

SAP Business Objects Web Intelligence (WebI) is a web-based reporting and analysis tool. It provides an interactive way for you to analyze workforce-related data as part of the Washington Workforce Analytics (WWA) Enterprise Data Warehouse (EDW).

- ✓ Ad hoc queries are created and managed by agency users. The queries are based on agency-specific scenarios to meet agency business data needs. Agency users can save ad hoc queries in their personal folders or agency-specific folders based on their security/permission levels.
- ✓ When you create and save an ad hoc query, it becomes a WebI document (WID file). A WebI document includes a query/report and related objects/formulas/variables.






Benefits

WebI ad hoc query tools provide an interactive way for agency users to display and analyze workforce-related data. Features include:

- ✓ Drag-and-drop fields when creating new or modifying existing ad hoc queries.
- ✓ Preview results before running or saving a query.
- ✓ Quickly save and retrieve a query using common folder structures.
- ✓ Manage page layouts and sort/filter data.
- ✓ Multiple options to display data using web browser or export to other formats.
- ✓ View historical and trend data.

Ad Hoc Query Data Structures

Workforce-related data structures are organized into subject areas. Agency users create ad hoc queries based on specific business scenarios and data structures in a WWA universe.

Structure	Additional Information
 Universe	Represents a set of data from one or more data sources. The set of data is structured by subject areas to support agency data needs. These include measures, dimensions, attributes, and filters that are used to create queries and reports.
 Dimension	Collection of related data that represents aspects of a business such as an employee dimension or an organization dimension
 Attribute	Descriptive data about a dimension
 Measure	Numeric data that represents calculations of data in the universe such as number of employees or age in years
 Filter	Narrows query results to focus on specific data elements such as specific jobs or bargaining units.

WWA Universes

WWA universes are designed so that agency users can create ad hoc queries using common terms and sets of data to get answers to their workforce-related questions. While this is an important benefit, it requires a balance between understanding common data structures and query features along with agency workforce information.

- ✓ Take time to plan and design your query based on a specific business scenario. Depending on your data requirements, you may need to create separate queries to get the information.
- ✓ A universe is the layer between the data warehouse and the user that logically groups and organizes data into subject matter areas for a better ad hoc reporting experience. Agency users will determine which universe meets their business need when performing ad hoc query analysis.

WWA Universe Inventory

All WWA universes include employee, position, and organizational dimension attributes. They also include dates, measures, and pre-defined filters.

Select a Universe

Folders List

Refresh

- Universes (85)
 - Accounting Universes (26)
 - ERDC Universes (1)
 - HR (2)
 - OFM Universes (48)
 - One Washington Universes (1)
 - WWA Universes (7)

Name (7)

- WWA EDW AFRS.unx
Universes/WWA Universes
- WWA EDW Grievance.unx
Universes/WWA Universes
- WWA EDW Headcount and Personnel Actions.unx
Universes/WWA Universes
- WWA EDW Payroll.unx
Universes/WWA Universes
- WWA EDW Quota.unx
Universes/WWA Universes
- WWA EDW Staffing Assignments.unx
Universes/WWA Universes
- WWA EDW Time and Labor.unx
Universes/WWA Universes

Universe Name	Granularity	Description
AFRS (Agency Financial Reporting System)	Pay Period	Includes appropriation index detail, general ledger, master account coding, organizational index detail, and wage type dimensions. ✓ Facts and measures for hours and amount using AFRS time dimension.
Grievance	Daily	Includes article info, contacts, grievance info, and tracking dimensions. ✓ Facts and measures for number of grievances and collective bargaining articles, with headcount measures.
Headcount and Personnel Actions	Daily	Includes military and education dimensions, as well as actions. ✓ Facts and measures for headcount, age, service, salary, and personnel actions.
Payroll	Monthly	Includes wage type dimension. ✓ Facts and measures for dollar amount, hours, and headcount measures.
Quota	Monthly	Includes quota type dimension. ✓ Facts and measures for quota (leave) balances, accruals, usage, donations, payouts, and adjustments with headcount measures. ✓ HRMS data only; does not include leave balances from other shadow systems.
Staffing Assignments	Monthly	Includes job dimension. ✓ Facts and measures for position status of occupied, unoccupied, and vacant, with some headcount measures.
Time and Labor	Daily	Includes time type dimension. ✓ Facts and measures for planned and actual time with headcount measures.

Query Panel

Ad hoc queries are created and modified using the WebI Query Panel. WebI provides standard data structures so that you can create queries/reports and perform data analysis. You will select report elements for the result objects and query filters from the universe.

✓ Job aids are available for each universe with data design details and additional information.

In this example, the query panel includes standard toolbar options and data structures.

Query Filters

Filters narrow your query results to focus on specific data elements. They also help to prevent long run times and system timeouts. Filters contain three basic components: Object, Operator, and Operand.

Component	Description	Example
Object	Value that you want to filter	Business Area Code
Operator	How you want to filter the value	Equal To
Operand	What you want to filter the value with	Specific business area code for an agency

Custom Filters

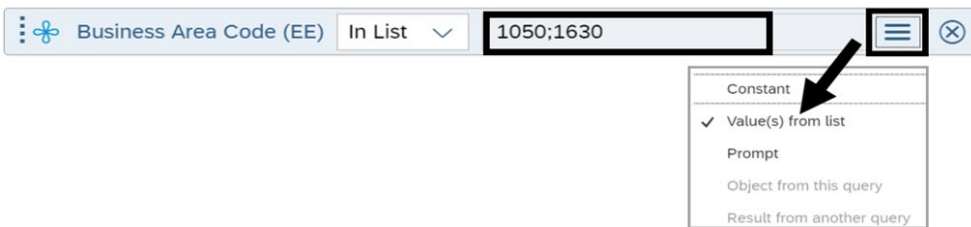
When you add an object to the Query Filters area, WebI will use a combination of Object > Operator > Operand to create a custom filter for your query.

- ✓ Default filter settings are 'In list' and 'Constant'. This allows you to quickly input values for your filter. You can also change the filter settings and use other filter options.

In this example, we use the default settings to modify the values so that the query will filter the data by Business Area Code (EE) in list for 1050 and 1630.

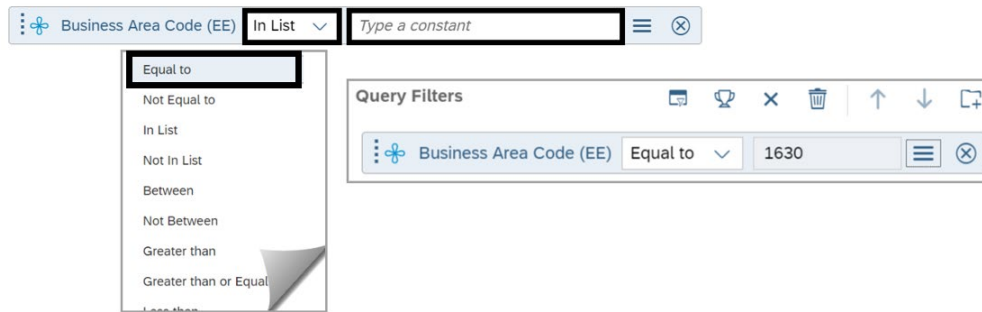
- ✓ Multiple values need to be separated by semi-colons (;).

Query Filters



In this example, we use the options in the dropdown to modify the values so that the query will filter the data by Business Area Code (EE) equal to 1630.

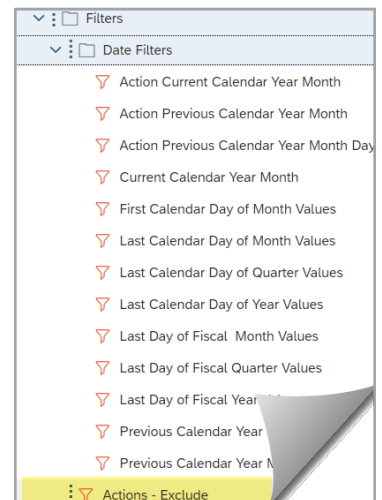
Query Filters



Pre-defined Filters

Pre-defined filters are customized for WWA users based on current business needs. Agency users cannot modify a pre-defined filter.

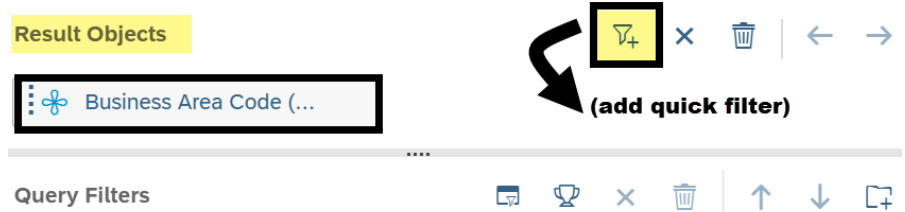
- ✓ Pre-defined filters are required when using certain data fields and/or measures. For example, use the **Actions - Exclude** pre-defined filter with Headcount measures in the **Headcount and Personnel Actions universe**. This filter excludes employee action records so that you get more accurate employee counts.
- ✓ The job aid for Pre-defined Filters provides descriptions of all pre-defined filters available in each universe, as well as the built-in restrictions for them.



Quick Filters

Quick filters can be created using an object in the Result Objects section. You can modify the quick filter after it is created.

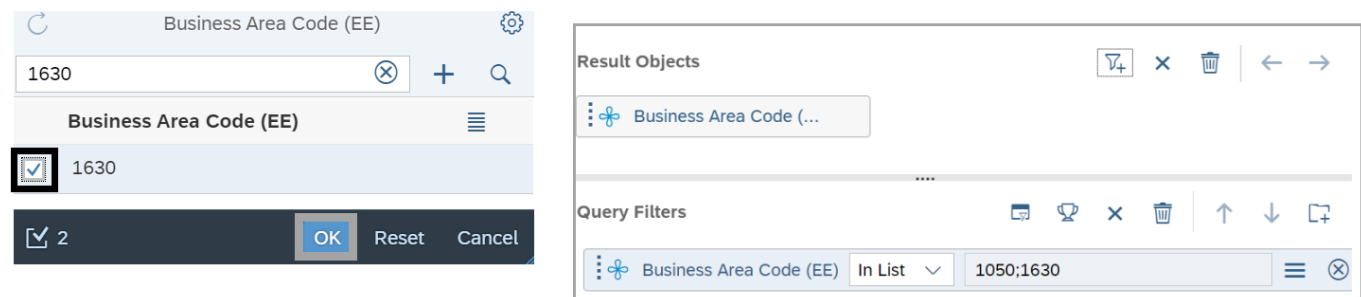
In this example, we select an object that we want to filter and then we select the quick filter option so that WebI will display available values for the filter.



Query Filters

To filter the query, select predefined filters or objects in the Universe pane and add them here by clicking the arrow or using drag-and-drop. Select Filter to specify the values you want returned to reports or select Prompt to define a message so users can select values of their choice.

In this example, we select available values for the quick filter.



Additional Help and Resources

WebI ad hoc query tools include multiple options and advanced features that may take some extra time for you to learn. The [enterprise reporting \(ER\) page](#) on the [OFM IT systems website](#) includes links to reference materials and eLearning resources.

- ✓ WWA job aids are available on the [Washington Workforce Analytics page](#).
- ✓ There are also several SAP Business Objects Web Intelligence reference guides and tutorials with advanced features available online (search <http://www.SAP.com> or <http://www.youtube.com>).

Need additional help? Contact the OFM Helpdesk.



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