Pay Scale Group	10/###/##	10/###/##	10/###/##	
Pay Grade	10/00/40/01	10/00/40/01	10/00/41/BAND 3	
Total	1	1	1	3
Vacant	0	0	0	0
Filled	1	1	1	3
Multifilled	0	0	0	0

# BW/BI Custom Report Exercise 2 – Back One Navigation Step

To undo the Swap Axes, Select → Back → Back One Navigation Step

**Position / Personnel Master Listing**

Display As Table Info Send Print Version Export to Microsoft Excel Notes

Organizational Unit 31007677

Columns:

- Organizational Unit
- Position
- Job
- County
- EE Group
- Pay Scale Group
- Pay Grade

Rows:

- Key Figures

Free characteristics:

- Business area
- Pay Grade Area
- Pay Scale Area
- Personnel Area
- Workforce Indicator

Position	Job	County	EE Group	Pay Scale Group	Pay Grade	Business area	Personnel Area	Workforce Indicator	Result
	EX051 CONF. SECRETARY	50003609	CONF. SECRETARY		10/00/40/01				71025756
					10/00/40/01				51002979
					10/00/40/01				AD, POL, PLANNING, & PERFORMANCE - DES
					10/00/40/01				34
					10/00/40/01				Civil Service Exempt
					10/00/40/01				10/00/41/BAND 3
Total						1	1	1	3
Vacant						0	0	0	0
Filled						1	1	1	3
Multifilled						0	0	0	0

# BW/BI Custom Report Exercise 2 – Filter and Drilldown By

To see data for one specific object:

Right click on that object

Select Filter → Filter and Drill Down By → Personnel Area

Results are showing for Personnel Area, but only for the specific Organizational Unit that was selected:

The screenshot shows the 'Position / Personnel Master Listing' interface. The 'Organizational Unit' column has the value '31007677 DIRECTOR'S OFFICE' selected. A right-click context menu is open over this cell. The menu options are: Back, Goto, Filter, Change Drilldown, Broadcast and Export, Save View, Properties, Documents, and Sort Organizational Unit. The 'Filter' option is selected, and a sub-menu is open with the following options: Keep Filter Value, Keep Filter Value on Axis, Filter and Drill Down By, Select Filter Value, Remove Filter Value, and Variable Screen. The 'Filter and Drill Down By' option is selected, and another sub-menu is open with the following options: Pay Grade Area, Personnel Area, and Workforce Indicator. The 'Personnel Area' option is selected. The main table shows columns for Organizational Unit, Position, and Job. The selected row is highlighted in yellow.

Organizational Unit	Position	Job
31007677 DIRECTOR'S OFFICE	71025753 EX011 DIRECTOR	50003589
	71025754 EX051 CONF. SECRETARY	50003609
	71025756 EMS03 SPECIAL ASSISTANT TO THE DIRECTOR	51002979
	Result	
31007694		
31007696		
31007726 DEPT OF ENTERPRISE SERVICES	71037312 UTILITY WORKER	
	71037314 UTILITY WORKER	
	Result	
31008829 CLS-LEGAL SERVICES	71025757 POLICY & RULING	

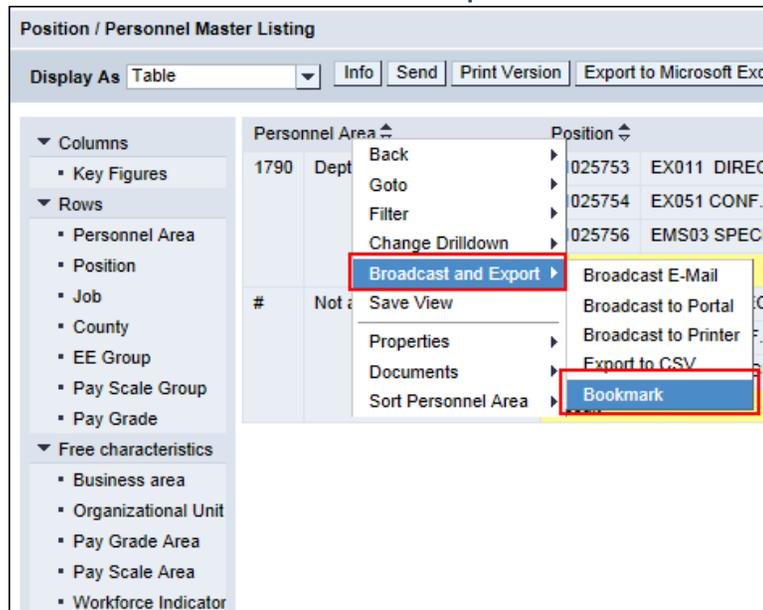
The screenshot shows the 'Position / Personnel Master Listing' interface after filtering. The 'Personnel Area' column is now visible and has the value '1790 Dept of Enterprise Services' selected. The 'Organizational Unit' column is also visible and has the value '# Not assigned' selected. The 'Personnel Area' option in the 'Rows' column is selected. The main table shows columns for Personnel Area, Position, and Job. The selected row is highlighted in yellow.

Personnel Area	Position	Job
1790 Dept of Enterprise Services	71025753 EX011 DIRECTOR	50003589
	71025754 EX051 CONF. SECRETARY	50003609
	71025756 EMS03 SPECIAL ASSISTANT TO THE DIRECTOR	51002979
	Result	
# Not assigned	71025753 EX011 DIRECTOR	50003589
	71025754 EX051 CONF. SECRETARY	50003609
	71025756 EMS03 SPECIAL ASSISTANT TO THE DIRECTOR	51002979
	Result	

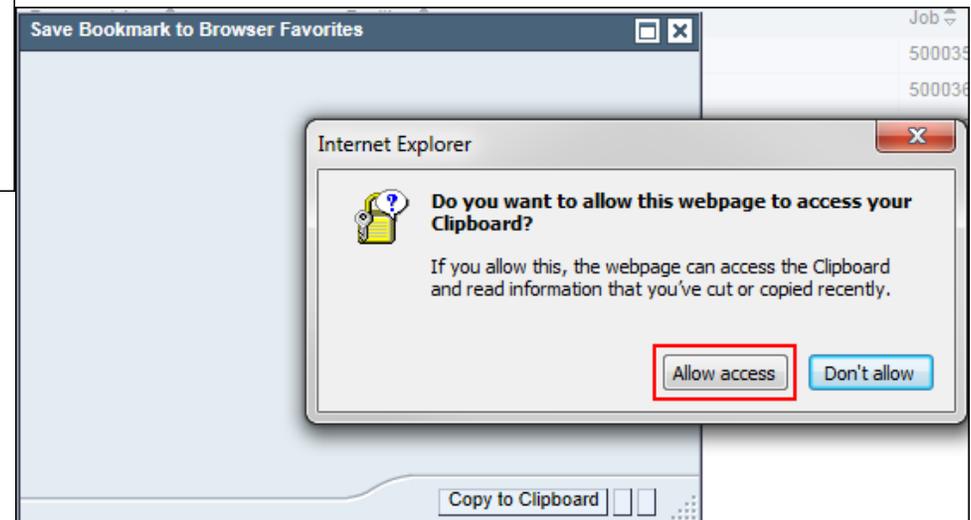
# BW/BI Custom Report Exercise 2 - Bookmark

To create a Bookmark:

1. Right click on any object that turns your cursor into a “pointing finger” cursor.
2. Select → Broadcast and Export → Bookmark:

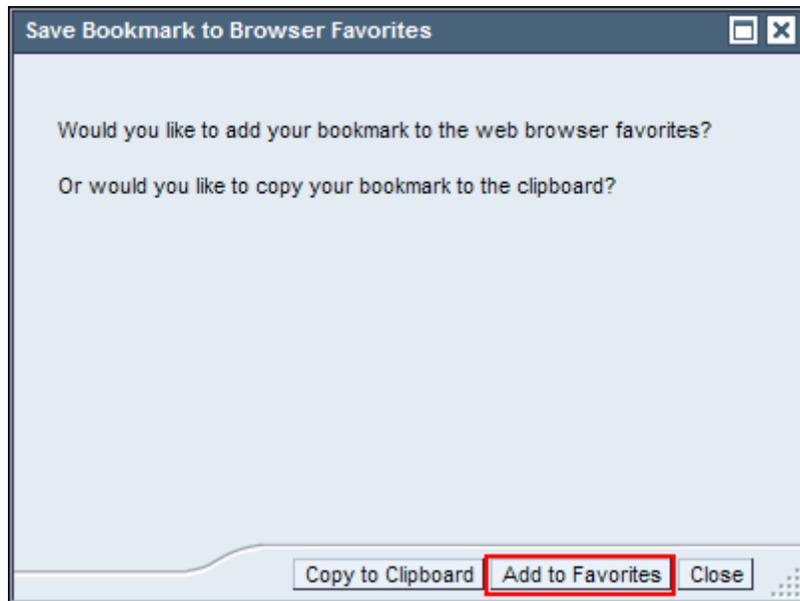


Click the “Allow access” button:

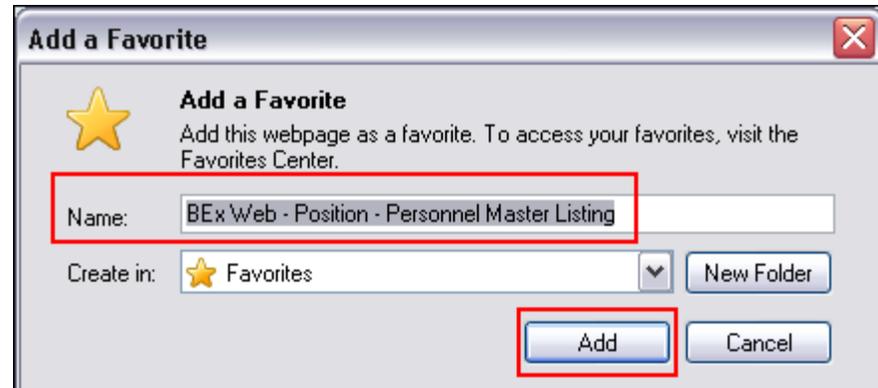


# BW/BI Custom Report Exercise 2 - Bookmark

The “Save Bookmark to Browser Favorites” is displayed. Select the “Add to Favorites” button:



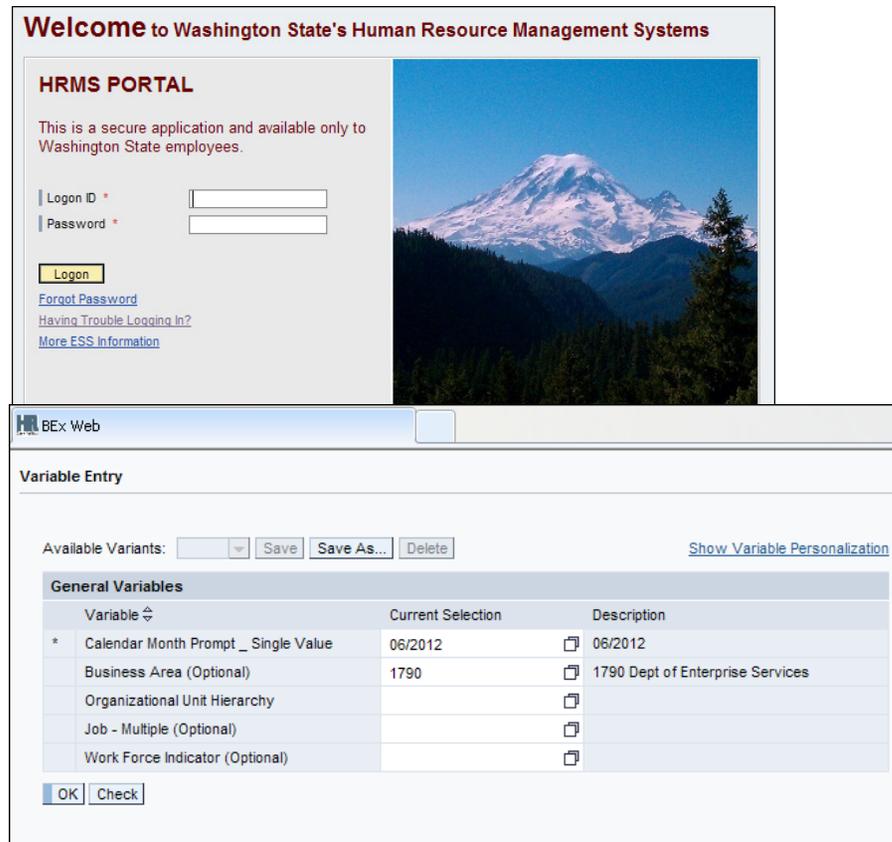
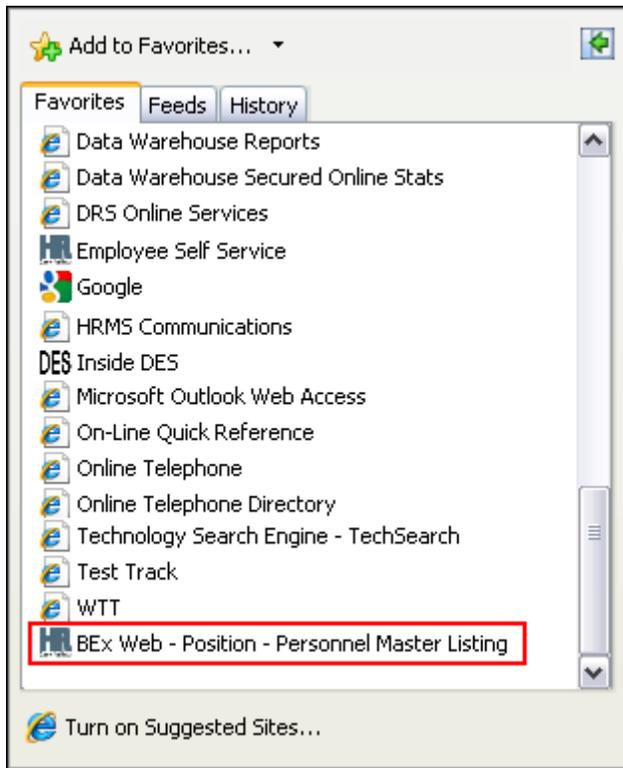
The “Add a Favorite” box is displayed.  
Click “Add”:



# BW/BI Custom Report Exercise 2 - Bookmark

The “Bookmark” has been added to your Internet Explorer Favorites. You can now run the report from your Favorites with all the changes that you have made to it.

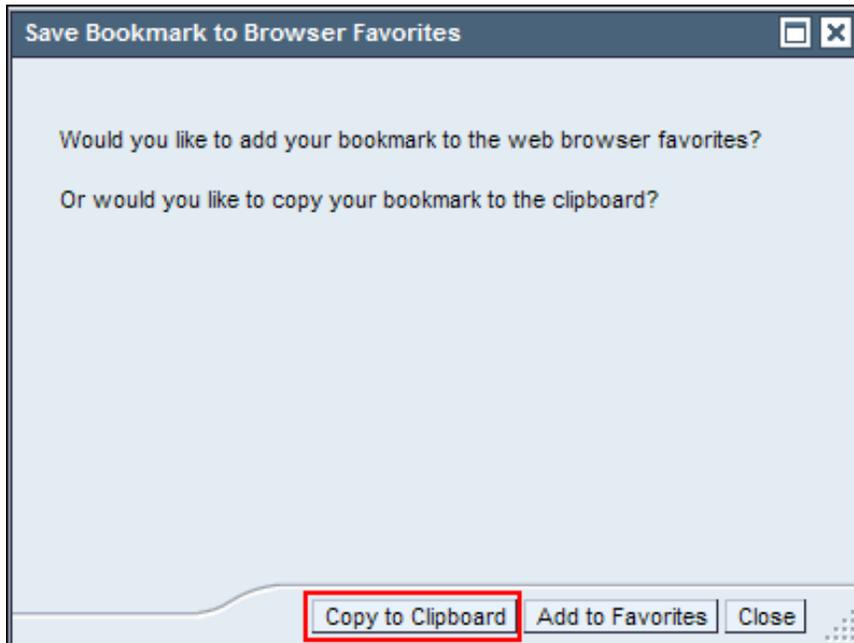
You will be required to log into the Portal (if you are not Single Sign on) and the variable screen will be displayed with the variables you used when you created the Bookmark. You can change the variables before you run your report.



## BW/BI Custom Report Exercise 2 – Bookmark/Copy to Clipboard

The “Copy to Clipboard” option lets you copy the Bookmark link so you can send it to another BI User.

NOTE: the person you send the link to, MUST be a BI User in order to generate the report. After copying the Bookmark link, click the “Close” button to close the “Save Bookmark to Browser Favorites” box:



The Bookmark link can be copied and pasted into a document or email and sent to another user to run:

[https://myhrms.wa.gov/irj/servlet/prt/portal/prtroot/pcd!3aportal\\_content!2fcom.sap\\_pct!2fplatform\\_add\\_ons!2fcom.sap.ip.bi!2fiViews!2fcom.sap.ip.bi.bex?BOOKMARK=DCRXPSPMUFZPK2N6W42MG0RRA](https://myhrms.wa.gov/irj/servlet/prt/portal/prtroot/pcd!3aportal_content!2fcom.sap_pct!2fplatform_add_ons!2fcom.sap.ip.bi!2fiViews!2fcom.sap.ip.bi.bex?BOOKMARK=DCRXPSPMUFZPK2N6W42MG0RRA)

# BW/BI Custom Report Exercise 2 – Change Drilldown/Drill Down By

To add Characteristics to your report with the Context Menu:

1. Right click the Characteristic you want to add
2. Select Change Drilldown → Drill Down By → Horizontal (Columns) or Vertical (Rows)

The screenshot displays a BW/BI report titled "Position / Personnel Master Listing". The report is shown as a table with columns for "Personnel Area" and "Position". The "Business area" characteristic is highlighted in the left-hand navigation pane. A context menu is open over the "Business area" characteristic, showing the path: "Change Drilldown" → "Drill Down By" → "Horizontal" or "Vertical".

Personnel Area	Position
1790 Dept of Enterprise Services	71025753 EX011 DIRECT
	71025754 EX051 CONF. S
	71025756 EMS03 SPECIA
	Result
# Not assigned	71025753 EX011 DIRECT
	71025754 EX051 CONF. S
	71025756 EMS03 SPECIA
	Result

# BW/BI Custom Report Exercise 2 – Change Drilldown/Drill Down By

Vertical was selected and the Characteristic is added to the report results in the Rows, at the end of the section:

**Position / Personnel Master Listing**

Display As: Table Info Send Print Version Export to Microsoft Excel Notes

Columns

- Key Figures

Rows

- Personnel Area
- Position
- County
- EE Group
- Pay Scale Group
- Pay Grade
- Business area**

Free characteristics

- Job
- Organizational Unit
- Pay Grade Area
- Pay Scale Area
- Workforce Indicator

Personnel Area	Position
1790 Dept of Enterprise Services	71025753 EX011 DIRECTOR
	71025754 EX051 CONF. SECRETARY
	71025756 EMS03 SPECIAL ASSISTANT TO THE DIRECTOR
Result	
# Not assigned	71025753 EX011 DIRECTOR
	71025754 EX051 CONF. SECRETARY
	71025756 EMS03 SPECIAL ASSISTANT TO THE DIRECTOR
Result	

Business area		Total	Vacant	Filled	Multifilled
1790	Dept of Enterprise Services	0	0	1	0
1790	Dept of Enterprise Services	0	0	1	0
1790	Dept of Enterprise Services	0	0	1	0
1790	Dept of Enterprise Services	0	0	1	0
1790	Dept of Enterprise Services	0	0	1	0
1790	Dept of Enterprise Services	0	0	1	0
1790	Dept of Enterprise Services	0	0	1	0
1790	Dept of Enterprise Services	0	0	1	0

# BW/BI Custom Report Exercise 2 – Properties/Characteristics

To access the Characteristic properties:

1. Right click the Characteristic
2. Select → Properties → Characteristic

The screenshot shows a report titled "Position / Personnel Master Listing". The report is displayed as a table with columns for "Personnel Area", "Workforce Indicator", and "Position". A right-click context menu is open over the "Personnel Area" column. The menu items include "Back", "Goto", "Filter", "Change Drilldown", "Broadcast and Export", "Save View", "Properties", "Documents", and "Sort Personnel Area". The "Properties" item is highlighted, and a sub-menu is open showing "Characteristic", "Data Cell", "All Data Cells", and "Axis". The "Characteristic" item is also highlighted.

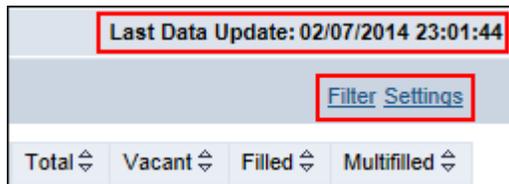
The property box for the Characteristic is displayed. You can determine how you want that Characteristic formatted on your report:

The screenshot shows the "Properties of Characteristic Personnel Area (Result Set Context)" dialog box. The dialog has three tabs: "General", "Sorting", and "Advanced". The "General" tab is selected. The "Display:" field is set to "Key & Text". The "Display Results:" field is set to "Always". The "Access Mode for Result Set:" field is set to "Posted Values". The dialog has "OK" and "Cancel" buttons at the bottom right.

# BW/BI Custom Report Exercise 2 – Filter/Settings

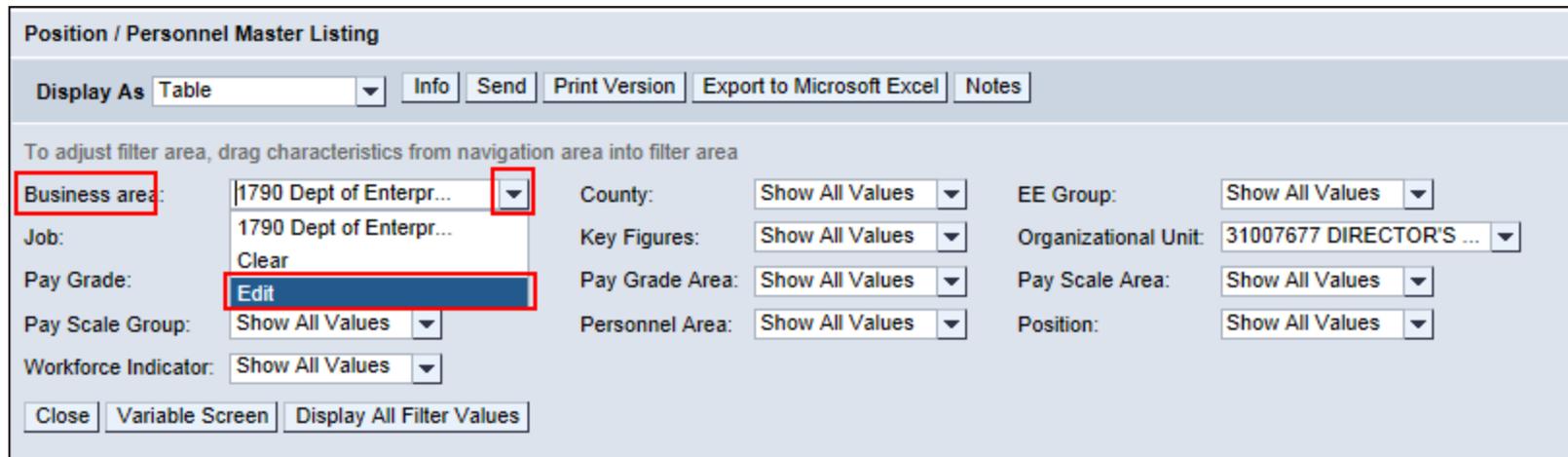
In the header portion of the report, the “Last Data Update:” will display the date and time the data in this InfoProvider was loaded (MultiProvider “Last Data Update” is accessed through the “Information” button on the toolbar).

There is also a “Filter” and “Settings” links:



The “Filter” link will display a screen that will allow you to change the filter options for all the Characteristics in the report. To make changes to the filter:

Click the dropdown arrow and select → Edit

A screenshot of the "Position / Personnel Master Listing" filter settings screen. The title bar reads "Position / Personnel Master Listing". Below the title bar, there is a "Display As" dropdown menu set to "Table", and several buttons: "Info", "Send", "Print Version", "Export to Microsoft Excel", and "Notes". A instruction reads: "To adjust filter area, drag characteristics from navigation area into filter area". The filter area contains several fields: "Business area:" with a dropdown menu showing "1790 Dept of Enterpr..." and a red box around the dropdown arrow; "Job:" with a dropdown menu showing "1790 Dept of Enterpr..." and "Clear"; "Pay Grade:" with a dropdown menu showing "Edit" (highlighted in blue) and "Show All Values"; "Pay Scale Group:" with a dropdown menu showing "Show All Values"; "Workforce Indicator:" with a dropdown menu showing "Show All Values"; "County:" with a dropdown menu showing "Show All Values"; "Key Figures:" with a dropdown menu showing "Show All Values"; "Pay Grade Area:" with a dropdown menu showing "Show All Values"; "Personnel Area:" with a dropdown menu showing "Show All Values"; "EE Group:" with a dropdown menu showing "Show All Values"; "Organizational Unit:" with a dropdown menu showing "31007677 DIRECTOR'S ..."; "Pay Scale Area:" with a dropdown menu showing "Show All Values"; and "Position:" with a dropdown menu showing "Show All Values". At the bottom, there are three buttons: "Close", "Variable Screen", and "Display All Filter Values".



# BW/BI Custom Report Exercise 2 – Filter/Settings

The “Settings” link will display the query properties box. This gives you the option to change the way your report is displayed:

The screenshot shows a settings dialog box titled "Position / Personnel Master Listing". At the top, there is a "Display As" dropdown menu set to "Table", and buttons for "Info", "Send", "Print Version", "Export to Microsoft Excel", and "Notes". Below this is a tabbed interface with "Table", "Chart", "Exceptions", "Conditions", and "Data Provider" tabs. The "Chart" tab is active, showing three sections: "Chart Settings", "Chart Texts", and "Data-Specific Settings".

**Chart Settings**

- Chart Type: Columns
- Legend Type: Chart Legend Position
- Chart Legend Position: South

**Chart Texts**

- Manual Axis Description
  - Axis Description (Language Dependent):
    - Category Axis (X):
    - Value Axis (Y):
    - Secondary Category Axis (X):
    - Secondary Value Axis (Y):
- Manual Axis Label
  - Axis Label (Language Dependent):
    - Category Axis (X):
    - Value Axis (Y):
    - Secondary Category Axis (X):
    - Secondary Value Axis (Y):

**Data-Specific Settings**

- Swap Display Axes
- Display Results
- Show Expanded Hierarchy Nodes

Buttons: Apply, Cancel, Close

# BW/BI Custom Report Exercise 2 – Properties/Key Figures

To format a Key Figure:

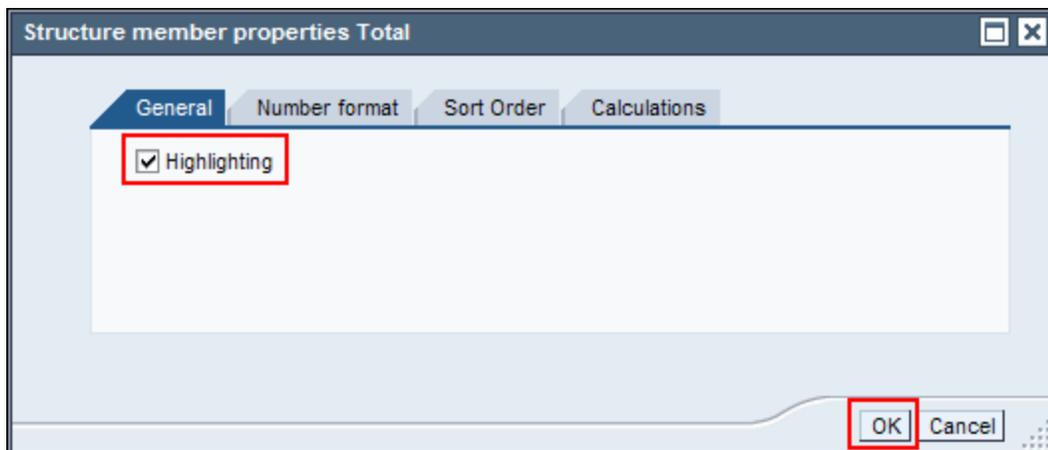
1. Right click the Key Figure you want to format
2. Select → Properties → Data Cell

The properties box for that Key Figure is displayed. You can change how that Key Figure is displayed on your report.

By selecting “Highlighting” under the general tab, that will put that Key Figure column text as bold:

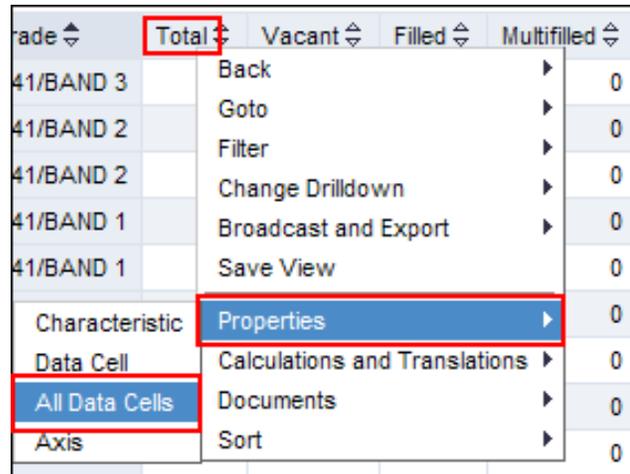
Pay Grade	Total	Vacant	Filled	Multifilled
10/00/41/BAND 3	Back			0
10/00/41/BAND 2	Goto			0
10/00/41/BAND 2	Filter			0
10/00/41/BAND 1	Change Drilldown			0
10/00/41/BAND 1	Broadcast and Export			0
10/00/41/BAND 1	Save View			0
10/00/41/BAND 1	Properties			0
10/00/41/BAND 1	Calculations and Translations			0
10/00/41/BAND 1	Documents			0
10/00/41/BAND 1	Sort			0

Total	Vacant	Filled	Multifilled
<b>1</b>	1	0	0
<b>1</b>	0	1	0
<b>1</b>	0	1	0
<b>1</b>	0	1	0
<b>1</b>	1	0	0
<b>1</b>	0	1	0
<b>1</b>	0	1	0
<b>1</b>	0	1	0
<b>1</b>	0	1	0
<b>1</b>	0	1	0
<b>1</b>	0	1	0



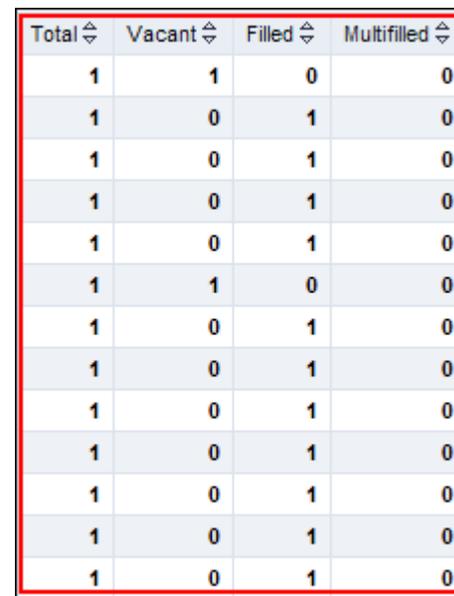
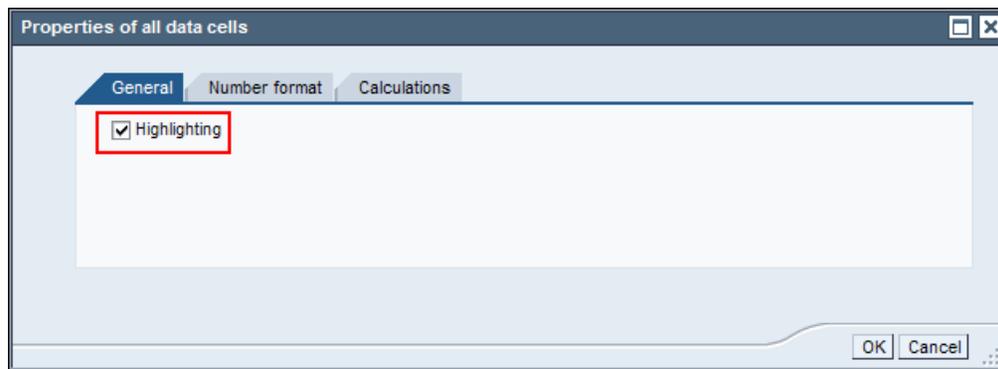
# BW/BI Custom Report Exercise 2 – Properties/Key Figures

By choosing “All Data Cells”, you can format all the Key Figures at one time:



A screenshot of a report menu. The menu items are: Total, Vacant, Filled, Multifilled, 41/BAND 3, 41/BAND 2, 41/BAND 2, 41/BAND 1, 41/BAND 1, Characteristic, Data Cell, All Data Cells, and Axis. The 'All Data Cells' item is highlighted with a red box. A sub-menu is open for 'All Data Cells', showing options: Properties, Calculations and Translations, Documents, and Sort. The 'Properties' option is also highlighted with a red box.

The “Properties of all data cells” is displayed. By selecting the “Highlighting” option, you will bold all Key Figures in the report.



A screenshot of a report table with four columns: Total, Vacant, Filled, and Multifilled. The table contains 12 rows of data. The 'Total' column is bolded in all rows. The 'Vacant' column has values 1, 0, 0, 0, 0, 1, 0, 0, 0, 0, 0, 0. The 'Filled' column has values 0, 1, 1, 1, 1, 0, 1, 1, 1, 1, 1, 1. The 'Multifilled' column has values 0, 0, 0, 0, 0, 0, 0, 0, 0, 0, 0, 0.

# BW/BI Custom Report Exercise 2 – Properties/Axis

To access the Axis properties:

Right click → Properties → Axis

Job ↕		Position ↕
50000000	PUBLIC PRINTER	71026322
50000016	PRT PLANT MANAC	71026542
		71029996
50000019	PRT BUSINESS MAI	71026351
50000027	PRT CUSTOMER AM	MGR 71026532
50000036	PRT INFORMATION	71026323
50000040	PRT FULFILLMENT/	
50000050	PRT BINDERY MAN	
50000142	OFFICE SUPPORT SUPERVISOR 3	71025074
		71025150
		71025291
50000168	REPRODUCTION SUPERVISOR 2	71026654
50000188	IT SYSTEMS/APP SPEC 6	71024786

The Axis properties is displayed. This gives you the option of where to place your Overall Results row and to suppress the zero's in the report.

Row axis properties

Data Formatting Zero Suppression

Result position: Top

Display axis hierarchically and...

... drilldown to: Job

OK Cancel

# BW/BI Custom Report Exercise 2 – Properties/Axis

The Overall Result row was switched from bottom to top:

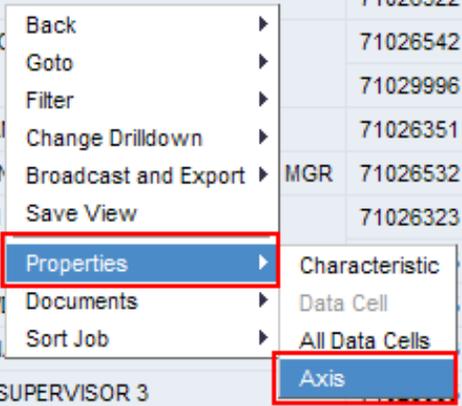
Position / Personnel Master Listing							
Display As <span>Table</span> <span>Info</span> <span>Send</span> <span>Print Version</span> <span>Export to Microsoft Excel</span> <span>Notes</span>							
Columns	Job	Position	Total	Vacant	Filled	Multifilled	
Key Figures	Overall Result		1,151	106	1,045	9	
Rows	50000040	PRT FULFILLMENT/DATA CENTER MANAGER	Result	1	0	1	0
Job		71026605 EMS01 DATA CENTER/VARIABLE PRINT MANAGER		1	0	1	0
Position	50000168	REPRODUCTION SUPERVISOR 2	Result	1	0	1	0
Organizational Unit		71026654 REPRODUCTION SUPERVISOR 2		1	0	1	0
County	50000188	IT SYSTEMS/APP SPEC 6	Result	60	6	54	0
EE Group		71024786 IT SYSTEMS/APP SPEC 6		1	0	1	0
Pay Scale Group		71024821 IT SYSTEMS/APP SPECIALIST 6		1	0	1	0
Pay Grade		71024902 IT SYSTEMS/APP SPEC 6		1	1	0	0
Free characteristics		71024903 IT SYSTEMS/APP SPEC 6		1	0	1	0
Business area		71024904 IT SYSTEMS/APP SPEC 6		1	0	1	0
Pay Grade Area		71024909 IT SYSTEMS/APP SPEC 6		1	0	1	0
Pay Scale Area		71024910 IT SYSTEMS/APP SPEC 6		1	0	1	0
Personnel Area		71024917 IT SYSTEMS/APP SPEC 6		1	1	0	0
Workforce Indicator							

# BW/BI Custom Report Exercise 2 – Properties/Axis

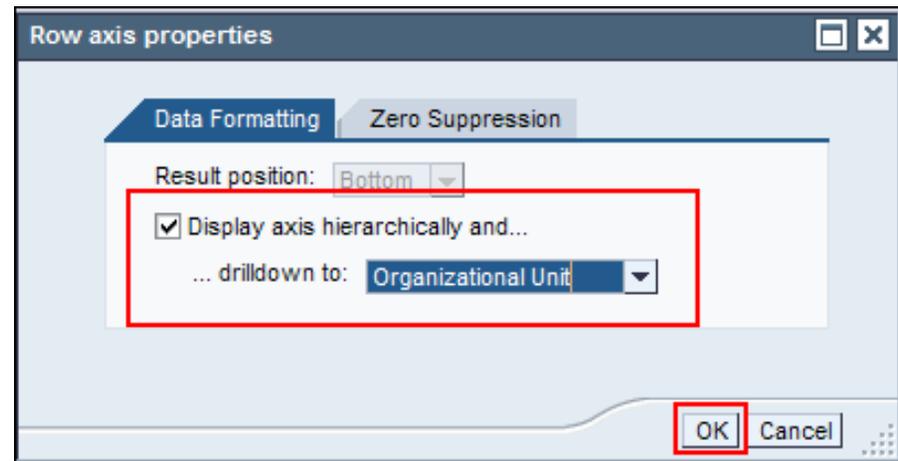
You can also use the Axis properties to display the data in a Hierarchical format.

1. Add Business Area and Organizational Unit to the report results
2. Right click Organizational Unit
3. Select → Properties → Axis

Job ↕		Position ↕
50000000	PUBLIC PRINTER	71026322
50000016	PRT PLANT MANAC	71026542
		71029996
50000019	PRT BUSINESS MAI	71026351
50000027	PRT CUSTOMER AM	MGR 71026532
50000036	PRT INFORMATION	71026323
50000040	PRT FULFILLMENT/	
50000050	PRT BINDERY MAN	
50000142	OFFICE SUPPORT SUPERVISOR 3	71025074
		71025150
		71025291
50000168	REPRODUCTION SUPERVISOR 2	71026654
50000188	IT SYSTEMS/APP SPEC 6	71024786



In the “Row axis properties”, check “Display axis hierarchically and...drilldown to: Use the dropdown box to select. Click OK.



# BW/BI Custom Report Exercise 2 – Properties/Axis

The report will be displayed with hierarchically drilldown capabilities.

Position / Personnel Master Listing

Display As

Job	Total	Vacant	Filled	Multifilled
▪ Overall Result	1,151	0	2	9
▼ 50000040 PRT FULFILLMENT/DATA CENTER MANAGER	1	0	1	0
▼ 71026605 EMS01 DATA CENTER/VARIABLE PRINT MANAGER		0	1	
▼ 31009068 BRD - PROD SVCS - VARIABLE DATA CENTER		0	1	
▼ 34		0	1	
▼ Civil Service Exempt		0	1	
▼ 10/#####		0	1	
▪ 10/00/41/BAND 1	1	0	1	0
▼ 50000168 REPRODUCTION SUPERVISOR 2	1	0	1	0
▼ 71026654 REPRODUCTION SUPERVISOR 2		0	1	
▼ 31009069 BRD - PROD SVCS - INTEGRATED DOC SVCS		0	1	
▼ 34		0	1	
▼ Permanent		0	1	
▼ 10/00/01/3/47		0	1	
▪ 10/#####	1	0	1	0
▼ 50000188 IT SYSTEMS/APP SPEC 6	60			0
▼ 71024786 IT SYSTEMS/APP SPEC 6				
▼ 31008999 PSD - LRNG TECH & TRAINING - TECH				
▼ 34				
▼ Permanent				
▶ 10/00/01/3/66				
▼ 71024821 IT SYSTEMS/APP SPECIALIST 6				
▶ 31009959 ETS-INFRASTRUCTURE SYSTEMS OPERATIONS				
▼ 71024902 IT SYSTEMS/APP SPEC 6				
▶ 31008842 ETS-INFRASTRUCTURE TEAM NETWORK SUPPORT				