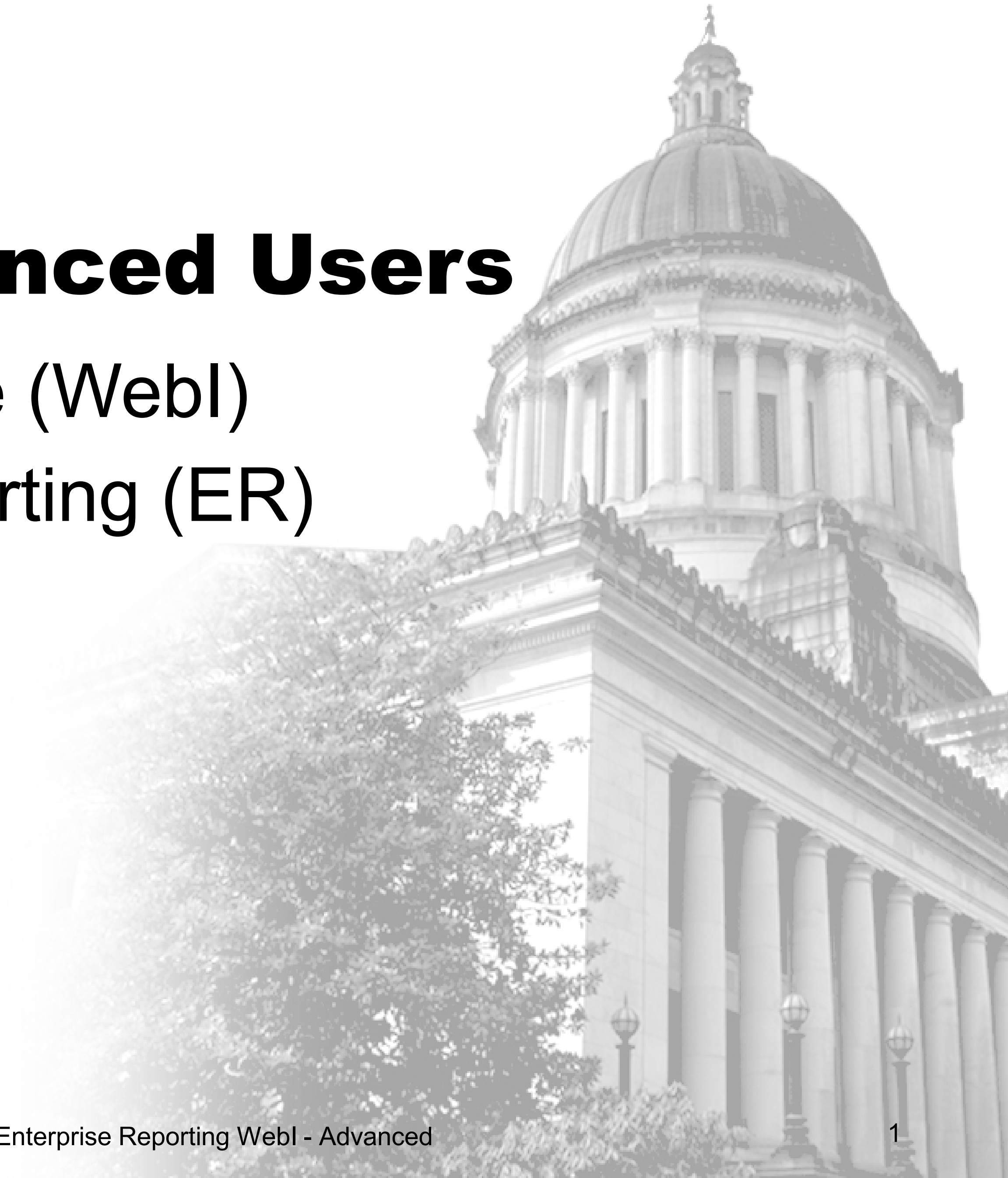
WebI - Advanced Users

Web Intelligence (WebI)

Enterprise Reporting (ER)



OFM

OFFICE OF FINANCIAL MANAGEMENT

Welcome!

Quick introductions & expectations for this session

- ✓ Your name?
- ✓ Your agency?
- ✓ What is your experience with using Enterprise Reporting Web Intelligence (WebI)?
- ✓ What are your expectations for this training session?

Topics

This training session will focus on advanced topics for WebI.

- Quick Overview
- Log on / Password Rules
- Basic Navigation - WebI Launchpad
- Nested Query Filter
- Report Tables (Break/Section)
- Data Tracking
- On-Report Filtering
- Formulas/Variables
- Multiple Queries
- Merge Dimensions
- Print/Export
- Schedule Reports
- Help/Resources
- Q&A and Wrap Up

Quick Overview

Web Intelligence (WebI) is a web-based reporting and analysis tool. It provides an interactive way to view and analyze data from various enterprise systems using standard options.

- ✓ Create new query/report or modify existing query/report using common toolbars, dropdown lists, various options for quickly adding/removing objects, etc.
- ✓ Save and retrieve query/report using common file structures.
- ✓ Preview results before running or saving a query.
- ✓ Manage page layouts and sort/filter data.
- ✓ Display data using web browser or export to other formats.

Quick Overview - WebI

WebI queries/reports are referred to as documents or web intelligence documents (WID files). A WebI document includes a query/report and related objects/formulas/variables.

- ✓ **WebI queries/reports** are created and managed by agency users. They are based on agency-specific scenarios to meet agency business data needs.
- ✓ **WebI standard reports** are created and managed by the OFM Enterprise Reporting team. They are based on common business scenarios to meet data needs across state agencies.

- ❖ If you need to run standard reports without using additional WebI tools, use the Enterprise Reporting portal.

Quick Overview - Hours of Operation

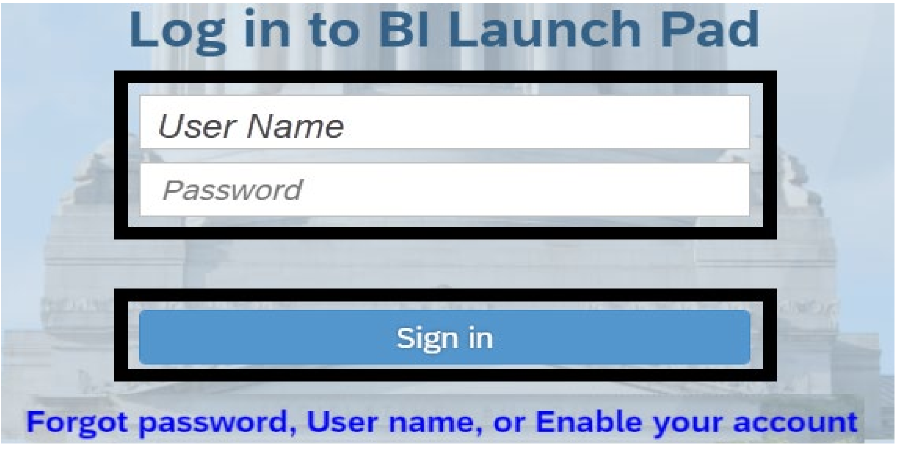
Enterprise Reporting is available 24/7 so that you can use data and reports.

- ✓ **System maintenance** 7:00 pm Saturday to 7:30 am Sunday either the 1st or 2nd week of every month.
- ✓ **Daily AFRS data updates** 8:00 pm to midnight. New and existing AFRS reports/queries cannot be generated during this time.
- ✓ **Help Desk** staff available from 8:00 am to 5:00 pm weekdays (Monday to Friday - HereToHelp@ofm.wa.gov 360.407.9100)

Log On

Authorized users can log on with their enterprise reporting (ER) user ID/password from inside the state government network (SGN).

✓ https://reporting.ofm.wa.gov

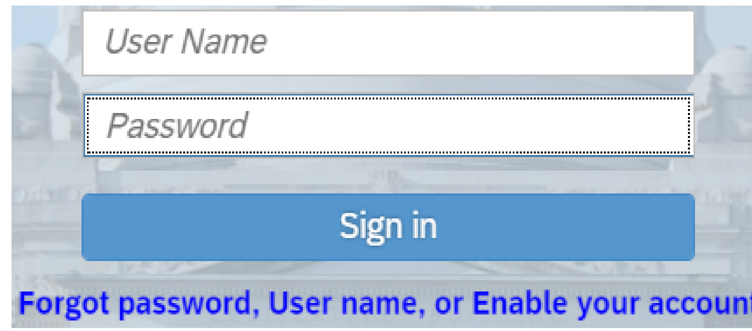


✓ Use Secure Access Washington (SAW) if you need to log on outside of the state government network. For information about using SAW to access WebI, reference the Enterprise Reporting (ER) page on the OFM IT Systems website.

Password Rules

Your password …

- ✓ Needs to include at least 8 characters with at least two of the following characters: upper case letter, lower case letter, number, special character (!@#$%&*).
- ✓ Cannot include your user name.
- ✓ Needs to be changed every 120 days.



After 5 incorrect logon attempts, your user account will be locked.

- ✓ If your user account is locked, contact the OFM Help Desk.

HereToHelp@ofm.wa.gov 360.407.9100

Basic Navigation - WebI Launchpad

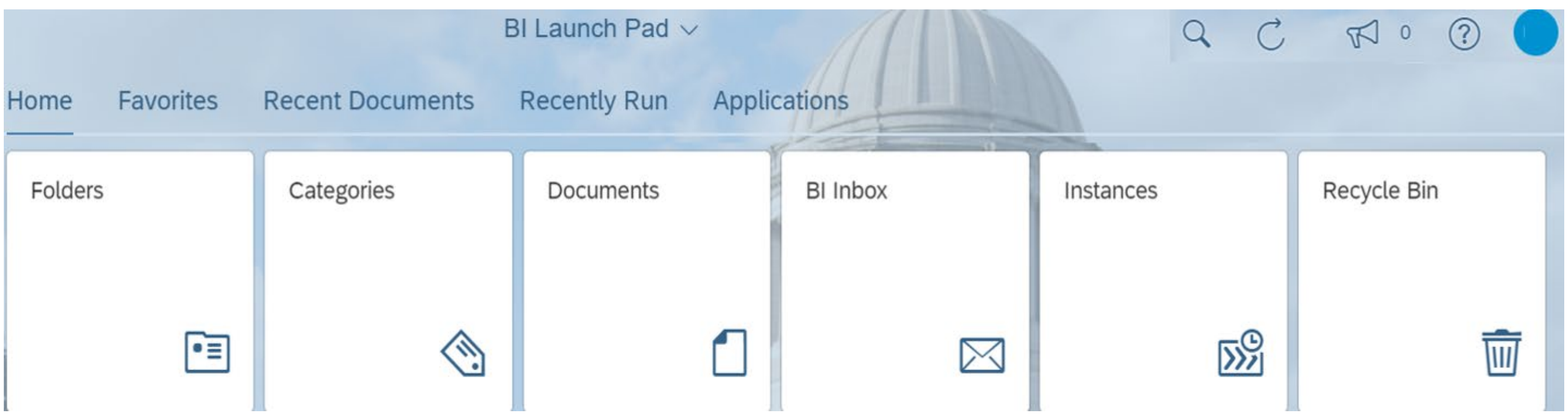
In this session, we will review basic navigation for the WebI launchpad.

- ✓ The WebI launchpad home page will be displayed after you log on.
- ❖ This training session will focus on advanced topics for WebI. If you need a 'refresher' for basic navigation, reference the materials for WebI – Introduction (available on the Enterprise Reporting (ER) page on the OFM IT Systems website).

Basic Navigation - Launchpad (Home)

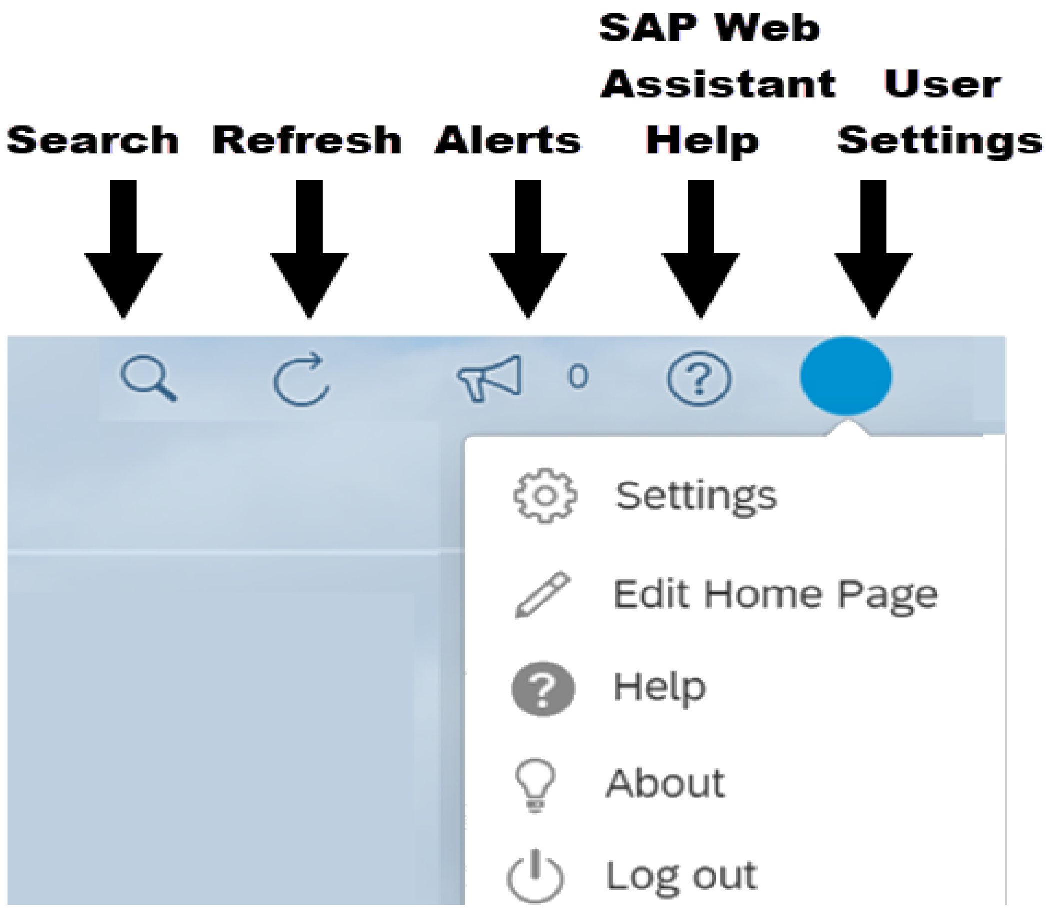
Home page includes quick links for navigation.

- ✓ **Top banner** includes standard navigation tools for search, refresh, alerts, web assistant (help), and user settings.
- ✓ **Menu bar** includes home, favorites, recent documents, recently run, and applications.
- ✓ **Tile section** includes folders, categories, documents, BI inbox, instances, and recycle bin.



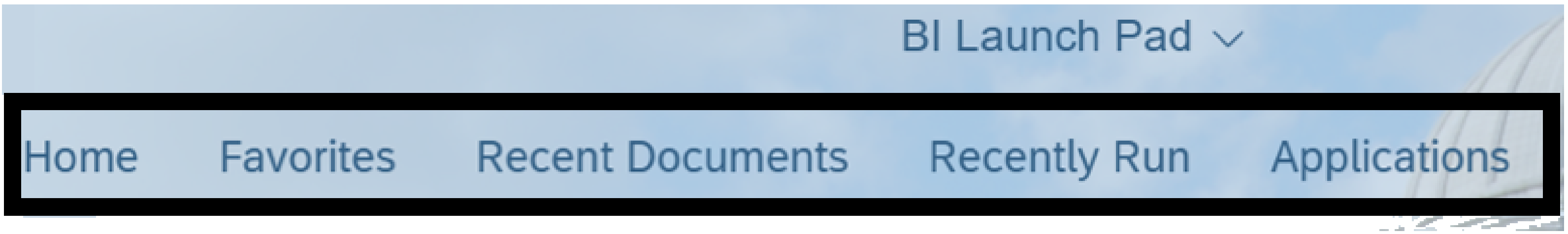
Basic Navigation - Top Banner

Top banner includes standard navigation tools for search, refresh, alerts, help (SAP web assistant), and user settings.



Basic Navigation - Menu Bar

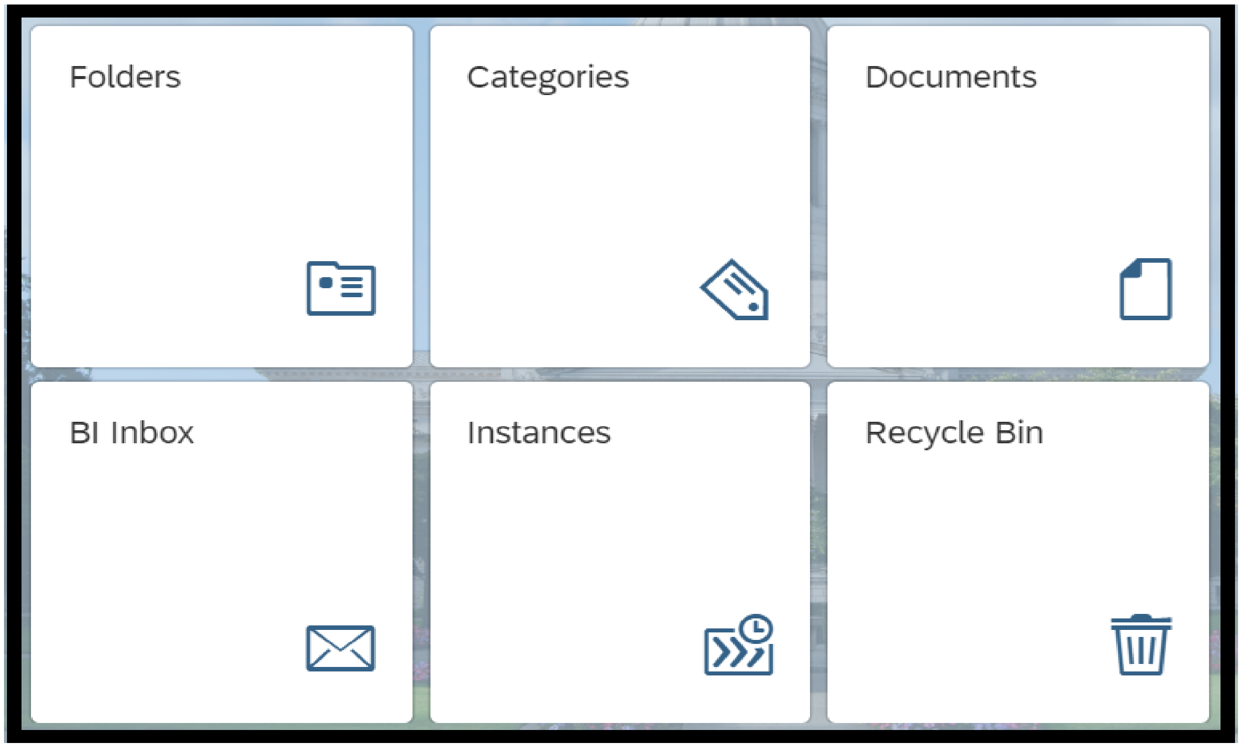
Menu bar includes quick links for navigating to home, favorites, recent documents, recently run, and applications.



Web Intelligence

Basic Navigation - Tile Section

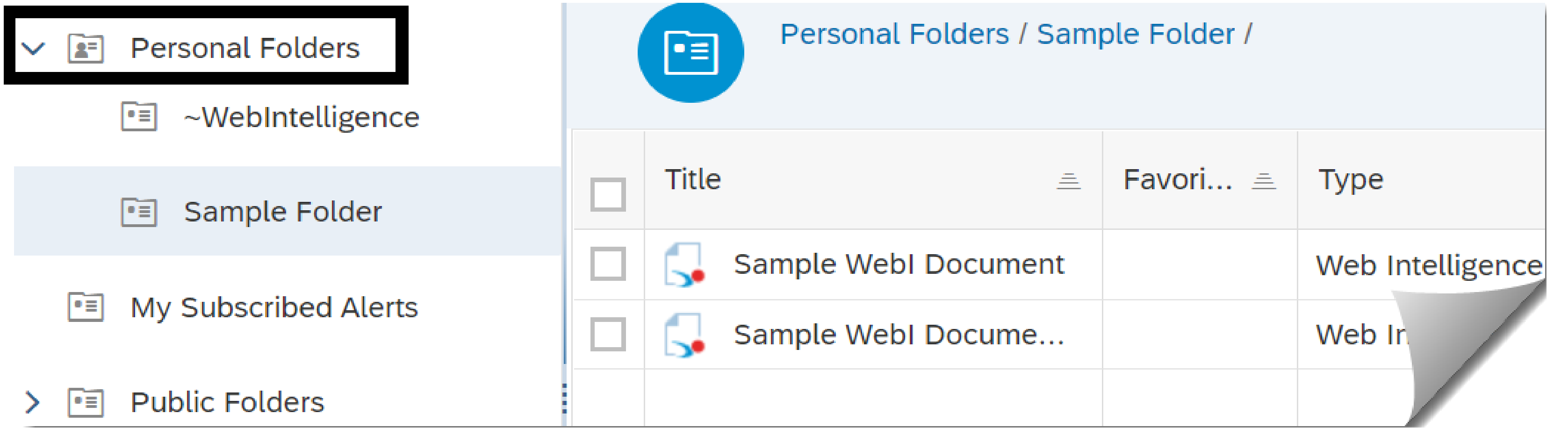
Tile section includes quick links for navigating to folders, categories, documents, BI inbox, instances, and recycle bin.



Basic Navigation - Folders

Use the folders tile to access your personal folders and the public (agency) folders.

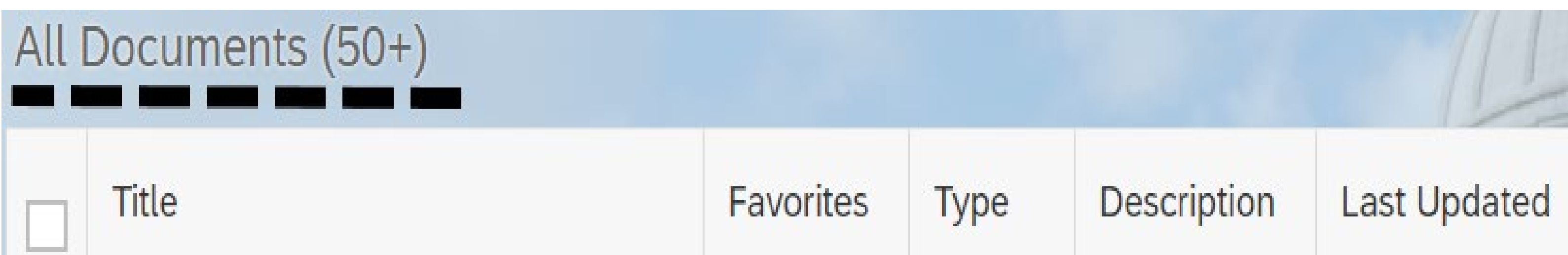
- ❑ **Select folders.**
- ❑ **Select personal folders to expand the folder structure.**



Basic Navigation - Documents

Use the documents tile to access a list of all documents that are available within the BI launch pad.

- ❑ **Select documents.**
- ❑ **Scroll through the list of documents** (number of documents on the counter will automatically update as you scroll down the page).

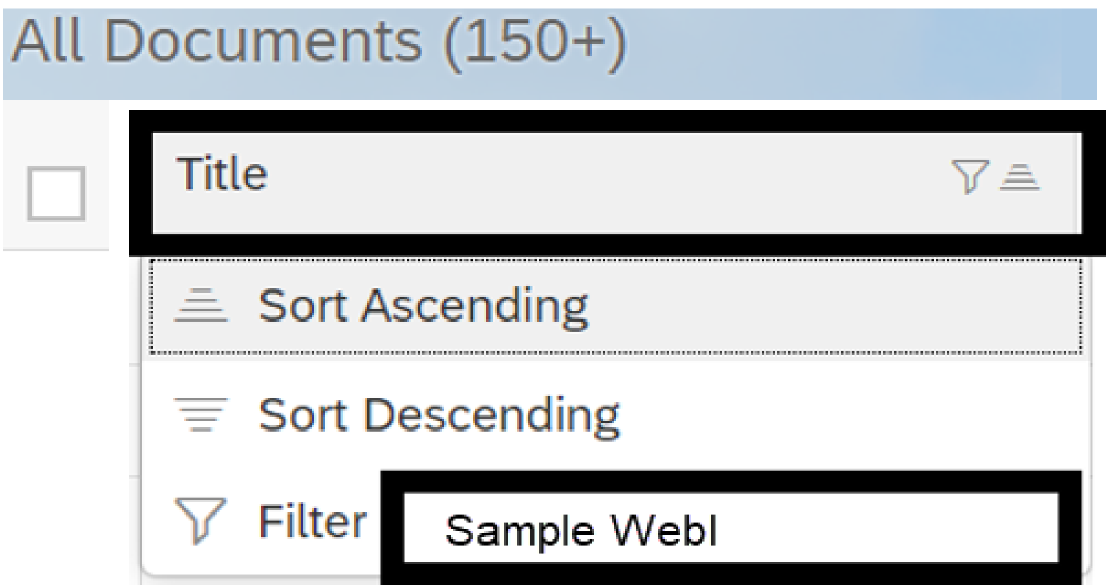


❖ Reminder: if you need to run standard reports without using additional WebI tools, use the Enterprise Reporting portal.

Basic Navigation - Document Sort/Filter

Column headings in the document list include quick filters to sort the list (ascending / descending) or narrow the list of documents.

- ❑ **Select title heading to filter the list of documents.**
- ❑ **Input filter criteria (and press enter).**



Nested Query Filter

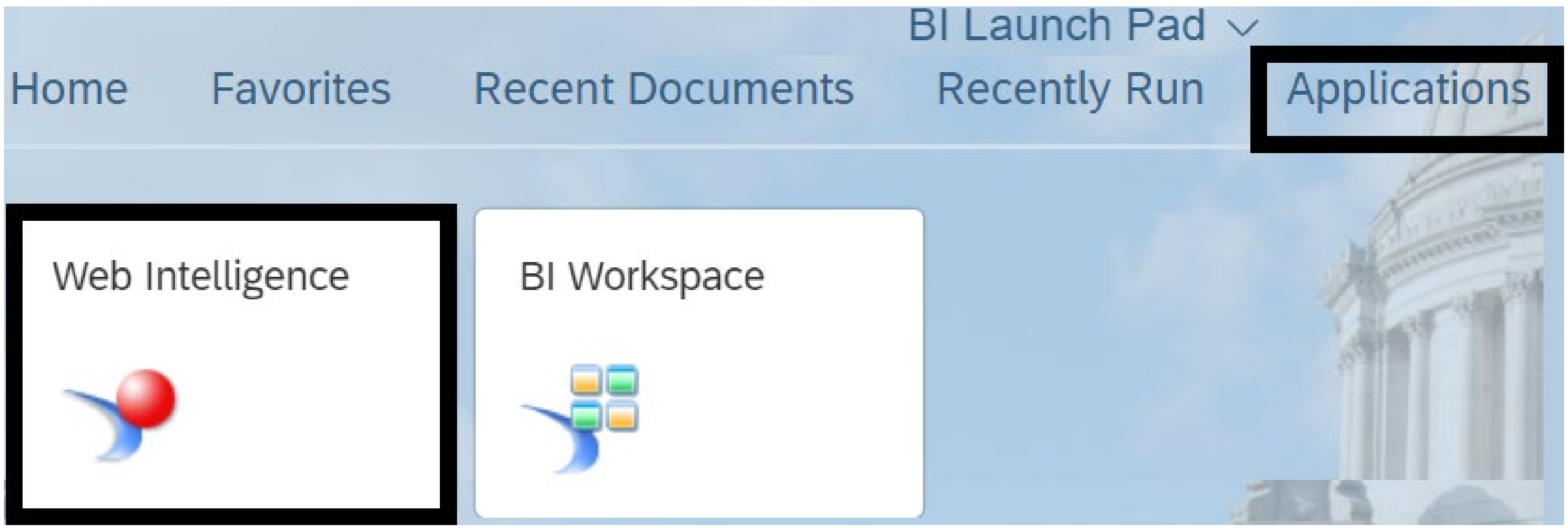
In this section, we will create a new document with a nested query filter.

- ✓ Nested query filters allow you to create more complex filter conditions than is possible when you combine filters at the same level.

Create New WebI Document

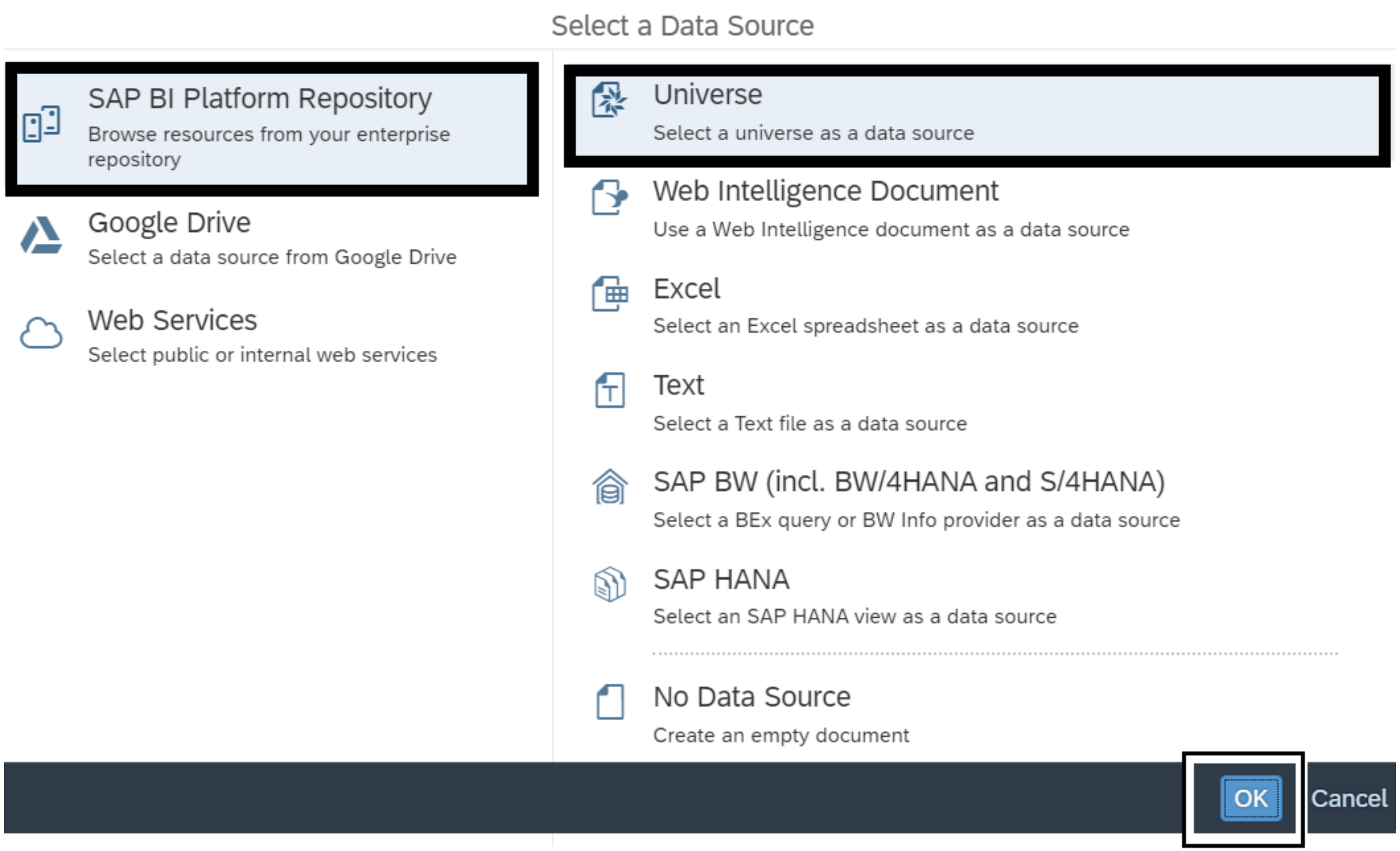
Use WebI to create a new document.

- ❑ **Select Web Intelligence** (located in applications).



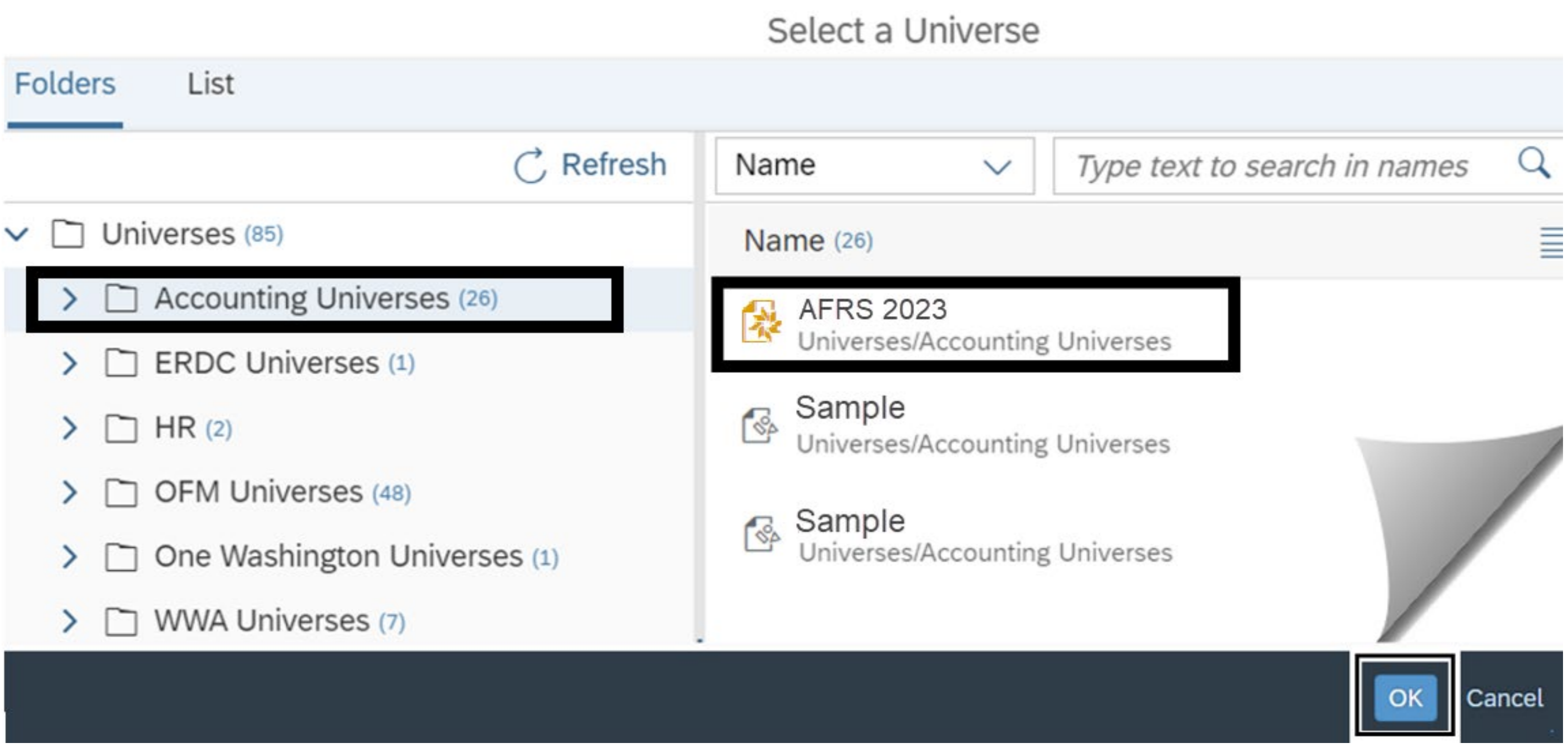
Select Data Source

❑ **Select data source** SAP BI platform repository and universe.



Select Universe

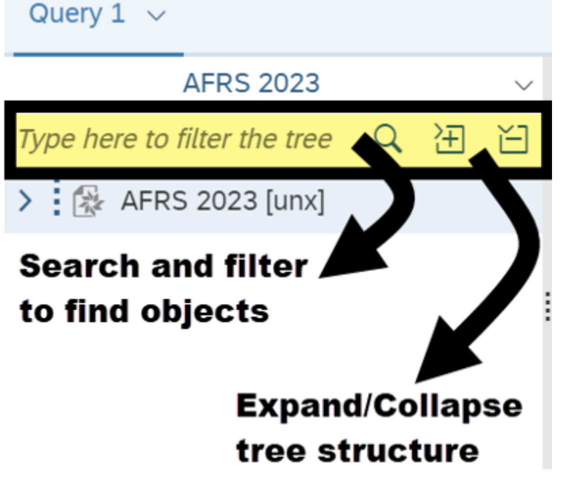
- ❑ **Select universe name.**
- ✓ WebI will display a list of available universes based on your security/permissions. In this example, we select accounting universes and a current AFRS universe.



Build Query (Add Result Objects/Query Filters)

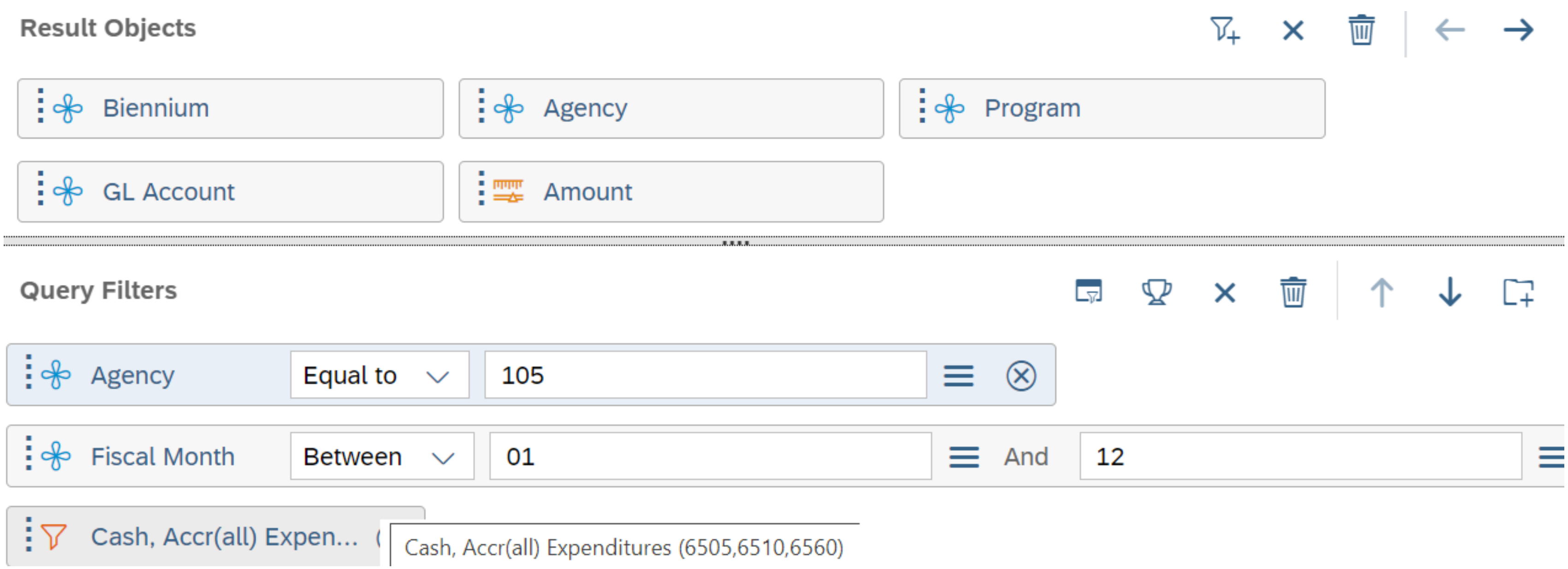
- ❑ **Add result objects** biennium, agency, program, GL account, and amount.
- ❑ **Add query filters** agency, fiscal month, and cash,accr(all) expenditures (6505, 6510, 6560).
- ❑ **Apply query operators** agency equal to your 3-digit agency number (or use in list to select values) and fiscal month (between 01 and 12).

✓ Use the search and filter tools to find objects if needed. For example, use search to quickly find the object for cash,accr(all) expenditures (6505, 6510, 6560). You can input full or partial search term.



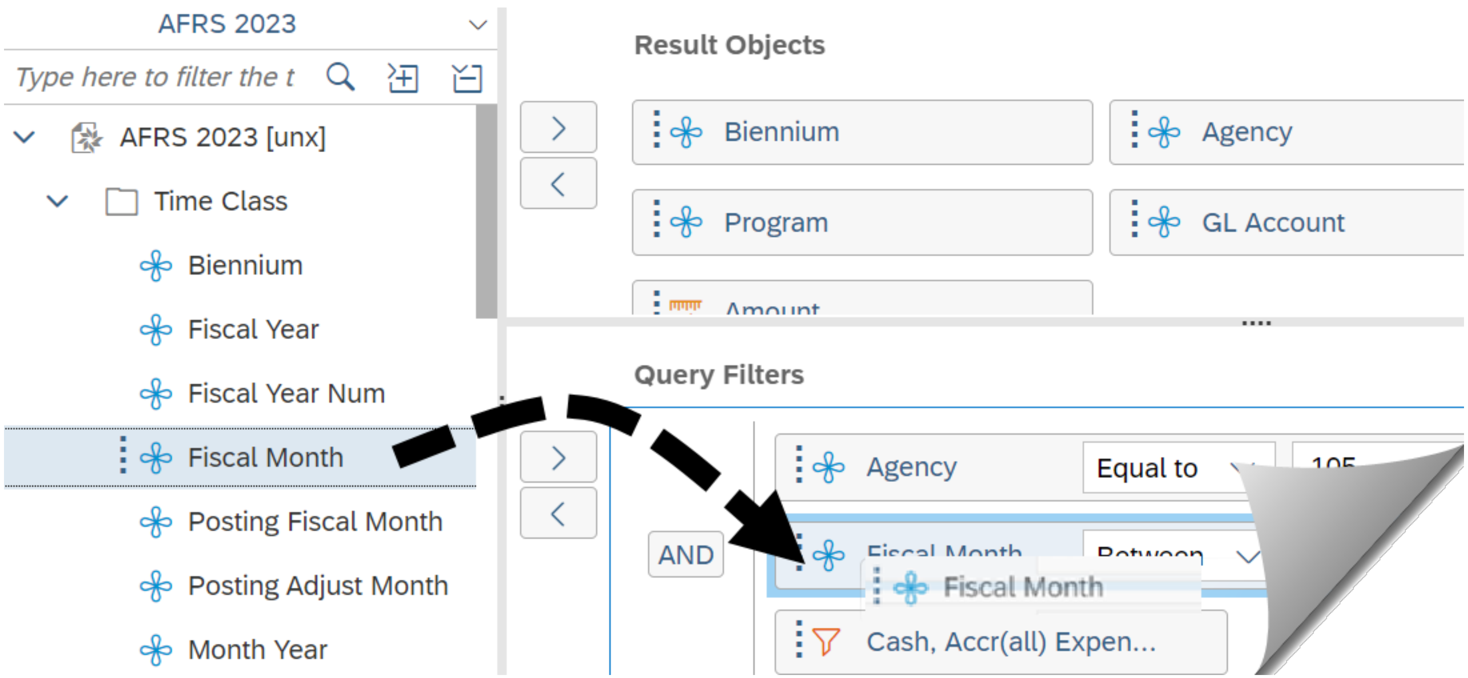
Sample Query - Before Nested Filter

In this example, the result objects section includes biennium, agency, program, GL account, amount (measure) and the query filters section includes agency (equal to 3-digit agency number), fiscal month (between 01 and 12), cash,accr(all) expenditures (6505, 6510, 6560).



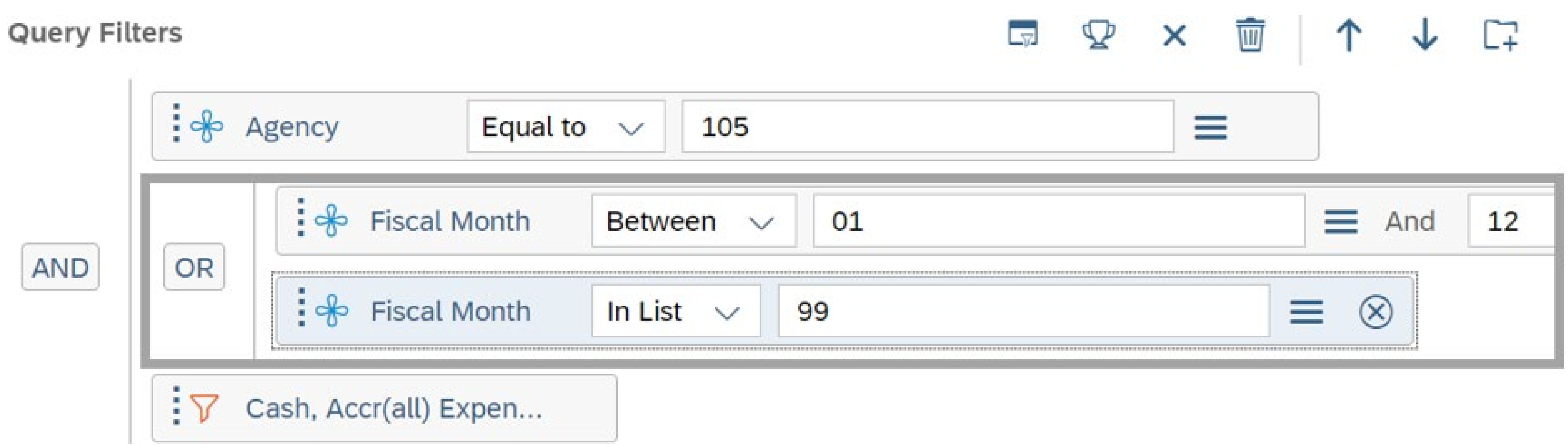
Create Nested Filter

- ❑ **Drag and drop query filter object to create nested filter.**
- ✓ In this example, we drag and drop fiscal month from the universe objects over the fiscal month in the query filters section. Ensure your cursor is directly over the original filter object when you drop it to create the nested filter.



Sample Nested Filter

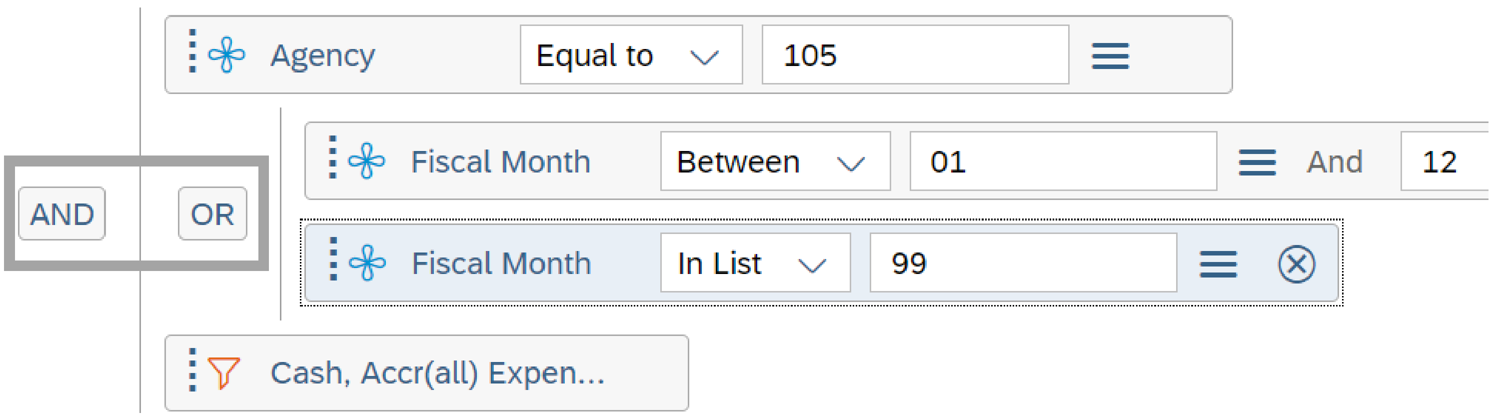
In this example, we have a nested filter for the fiscal month. After we created the nested filter, we applied a filter operator (in list 99).



Nested Filter AND/OR Statement

Notice the AND/OR statements in the query filters section.

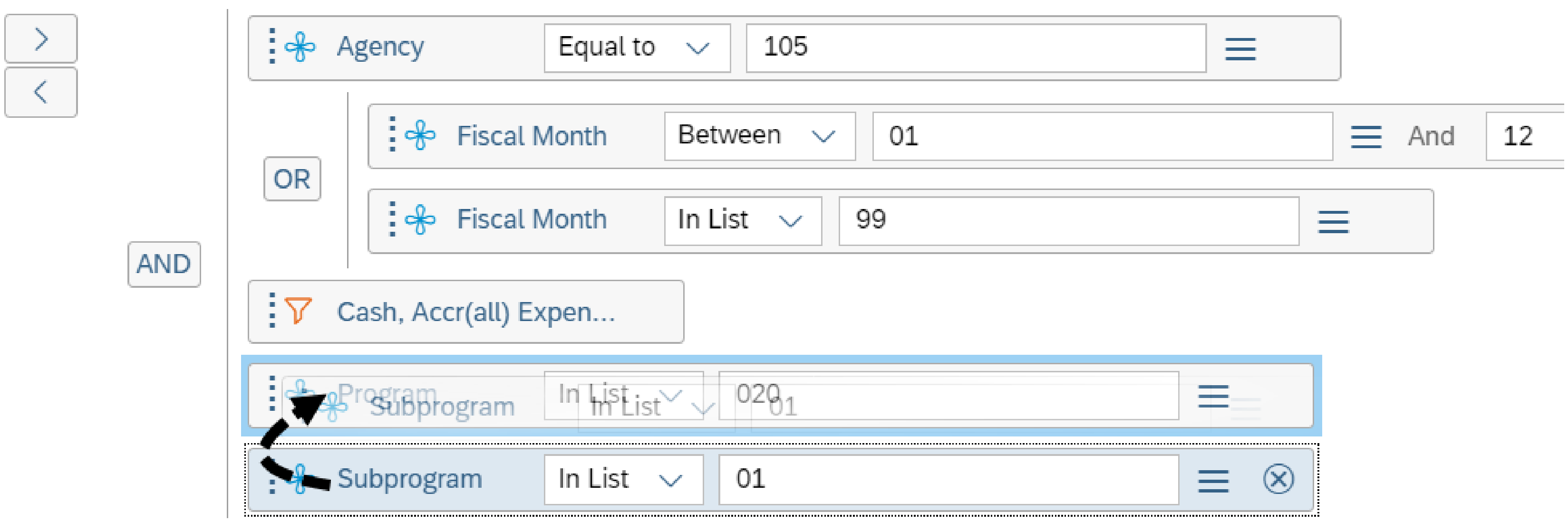
✓ Agency **AND** fiscal month (between 01 and 12 **OR** in list 99) **AND** cash,accr(all) expenditures (6505, 6510, 6560).



Add Another Nested Filter

In this example, we have added another set of objects to the query filters. We can use drag and drop to create another nested query filter for the second set of program/subprogram filters.

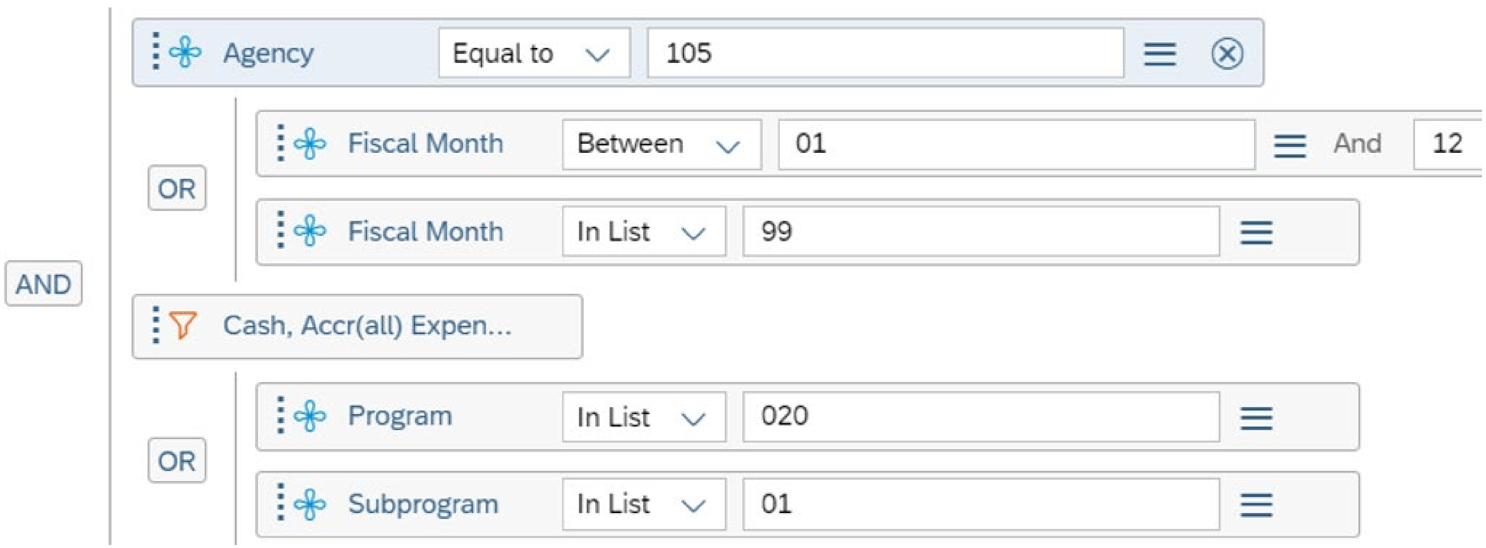
- ❑ **Use the > add arrow to add query filters.** Add program (in list 020) and subprogram (in list 01).
- ❑ **Create nested filter.** Drag and drop subprogram over program.



Sample Multiple Nested Filters

Nested query filters can be set on multiple objects and can be used to combine different data elements.

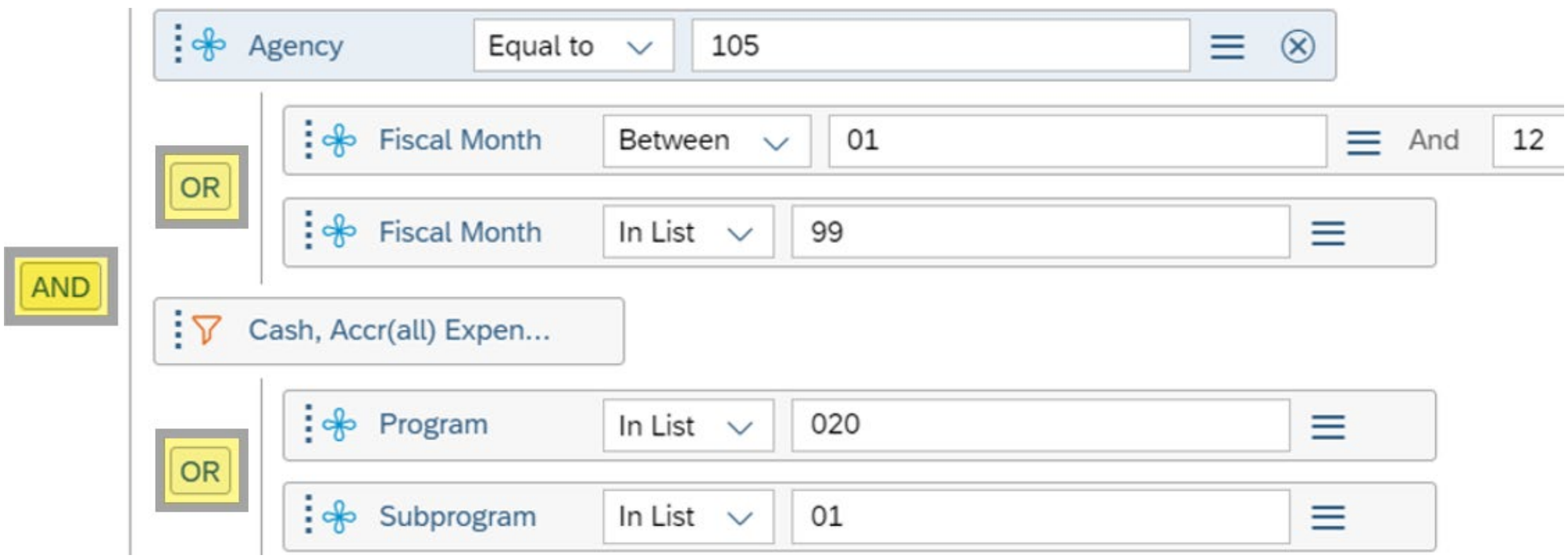
- ✓ In this example, we have multiple filters and nested filters: Agency (equal to 3-digit agency number) **AND** fiscal month (between 01 and 12 **OR** in list 99) **AND** cash,accr(all) expenditures (6505, 6510, 6560) **AND** program (in list 020 **OR** subprogram in list 01).



Additional Info - Nested Filter AND/OR Condition

Notice the AND/OR conditions in the sample query. The outer left side condition setting is **AND** with the nested queries set to **OR**.

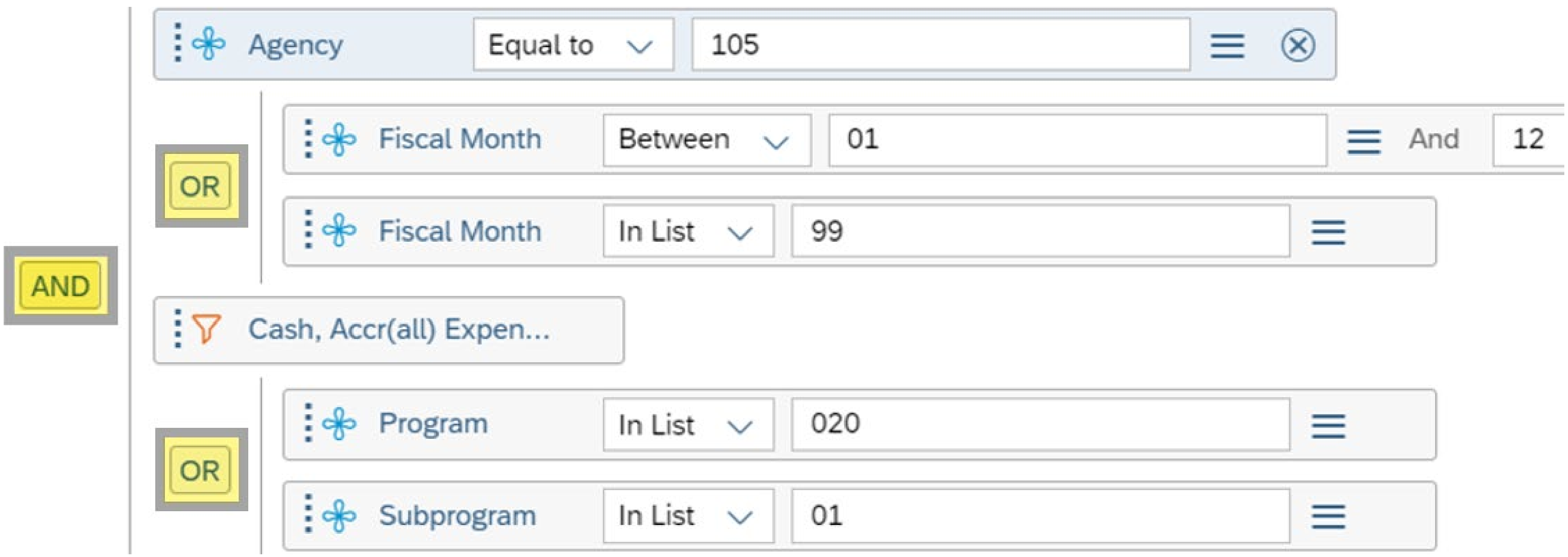
- ✓ If you changed the left side AND condition in the sample query to OR, the query would return very different results: all data for agency (equal to 3-digit agency number) OR fiscal months (between 01 and 12 or in list 99) OR cash,accr(all) expenditures (6505, 6510, 6560) OR program (in list 020 or subprogram in list 01).



Additional Info - Change AND/OR Condition

In most cases, you want the outer left side condition set to AND.

✓ Double-click a condition to change it if needed. For example, you might need to change the condition to meet a reporting requirement or you might accidentally change the AND condition and need to change it back.



Report Tables (Break/Section)

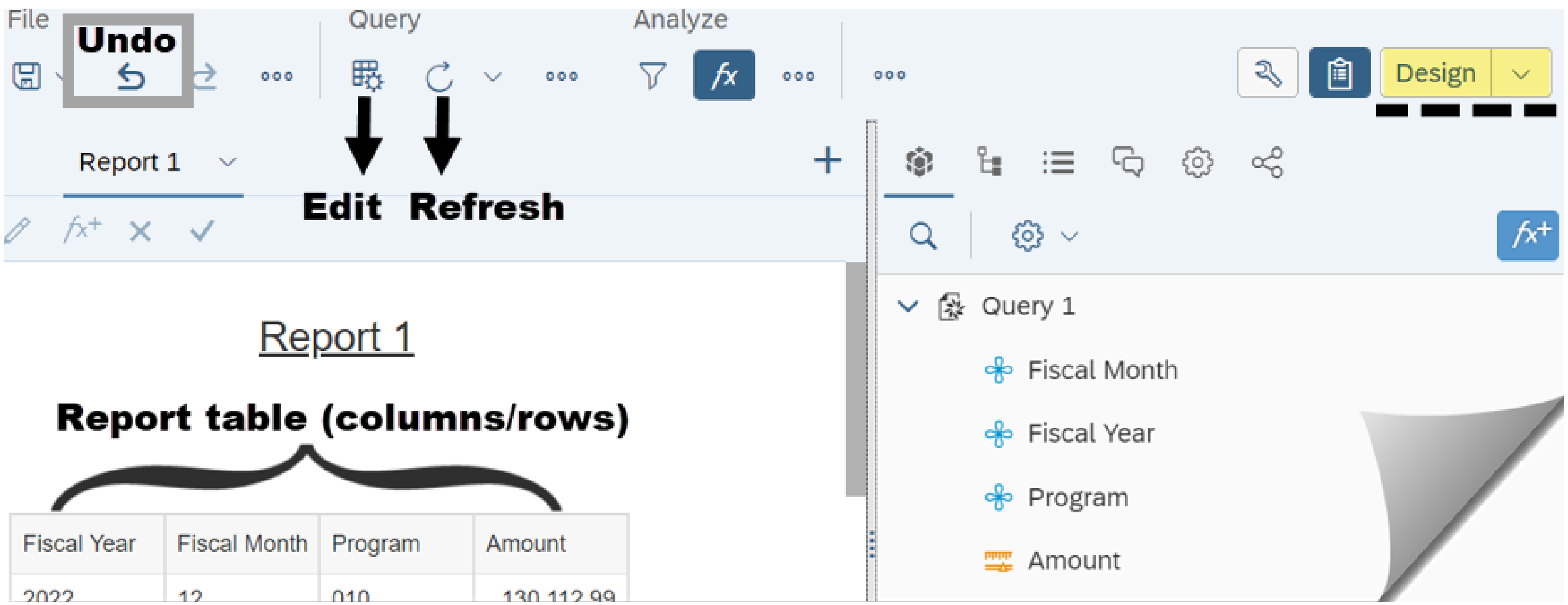
In this section, we will create table breaks and sections.

- ✓ **Breaks** = separate data within one block. One column will contain values for a dimension, detail, or measure, which are repeated for each row of values in the block.
- ✓ **Sections** = distribute data into multiple free-standing cells called section headers. Each section cell contains one value for a dimension, with a block of data that corresponds to the dimension value.

Sample Report Table/Columns/Rows

After you run a query, the results will be displayed in columns/rows of data in the report table on the report page.

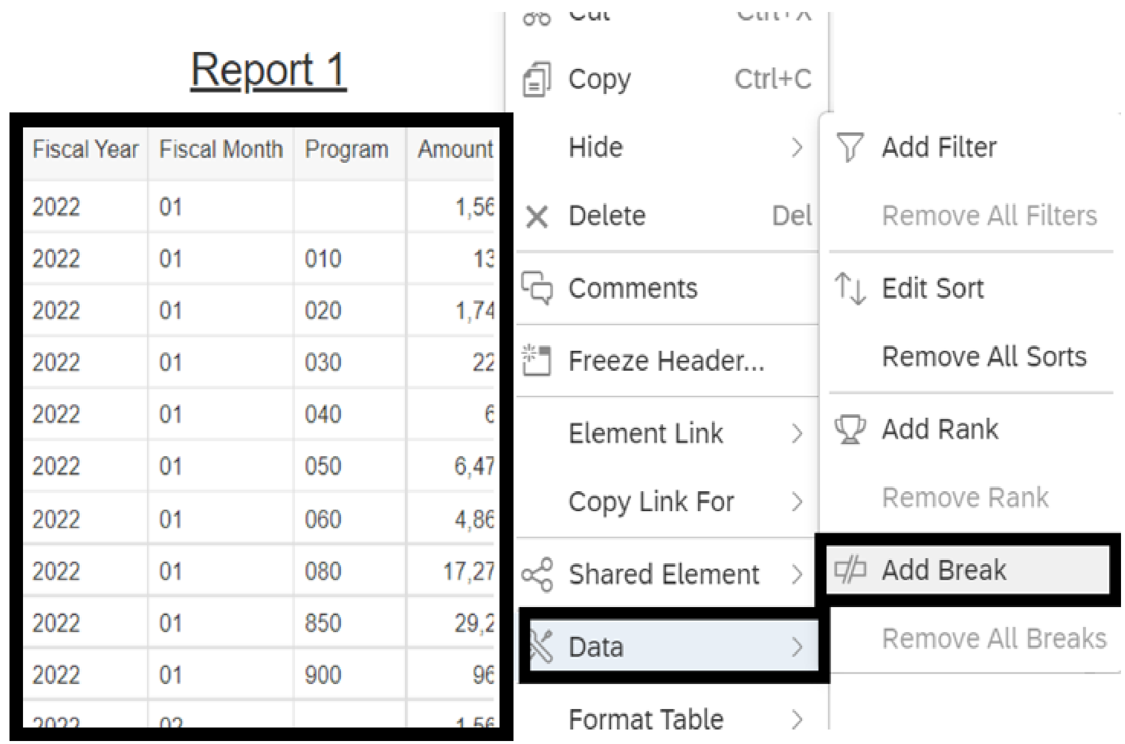
✓ The report page includes additional options and navigation tools in design mode. For example, you can quickly undo changes, edit the query, or refresh data.



Add Table Break

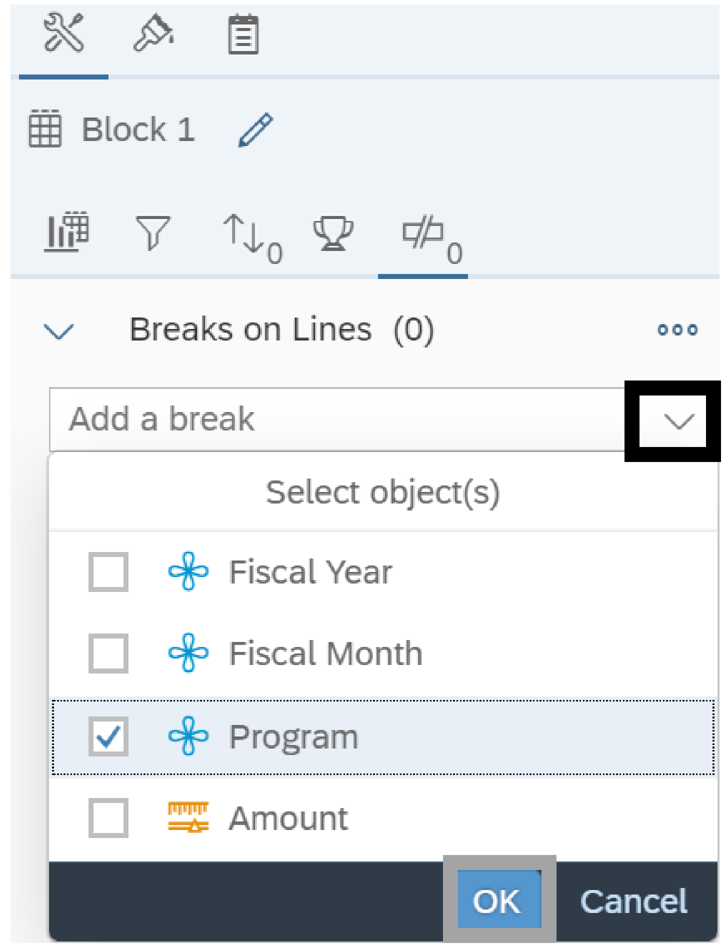
A break divides a large table into smaller sub-tables based on your selected value. For example, you can display subtotals by a specified value.

- ❑ **Right-click the table.**
- ❑ **Select data.**
- ❑ **Select add break.**



Select Break Object

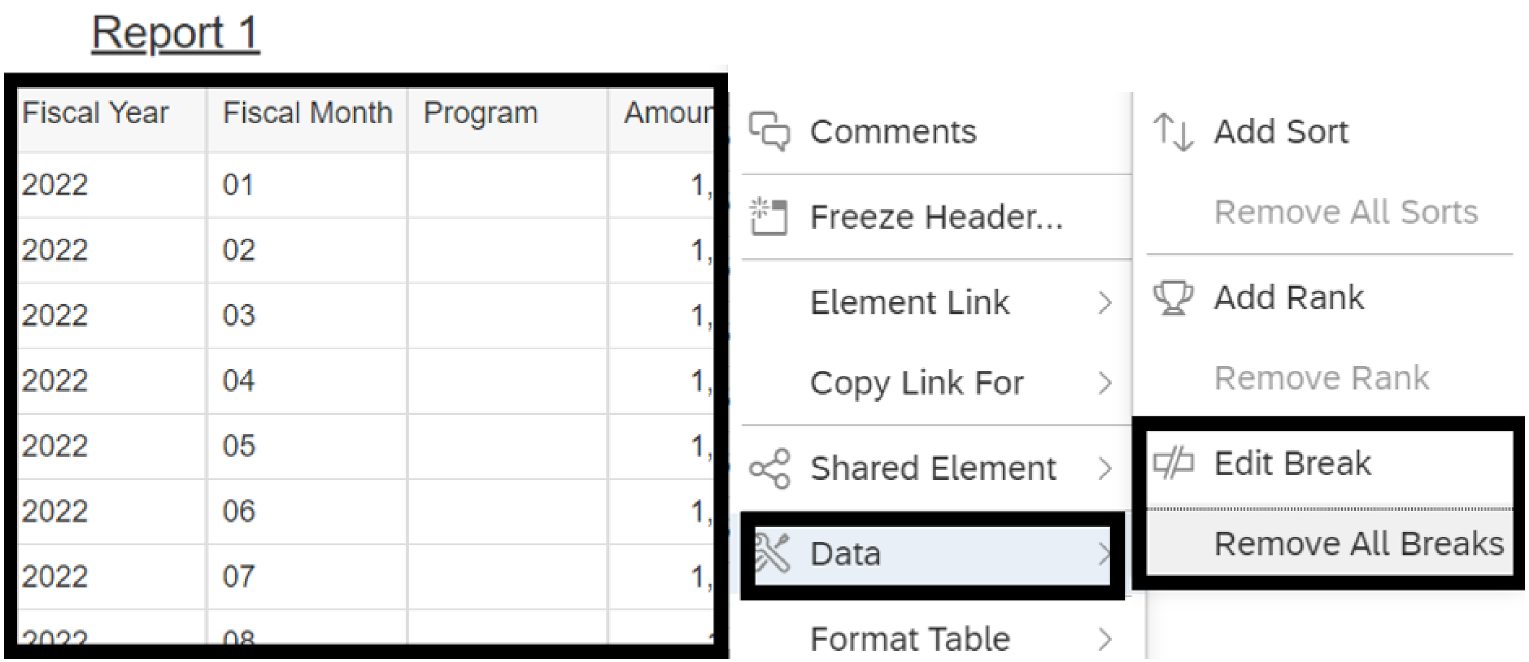
- ❑ **Select object**. This will add a break for the data in your report by the object you selected.
- ❑ **Select ok.**



Edit/Remove Table Break

After you add a table break, the option will change from ‘add break’ to ‘edit break’. You can also remove all breaks.

- ❑ **Right-click the table.**
- ❑ **Select data.**
- ❑ **Select remove all breaks.**



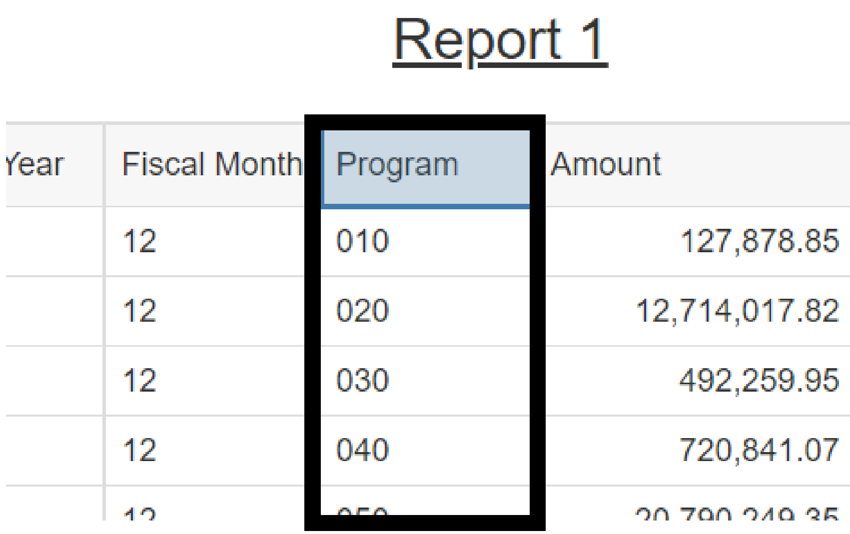
Create Section

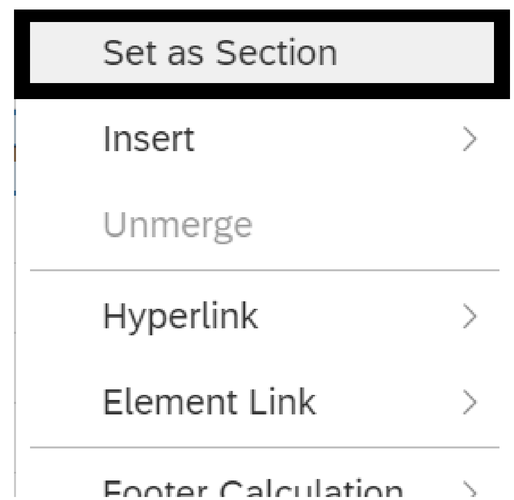
Sections allow you to split report information into smaller components.

✓ You cannot use a measure to create a section.

❑ **Select the data object you want to define as a section.** You can select the data cell or column heading.

❑ **Right-click and select set as section.**

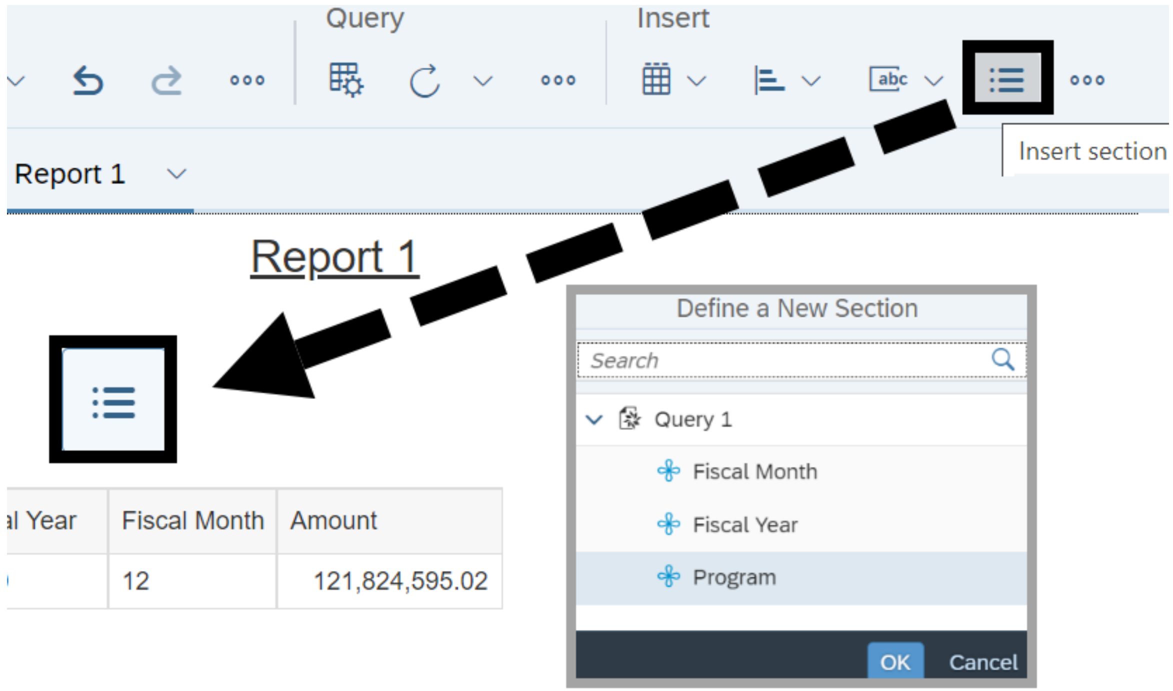




Insert Section Using Toolbar Option

You can use the insert option on the toolbar to create a section from a dimension in the document (even if the object is not currently displayed on the report table).

- ❑ **Select insert section.**
- ❑ **Select blank space above report table** (or any location on report canvas).
- ❑ **Select object from list and select ok.**



Data Tracking

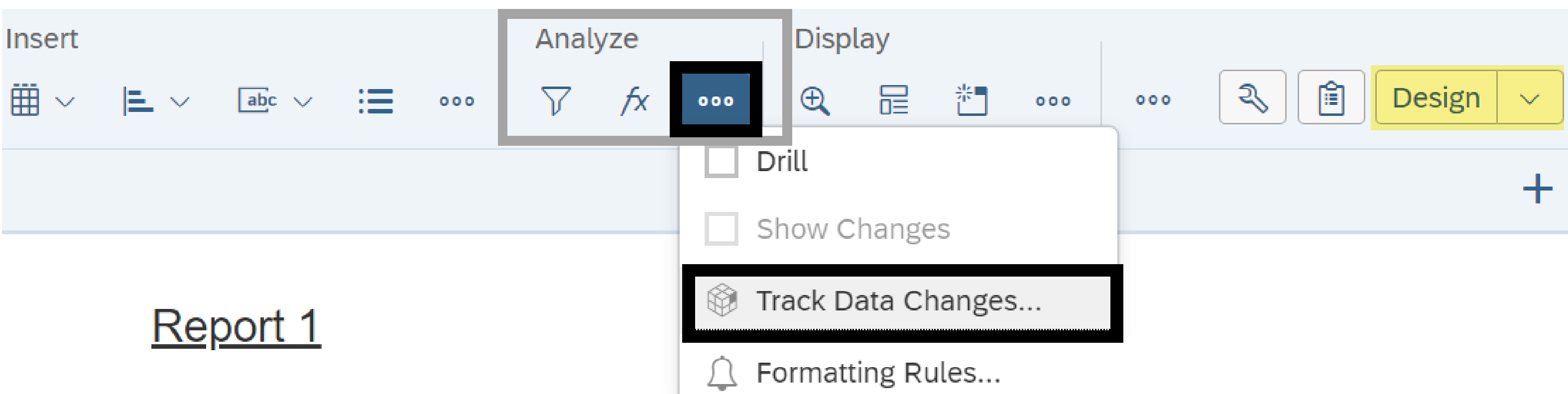
In this section, we will explore some options for tracking data.

- ✓ When you track data changes, you select a particular data refresh as a reference point. This data is known as the reference data. When you show the data changes, WebI places your current data in context by showing how it relates to the reference data.
- ✓ WebI provides options so that you can display changes for modified data, added/removed data, and increased/decreased data.

Select Track Data Changes

Use the analyze section on the report page to activate data tracking.

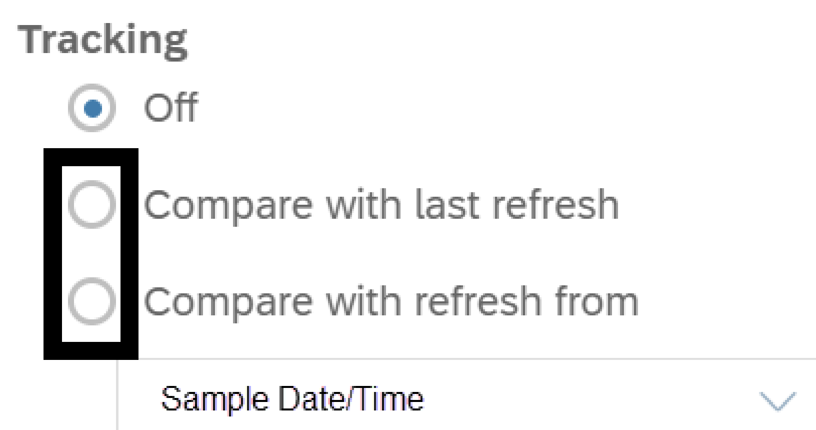
- ❑ **Select ellipsis** (for more options).
- ❑ **Select track data changes.**



Select Comparison

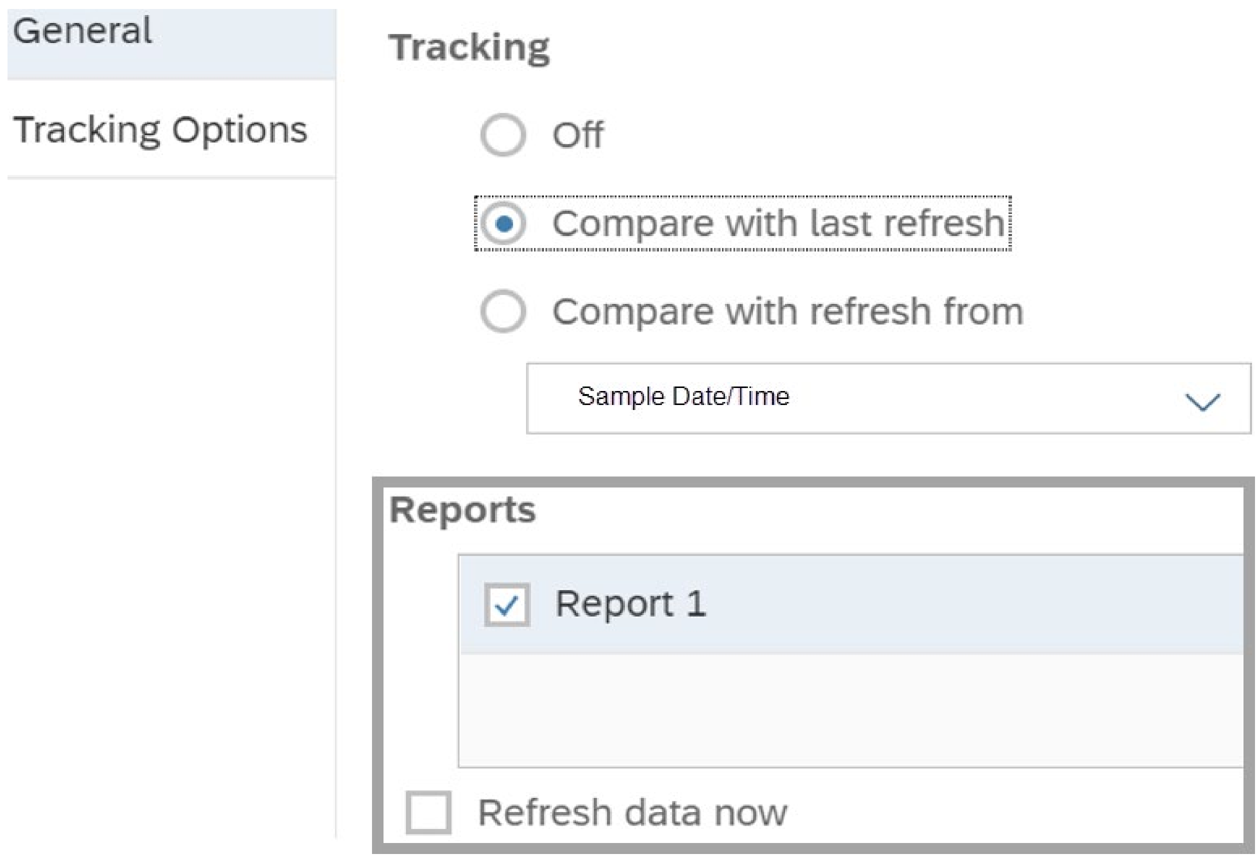
There are several options for tracking data changes.

- ❑ **Select options for comparison and select ok.**
- ✓ **Compare with last data refresh** - current data becomes reference data after each refresh. Report shows difference between most recent data and data before last refresh.
- ✓ **Compare with last data refresh** - select a particular data refresh as a reference point (this data is the reference data). WebI places your current data in context by showing how it relates to the reference data.



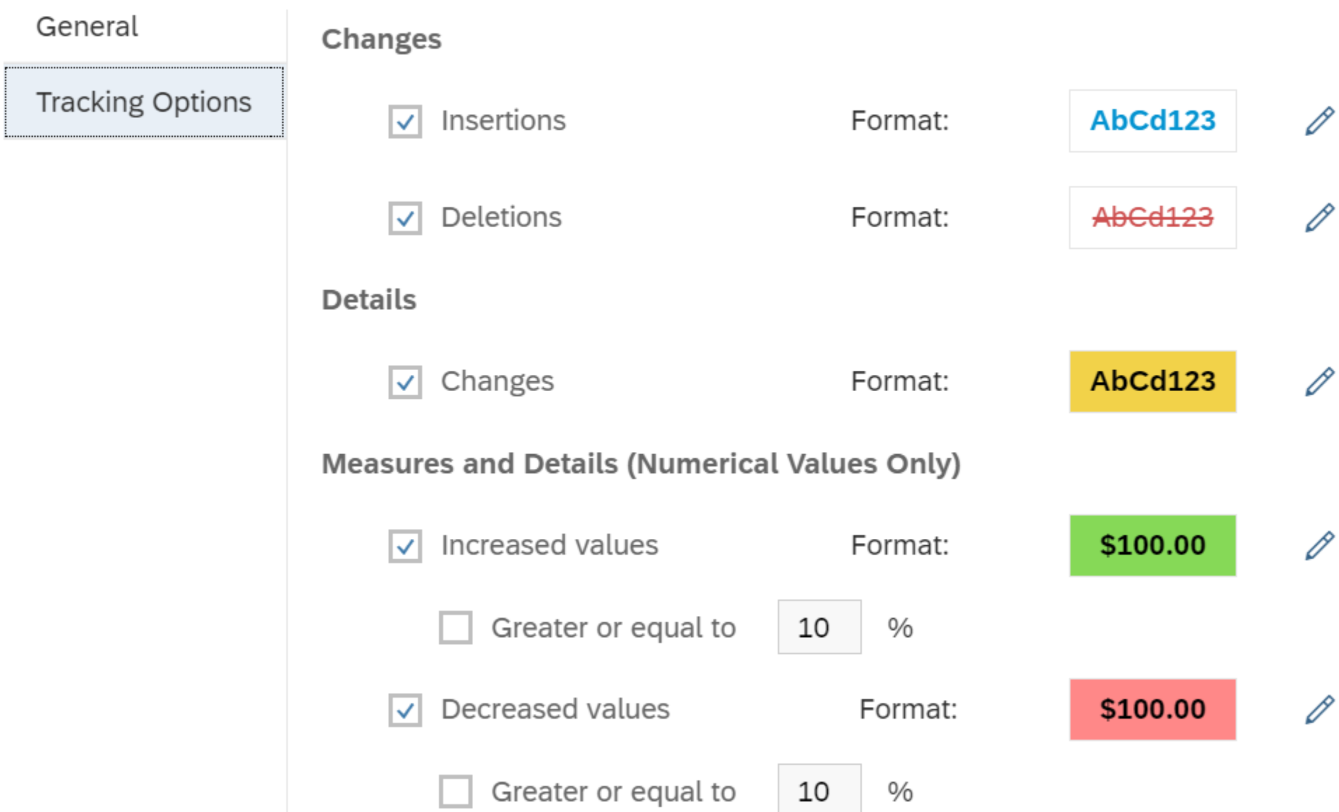
Select Other General Options

The general tab provides additional options for tracking data changes. For example, you can select which reports will have data tracking.



Select Tracking Options

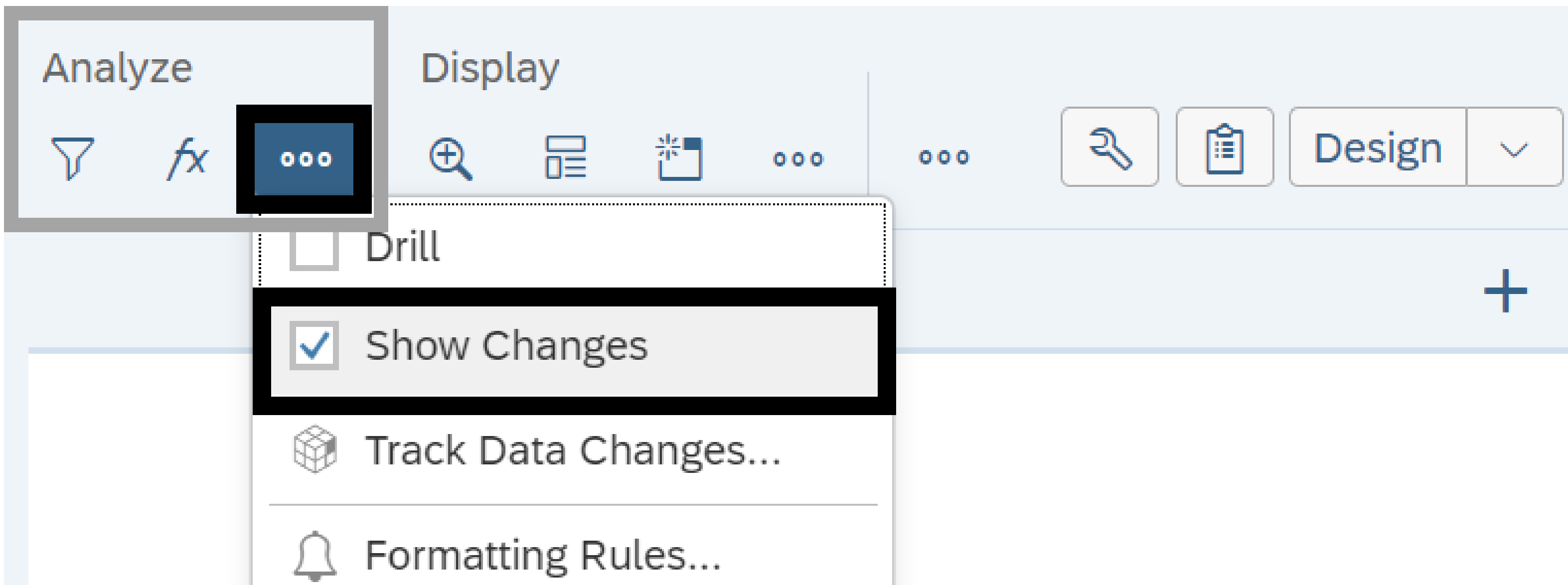
The tracking options tab includes additional options.



Select Show Changes

Use the analyze section on the report page toolbar to show changes.

- ❑ **Select ellipsis** (for more options).
- ❑ **Select show changes.**



On-Report Filtering

In this section, we will explore some options for applying filters on the report page.

- ✓ Unlike query filters, a report filter doesn't modify the data that is retrieved from the data source (it simply hides values at the report level).

- ❖ **Query filters** are defined on query panel to limit the data retrieved from the data source.
- ❖ **Report filters** are defined on report page in design mode to limit the values displayed on the report.

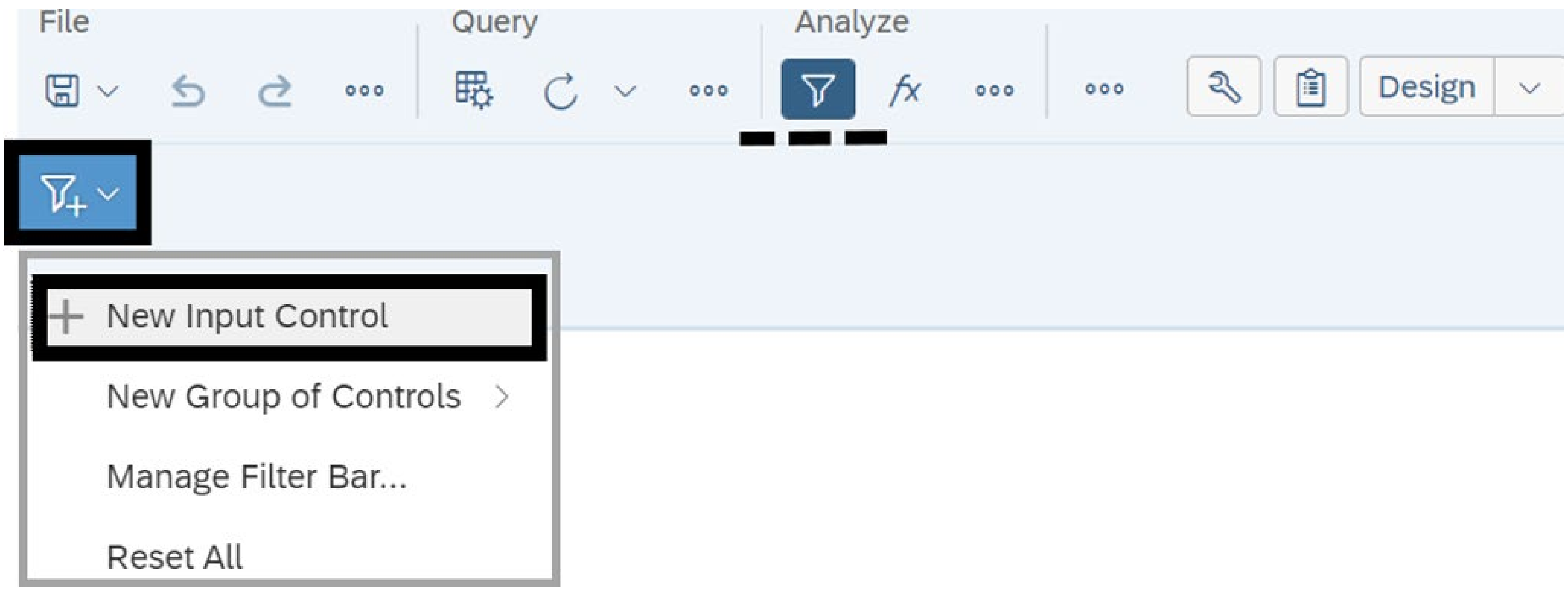
Report Filters

- ✓ You can define a filter to limit values displayed in tables, charts, and sections within the document.
- ✓ The data you filter out remains within the WebI document. This means you can change or remove report filters without modifying the query behind the report.
- ✓ You can include multiple filters in a report. You can also apply different filters to different parts of a report. For example, you can limit the results in the entire report to a specific dimension value and then limit results in a table or chart to focus on results for a different dimension.

Manage Filters

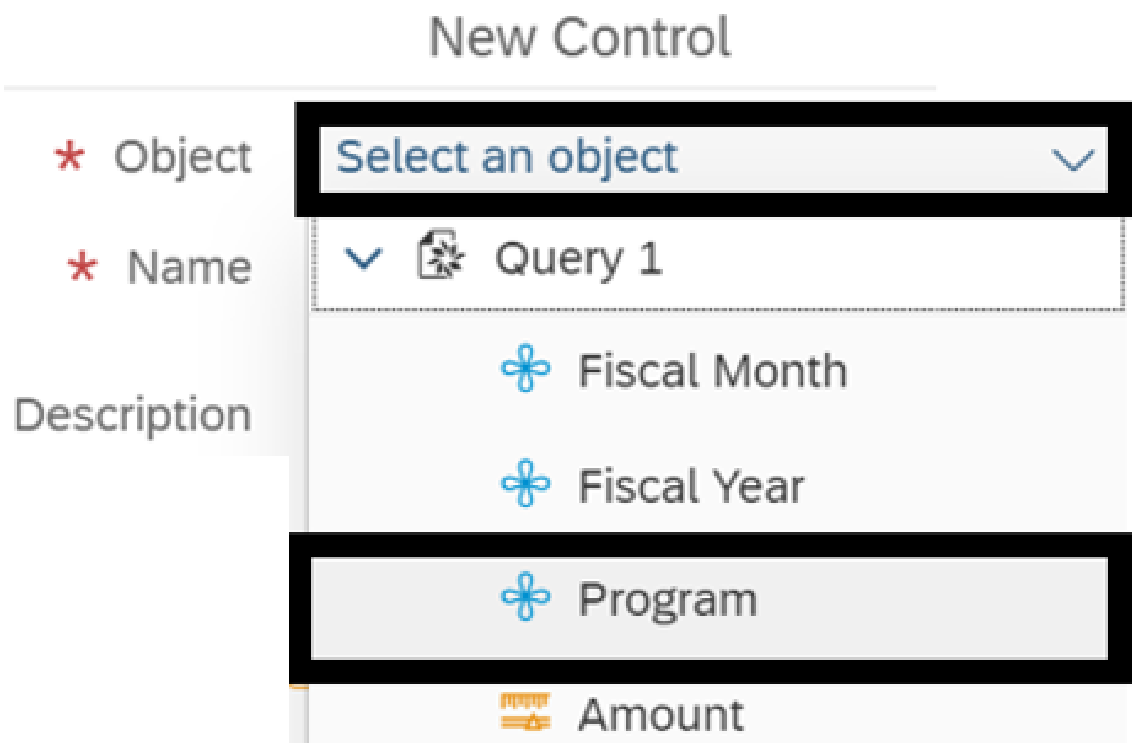
Use the manage filters option to define a filter from the objects in the document.

- ❑ **Select manage filters.** If the manage filters icon is not displayed, use the analyze section on report page toolbar to display the icon.
- ❑ **Select new input control.**



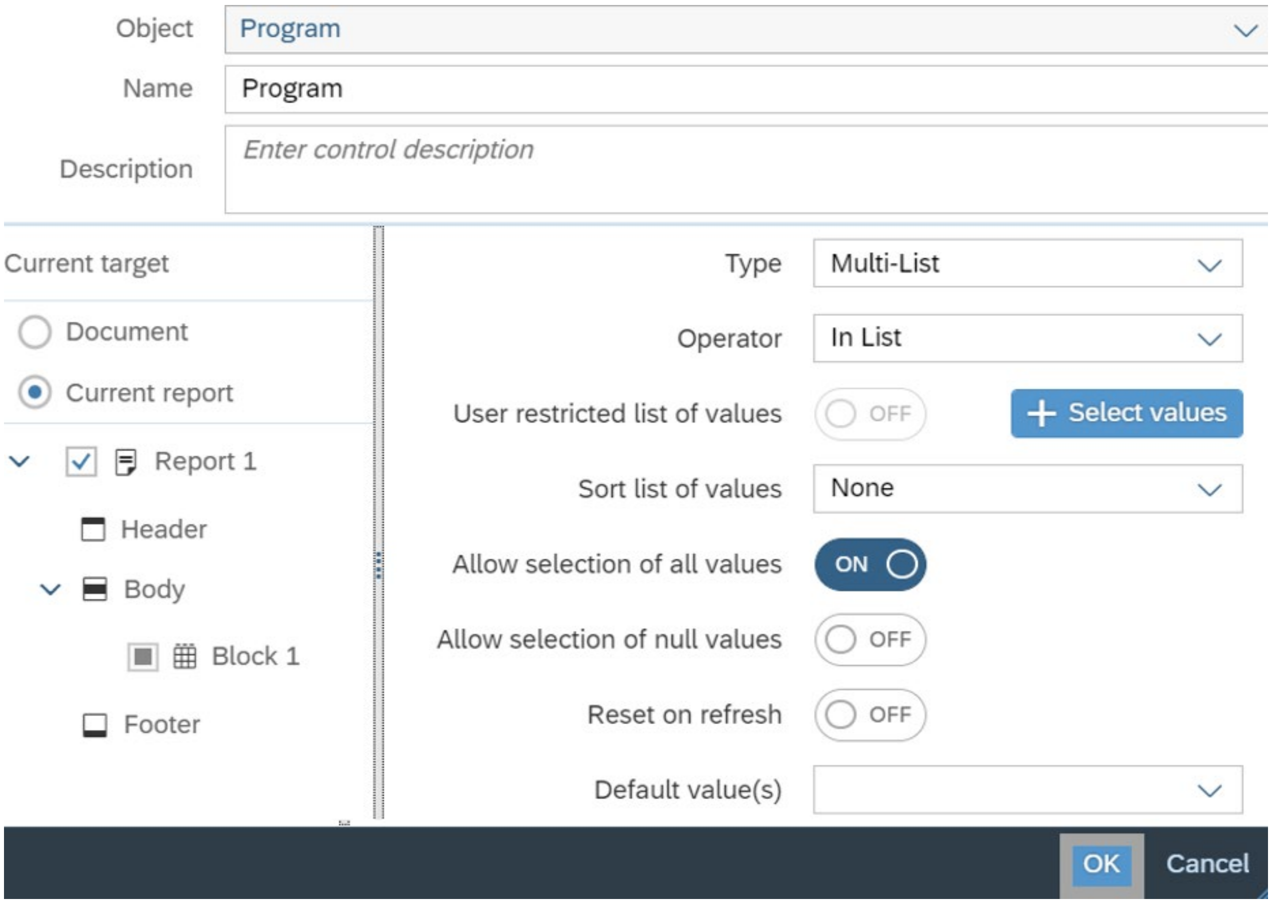
Select Object

- ❑ **Select object** for the filter. In this example, we select program.



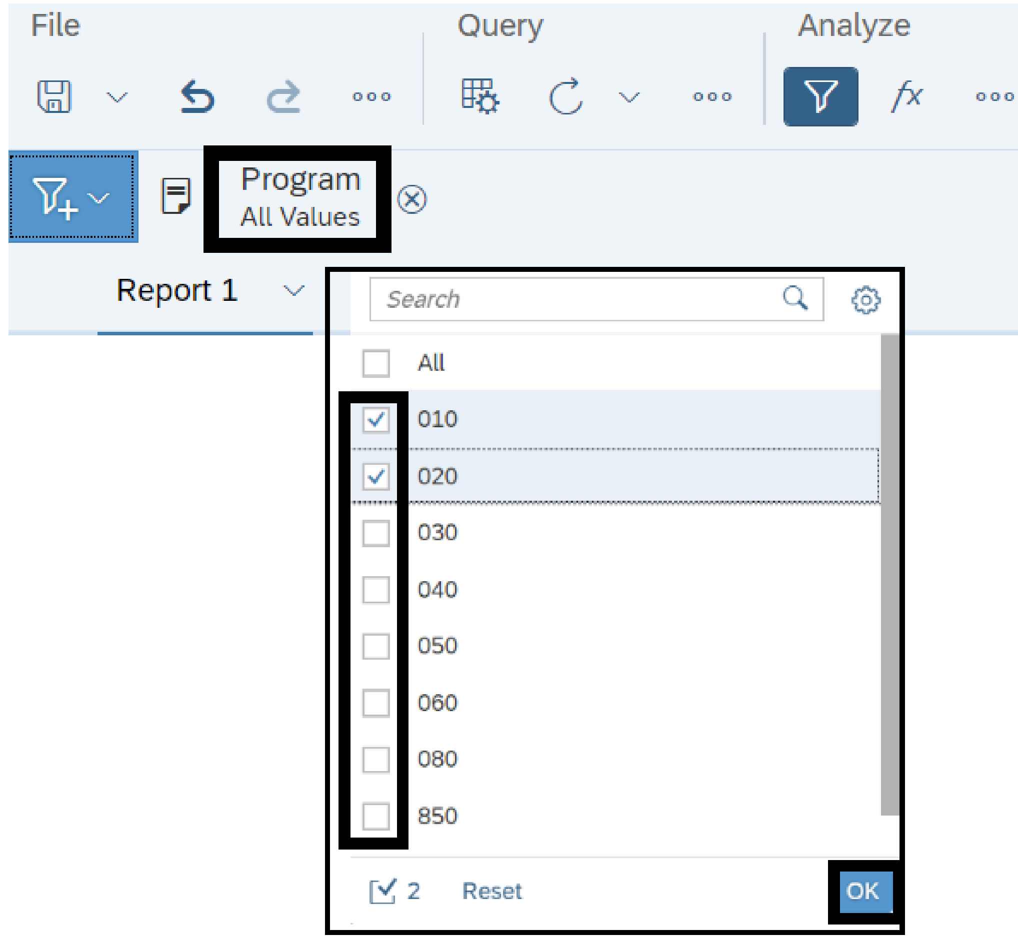
Select Filter Options

- Select other filter options if applicable and select ok.



Edit Filter Value

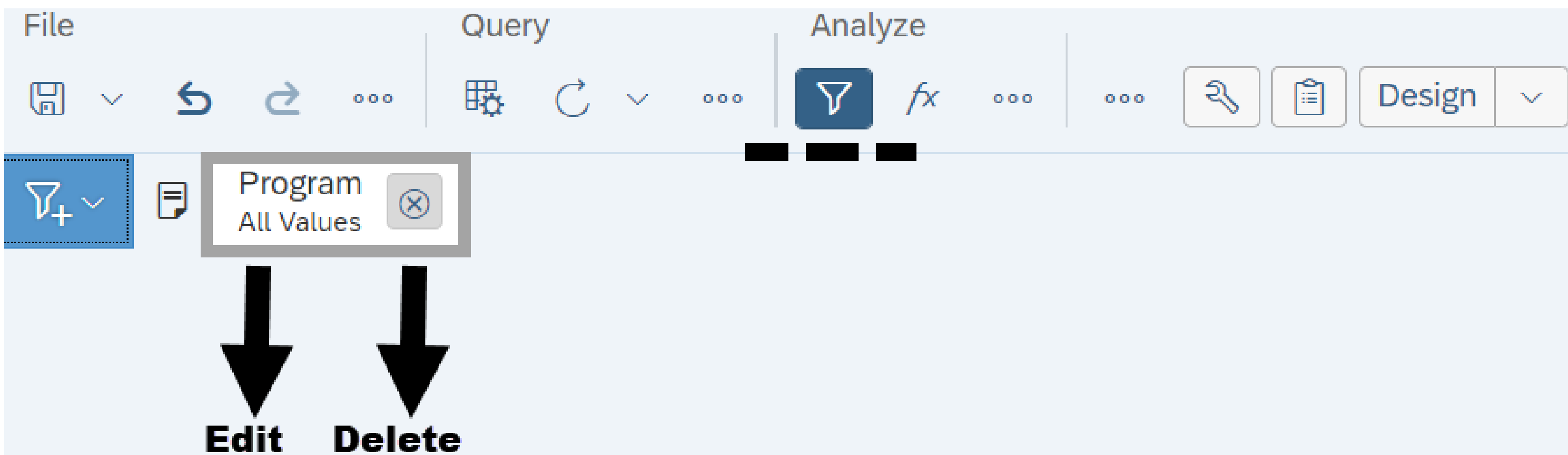
- ❑ **Select filter values and select ok.**
- ✓ Remember to save your document if needed.



Edit or Remove Filter

After you add a filter, the options to edit or delete the filter will be displayed on the toolbar.

✓ If the manage filters icon is not displayed, use the analyze section on report page toolbar to display the icon.



Formulas/Variables

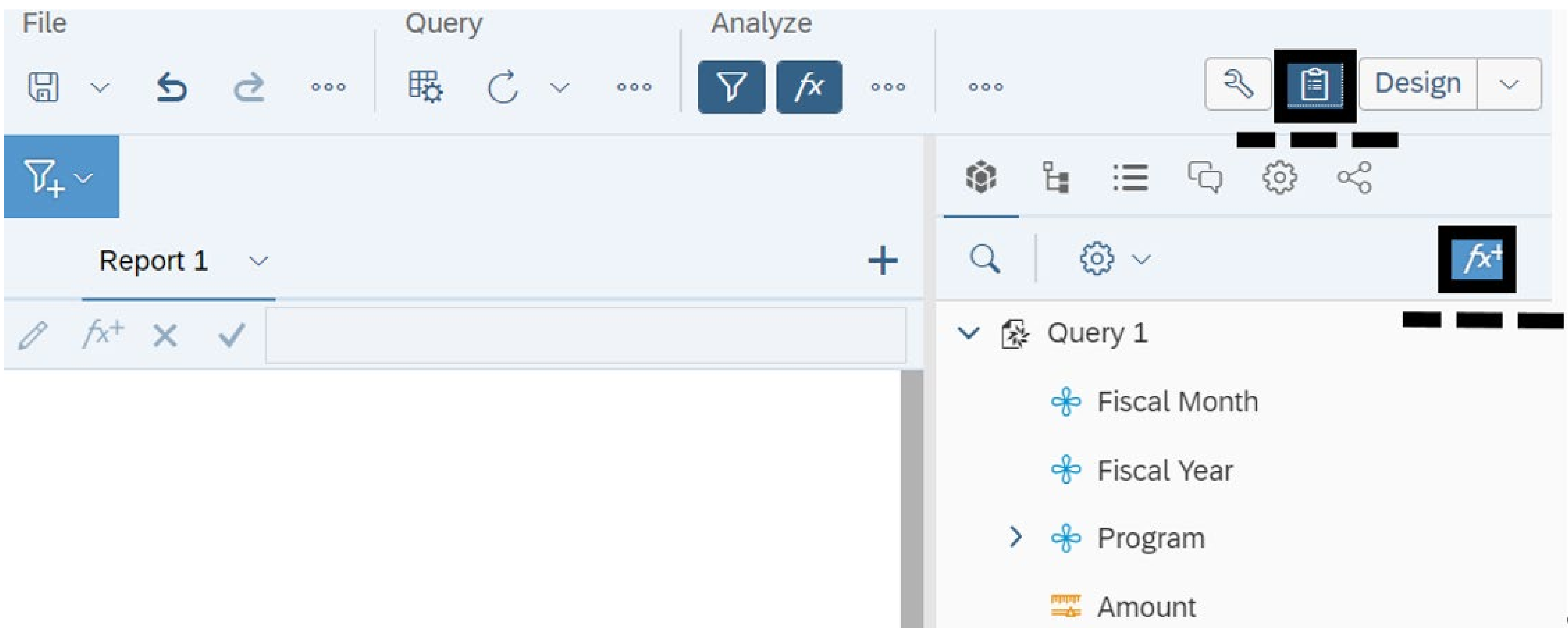
In this section, we will explore some options for applying formulas and variables.

- **Formulas** are custom calculations that allow additional calculations beyond the base objects and standard calculations.
- **Variables** are formulas or statements that have been assigned a name. You can use variables to simplify complex formulas by breaking down formulas into manageable parts (making it much easier to read and make building formulas less error-prone).

Create Formula/Variable

Use the report page to create a variable with concatenation formula to join two character strings.

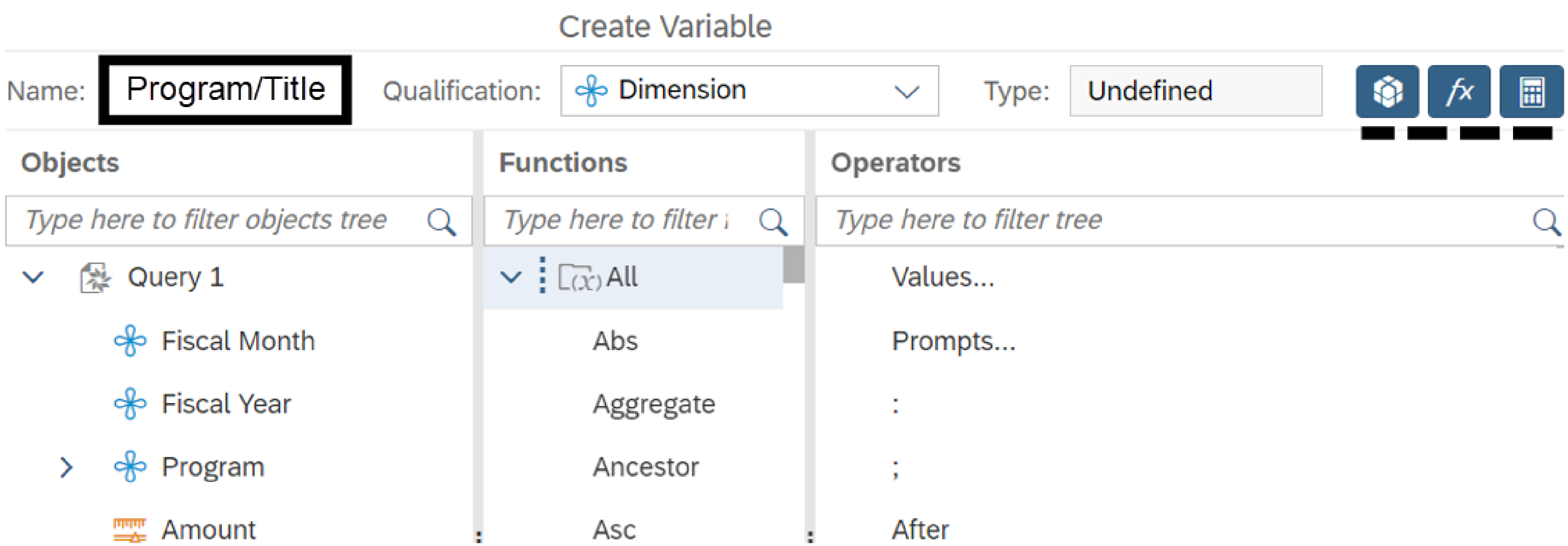
- ❑ **Select show main panel.** The toggle to show/hide main panel is next to the design mode option on the report page.
- ❑ **Select add new variable.**



Input Variable Name

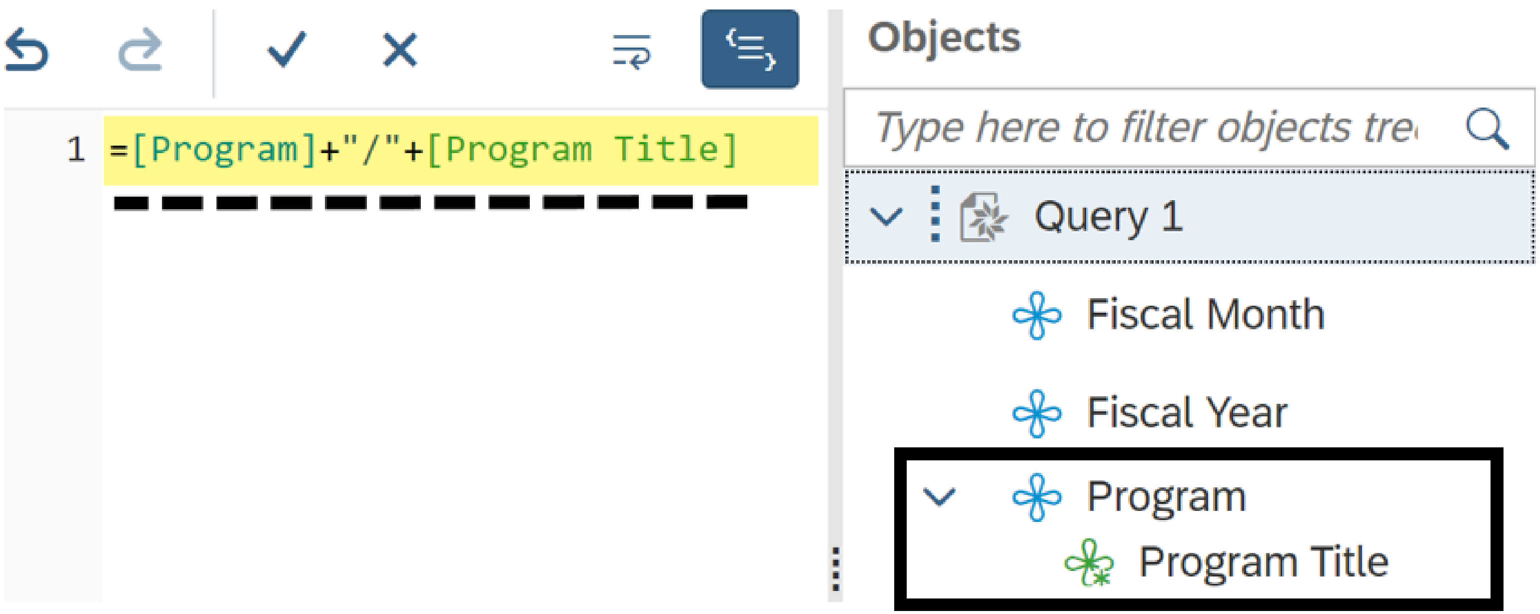
The create variable screen includes several options for you to build a variable. Use the toggles on the right side to display/hide objects, functions, operators.

- ❑ **Input name for new variable.**



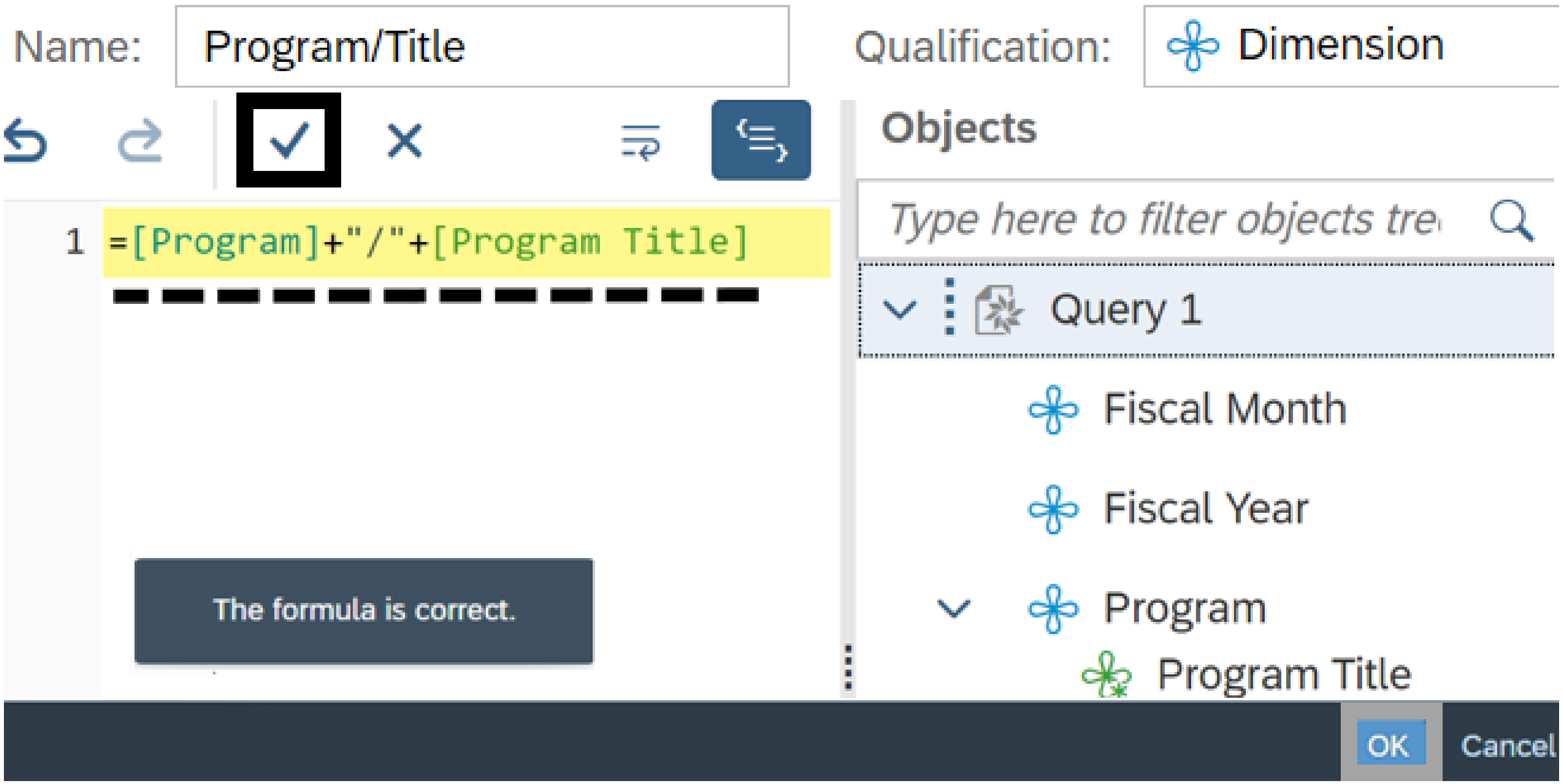
Add Concatenation Formula/Objects

- ❑ **Double-click first object to be concatenated.**
- ❑ **Input formula +”/”+ after first object.**
- ❑ **Double-click second object to be concatenated.**
- ✓ In this example, we selected program (first object) then input +”/”+ (formula) then selected program title (second object).



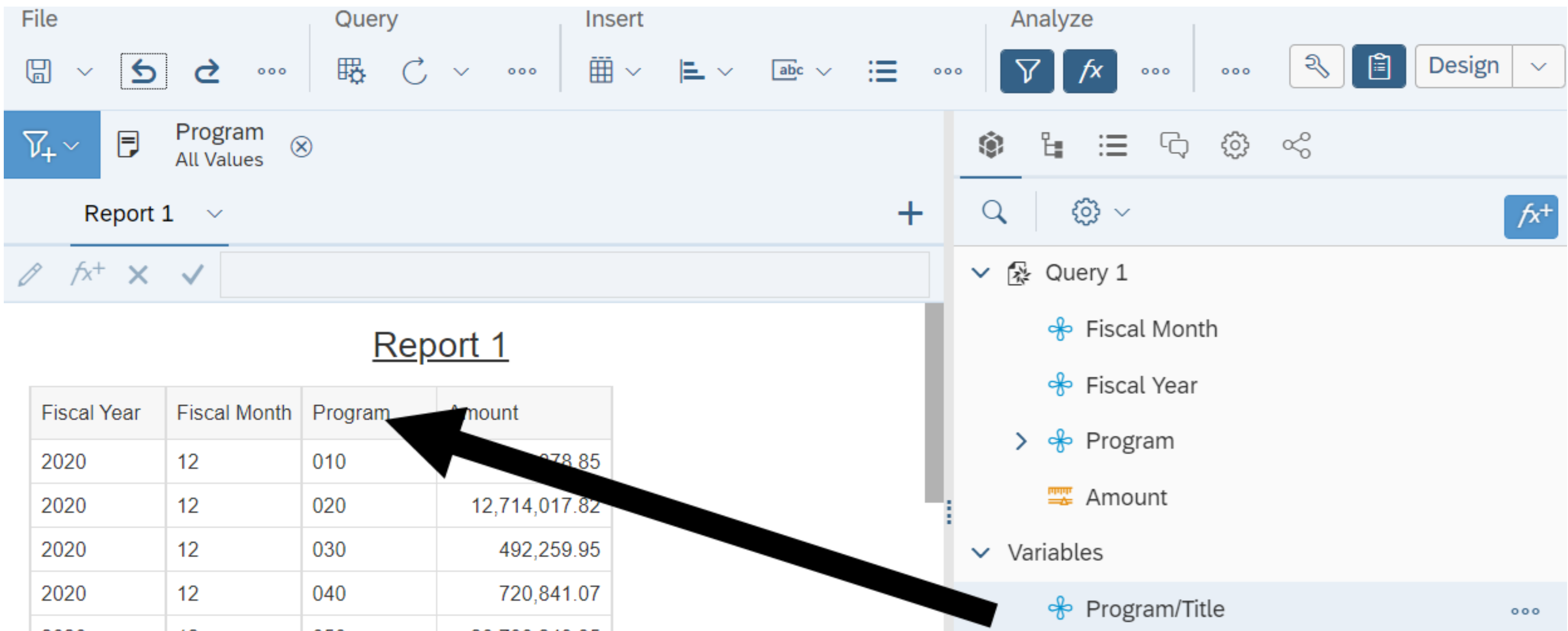
Validate Formula

- ❑ **Select checkmark to validate formula and select ok.**



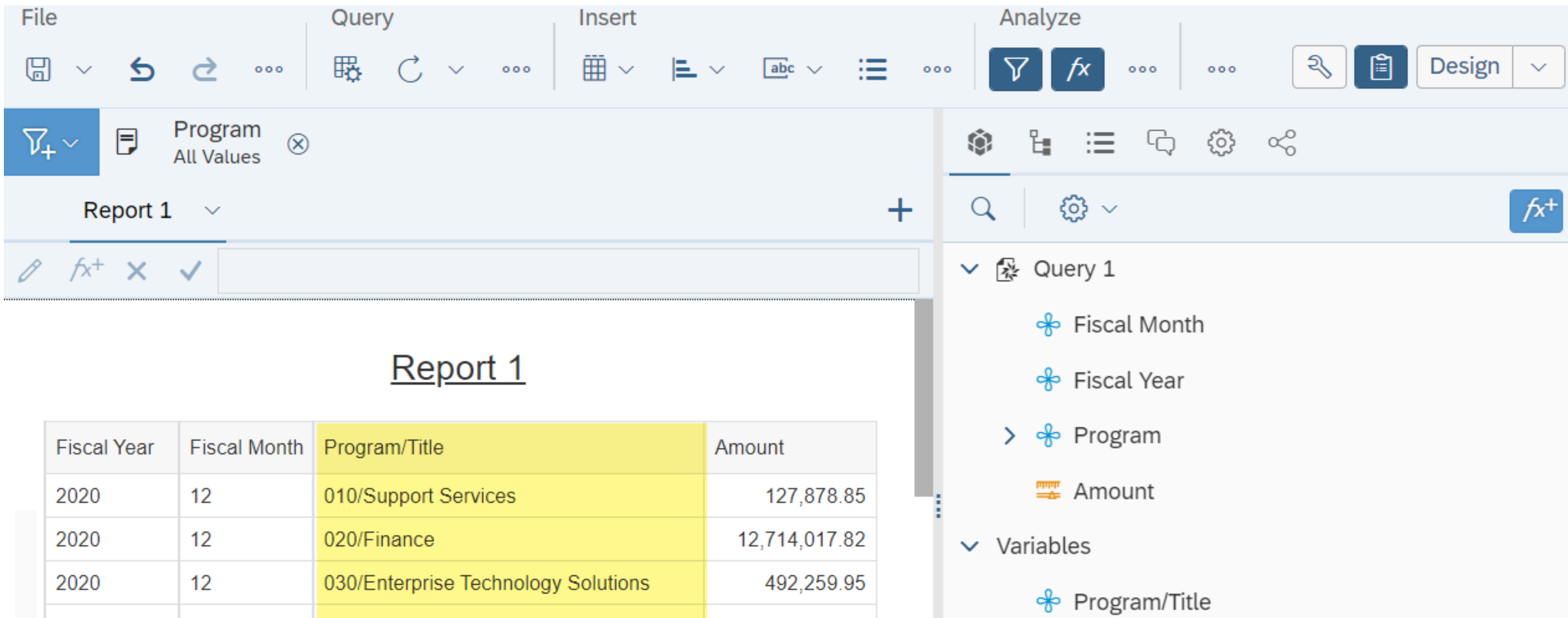
Update Report Table

- ❑ **Add variable to report table.**
- ✓ In this example, we drag and drop the variable to the program column so that the concatenated values will be displayed on the report.



Sample Report Table With New Variable

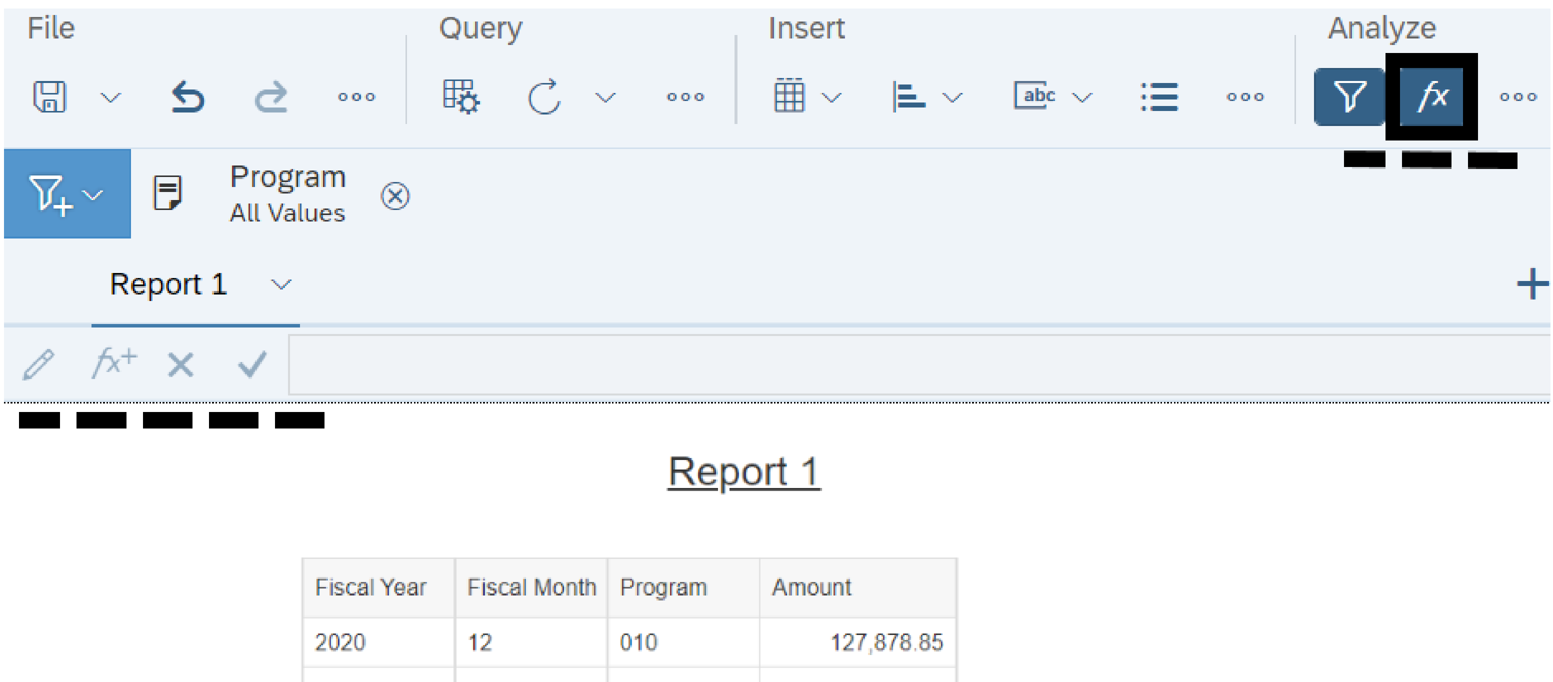
In this example, the report table includes the new variable and the concatenated values are displayed in the column.



Create Formula Using Formula Bar

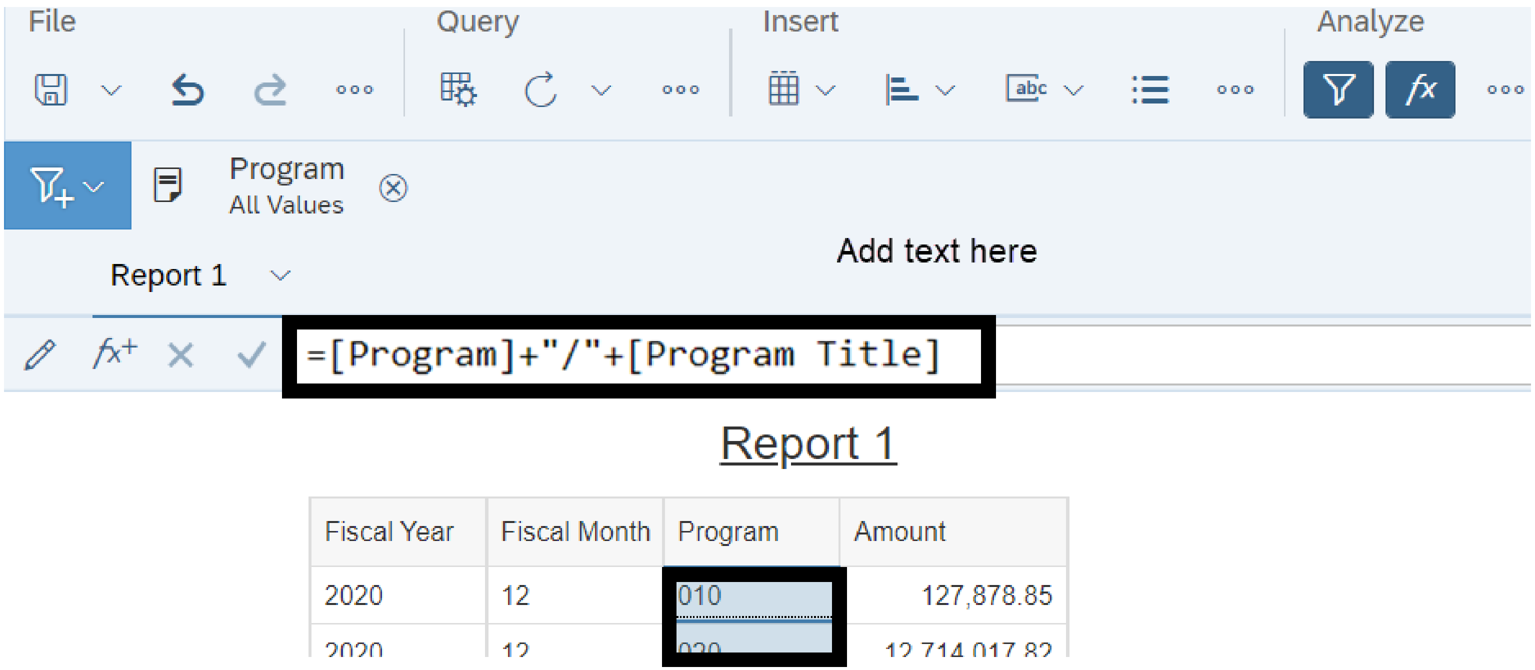
You can also create a formula using the formula bar.

- ❑ **Select toggle in the analyze section to show formula bar.**



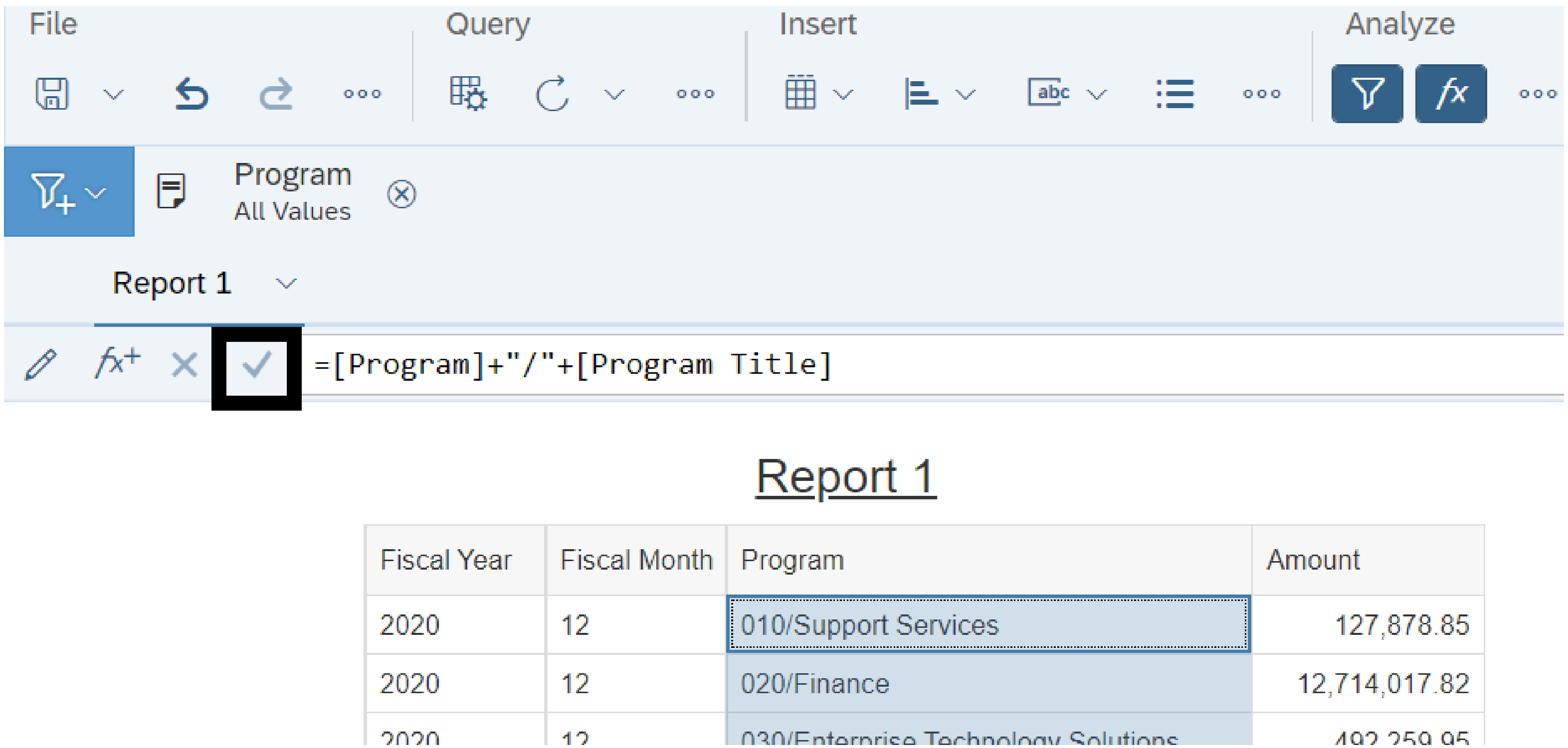
Input Formula

- ❑ **Double-click cell in report table.**
- ❑ **Input formula in formula bar.**
- ✓ In this example, we select the cell in the program column (so that the column is highlighted) and input concatenation formula =[Program]+"/"+[Program Title].



Validate Concatenation Formula

- ❑ **Select checkmark to validate formula.**
- ✓ In this example, the formula was valid and the report table is updated to include program with title.



Sample AFRS Variables (Examples)

Examples of AFRS variables.

Approved and Adjusted Allotment Variables

Budget Option 1

=Sum(If([GL Account] InList ("0621";"0623";"0622";"6210); [Amount];0))

Budget Option 2 w/ FTE's

=Sum(If([GL Account]InList("0622";"6210");[Amount];0))

Cash, Accrual Encumbrance Variable

Cash, Accr(all), Encum

=Sum(If([GL Account] InList ("6505";"6510";"6560";"6410");[Amount];0))

Revenue Variable

Cash Accr(all)

=Sum(If([GL Account]InList("3205";"3210";"3260");[GL Amount];0))

Multiple Queries

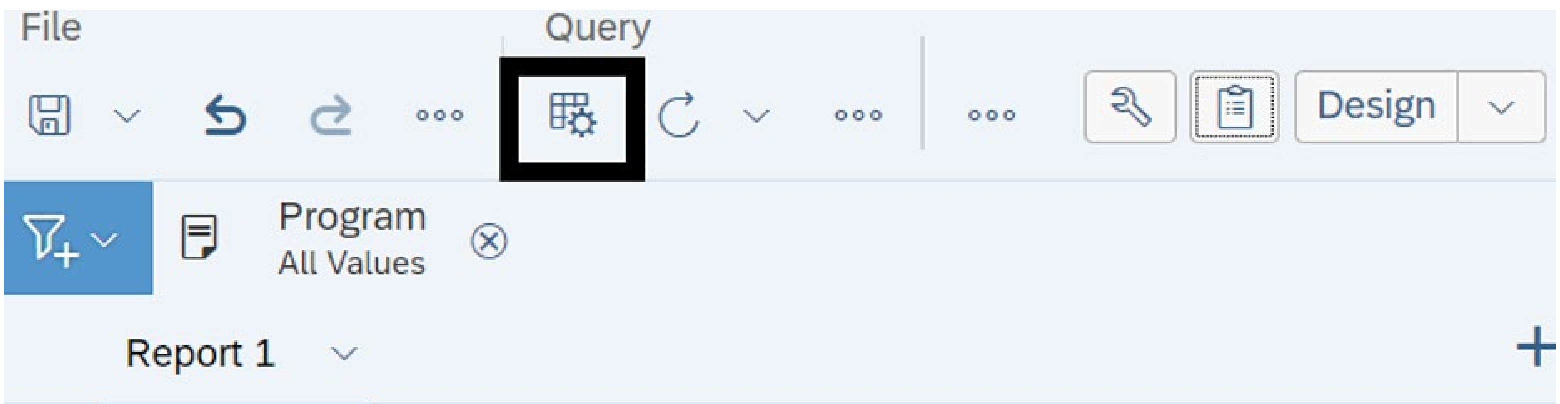
In this section, we will explore some options for using multiple queries in a document.

- ✓ Defining multiple queries in a single document is needed when the data you want to include in a document is available in multiple sources or when you want to create several differently-focused queries on the same data source.
- ✓ You can define multiple queries when you create a new document or add more queries to an existing document.
- ✓ You can display the information from all the queries on a single report or on multiple reports in the same document.

Edit Query

Use the query panel to duplicate the query in your document. For example, you can duplicate the existing query in your report and then modify it if you want to build a different query on a universe already included in the document.

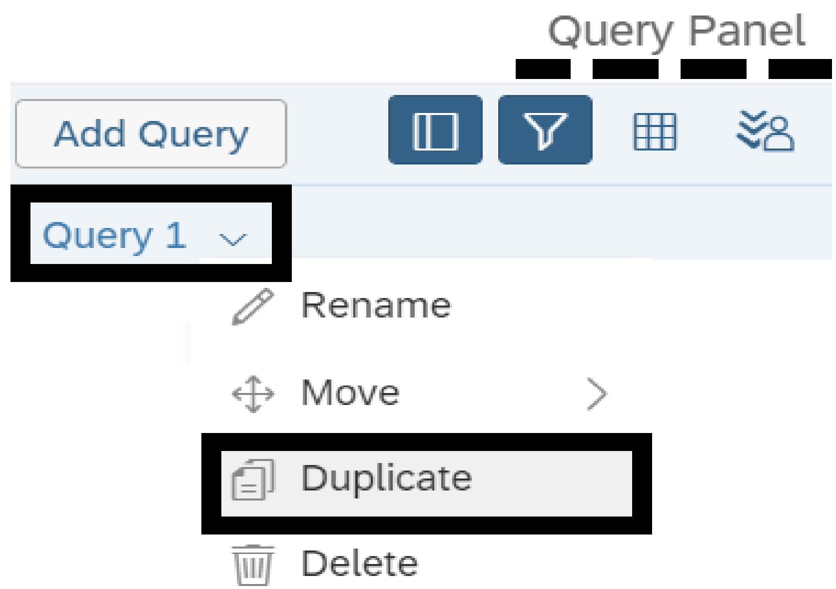
❑ **Select Edit.**



Duplicate Query

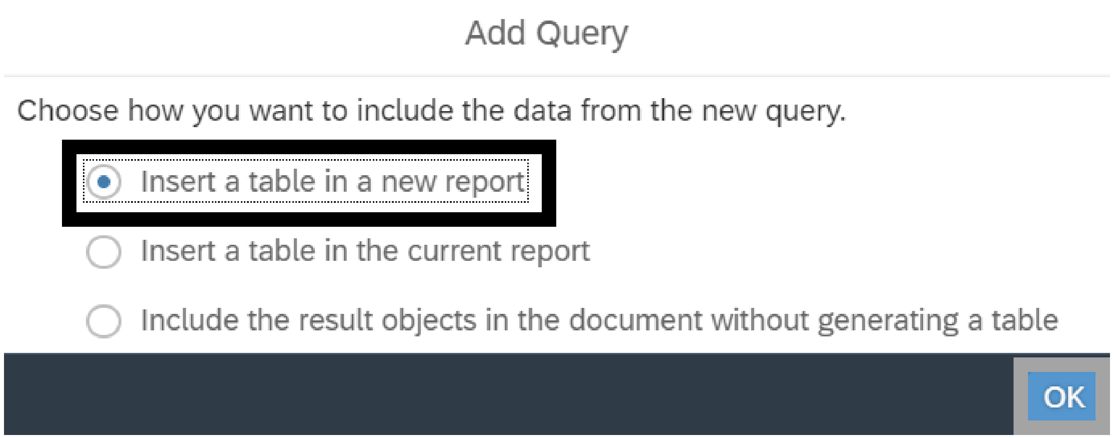
The duplicate query will use the same data source as the query it is duplicated from (you can update it later to use a difference source).

- ❑ **Select Query.**
- ❑ **Select Duplicate.**
- ❑ **Select Run.**



Select Add Query Option

- **Select add query option.** In this example, we select the option to insert a table in a new report.

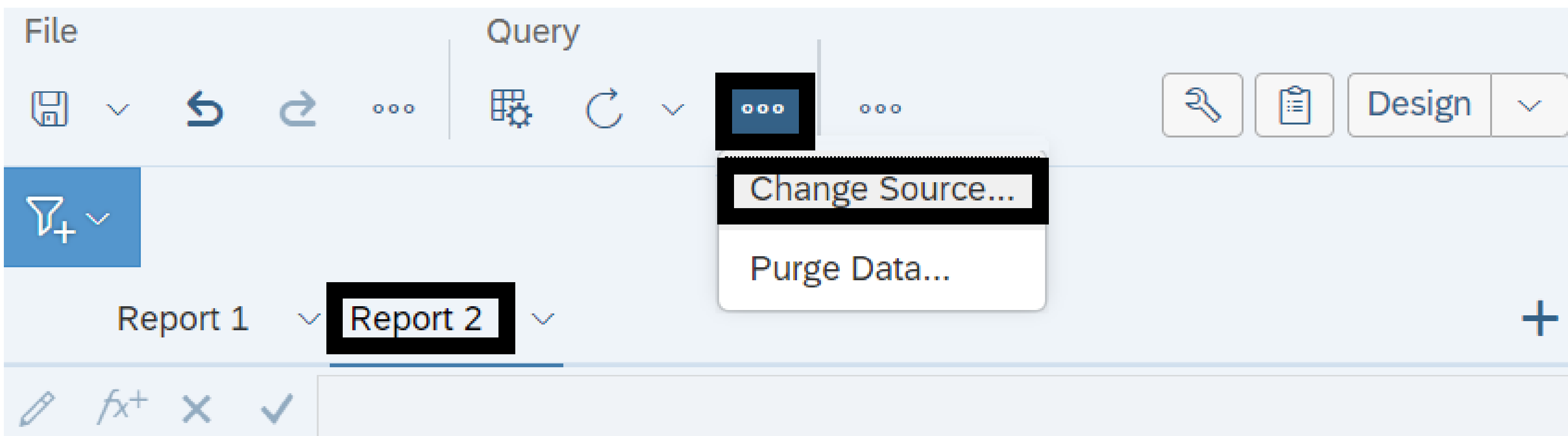


Display Option	Additional Information
Insert table in new report	Display on new report in document.
Insert table in current report	Display in new table on current report in document.
Include result objects in document without generating table	Include data in document without displaying data on report (you can add the objects to the report later if needed).

Change Data Source

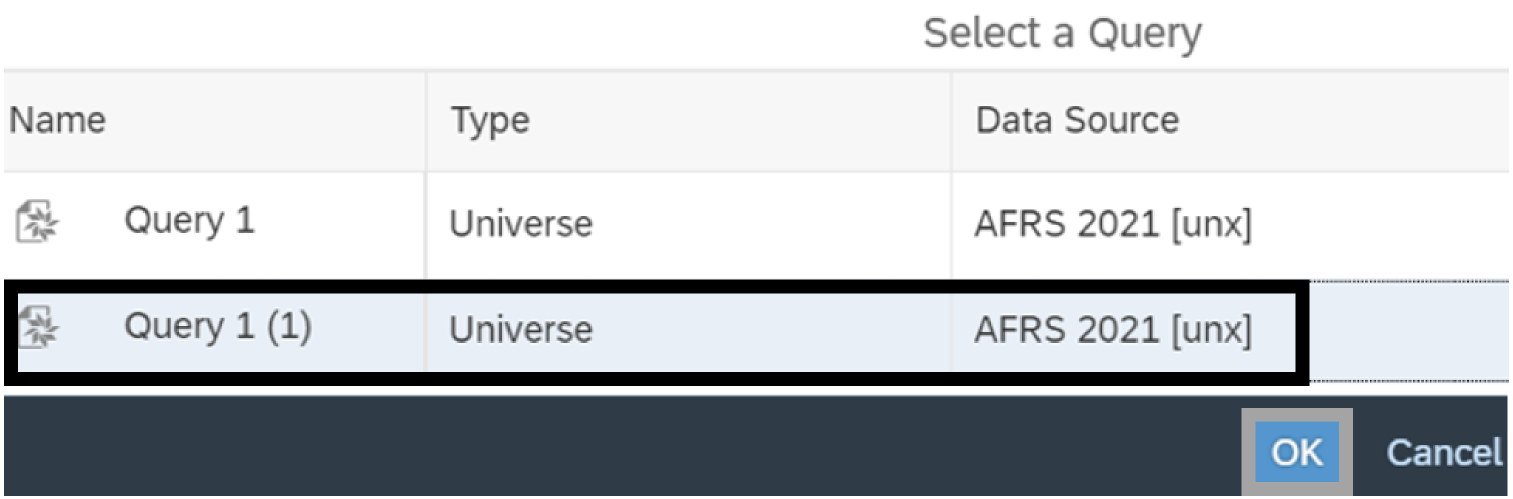
Use the report page to change the source.

- ❑ **Select report.**
- ❑ **Select change source.**



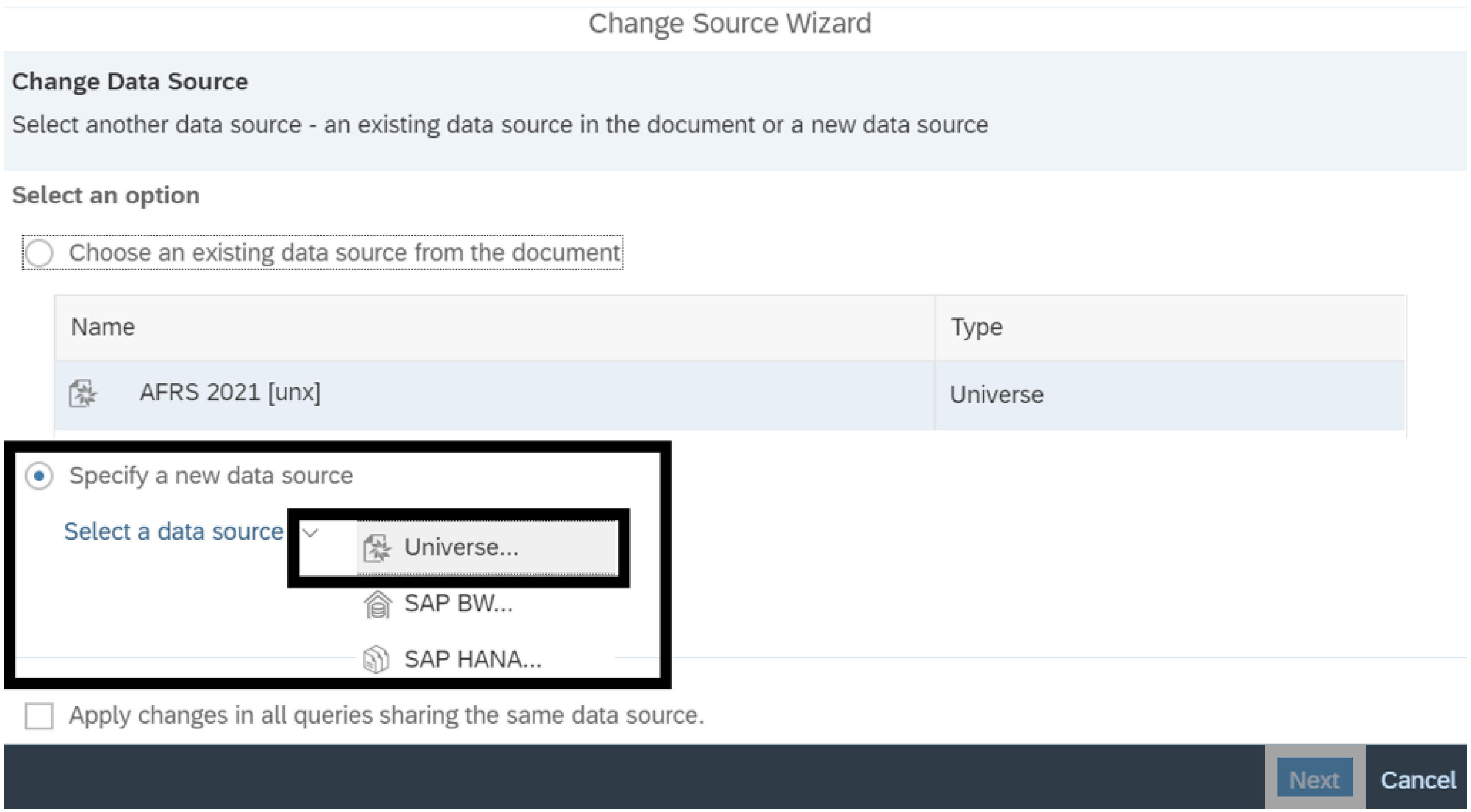
Select Query

- ❑ **Select query and select ok.**
- ✓ In this example, we select the duplicate query that we created for the report.



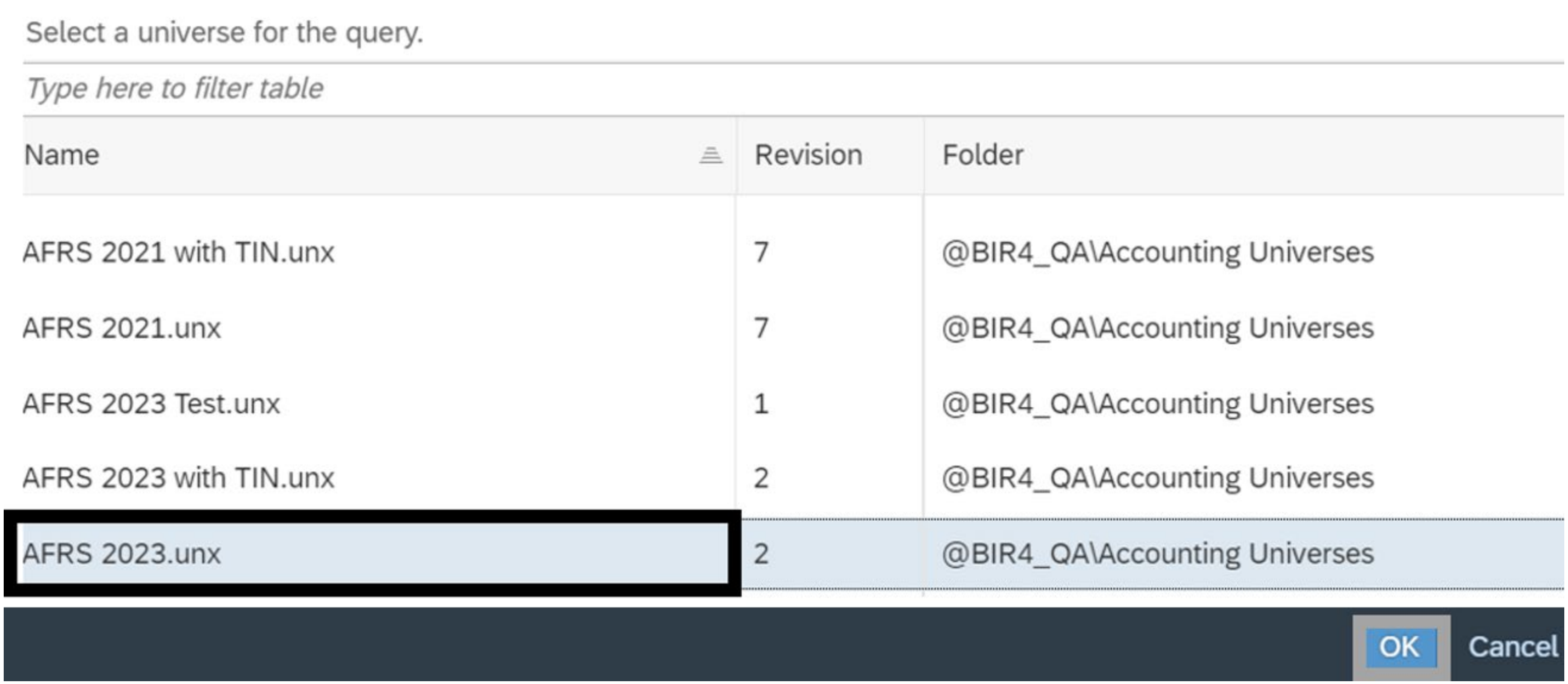
Specify New Data Source

- Select option to specify new data source.
- Select universe and select next.



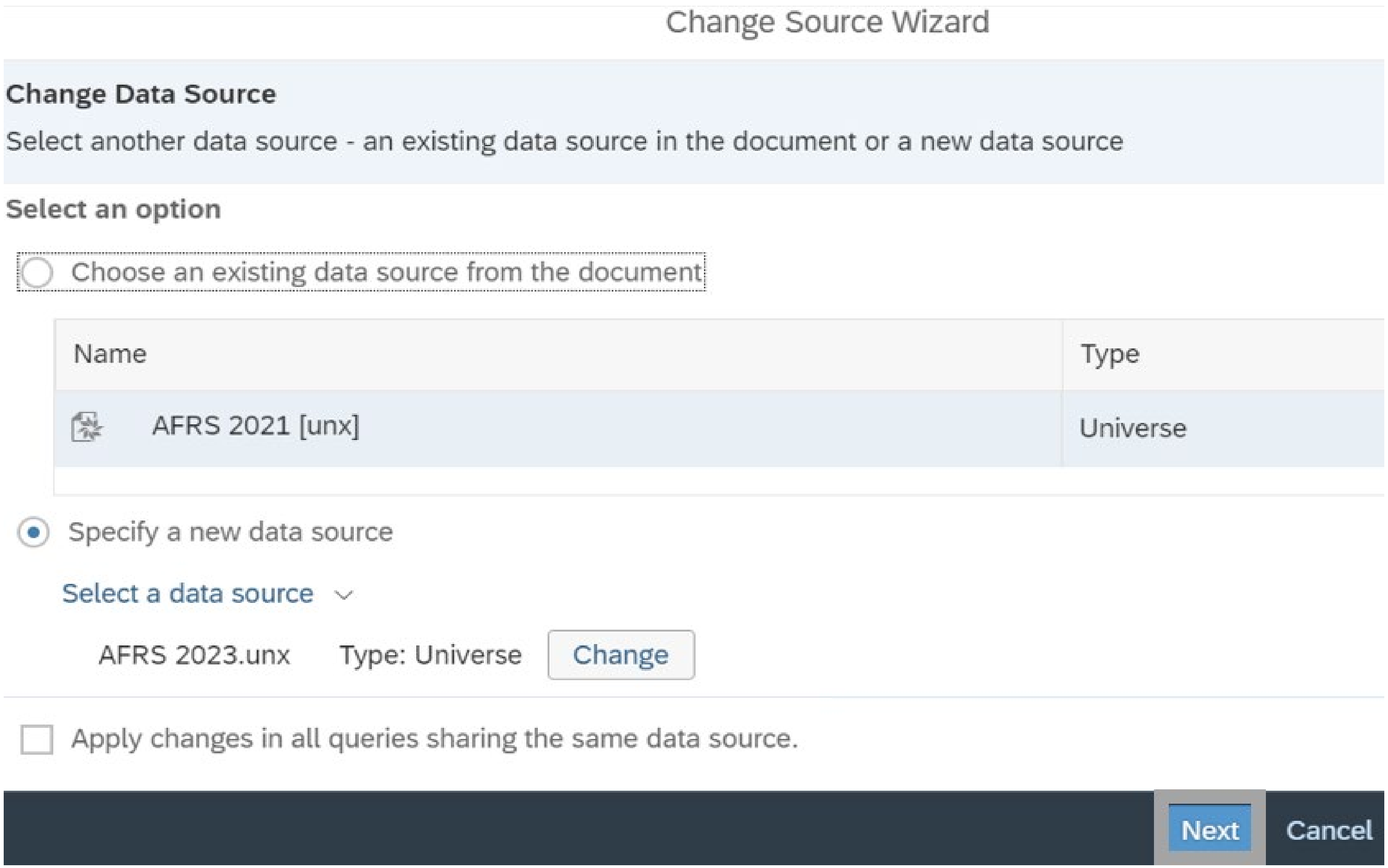
Select Universe To Change Data Source

- Select universe and select ok.



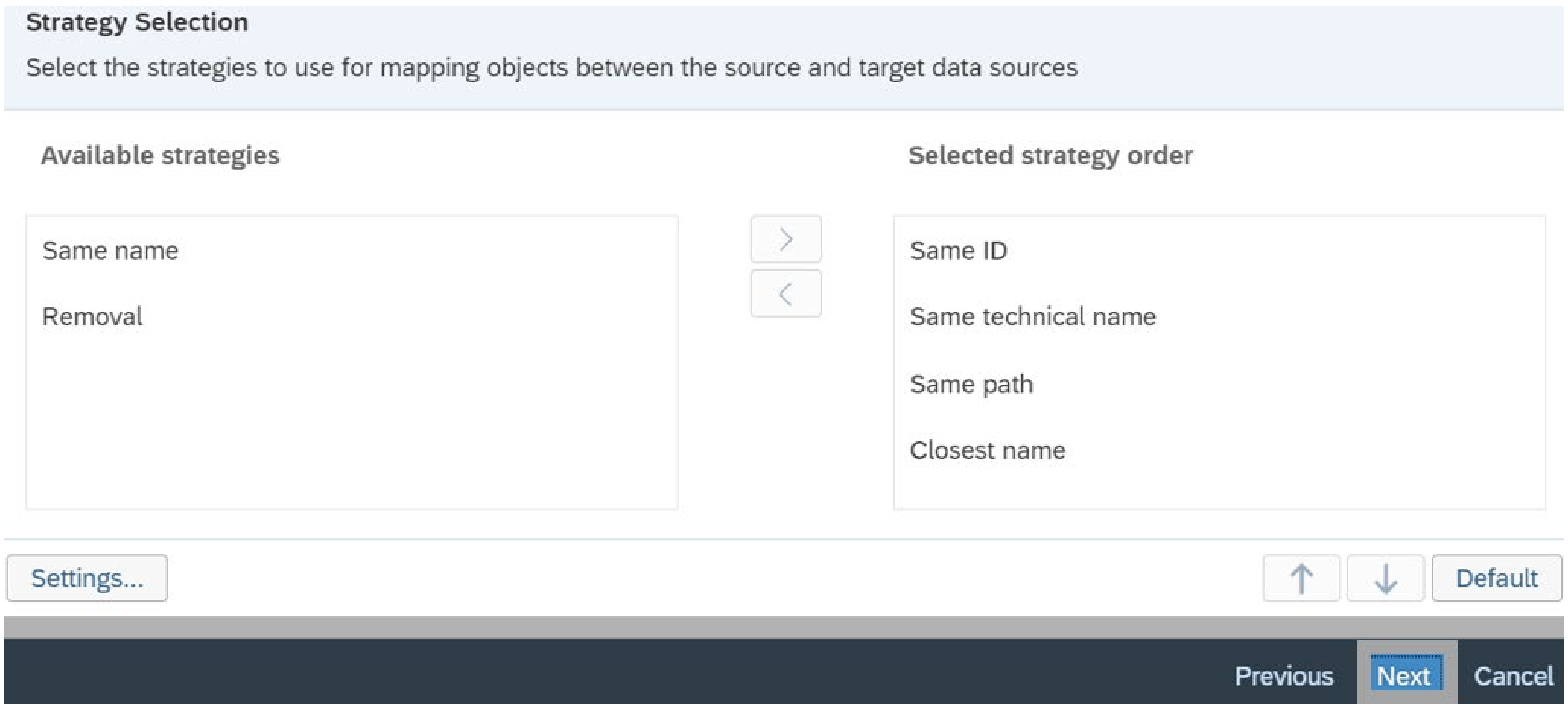
Select Next

- Review your changes and select next.



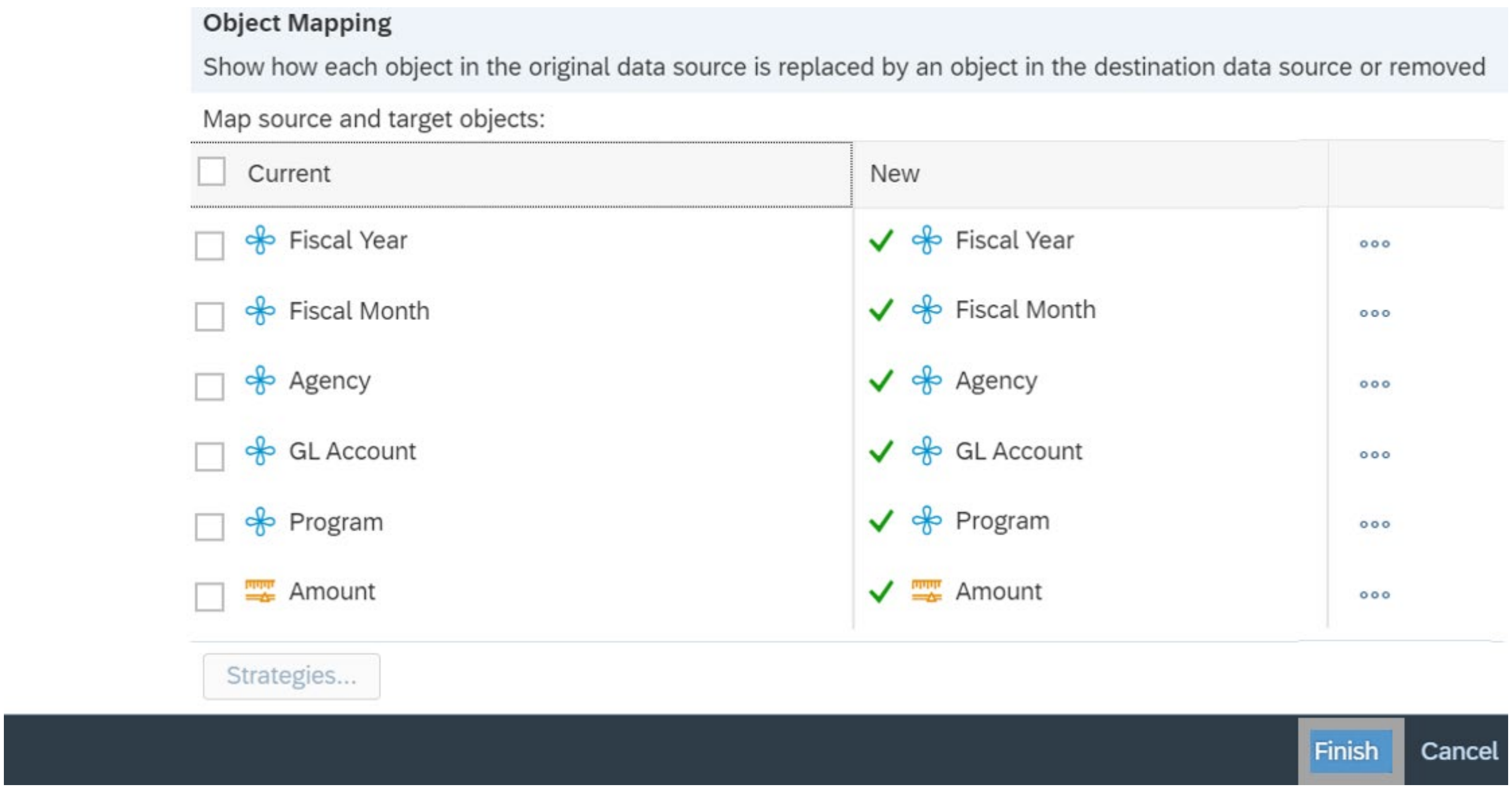
Select Mapping

- **Select options for mapping objects and select next.** In this example, we use the default strategy.



Select Finish

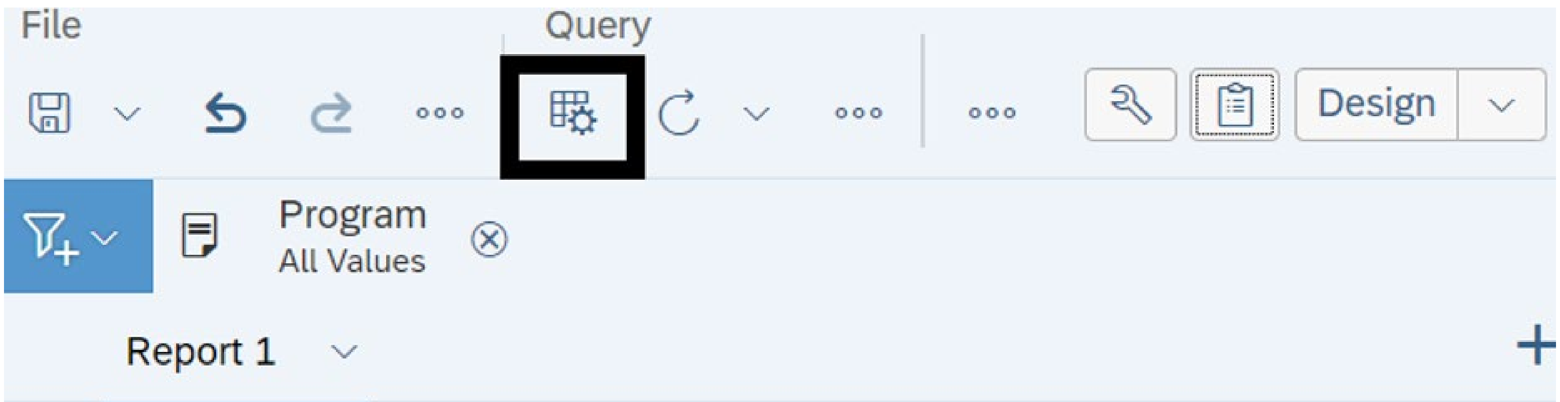
- ❑ **Review object mapping and select finish.**
- ✓ The data source wizard will return you to the query panel so that you can run the query.



Add Another Query

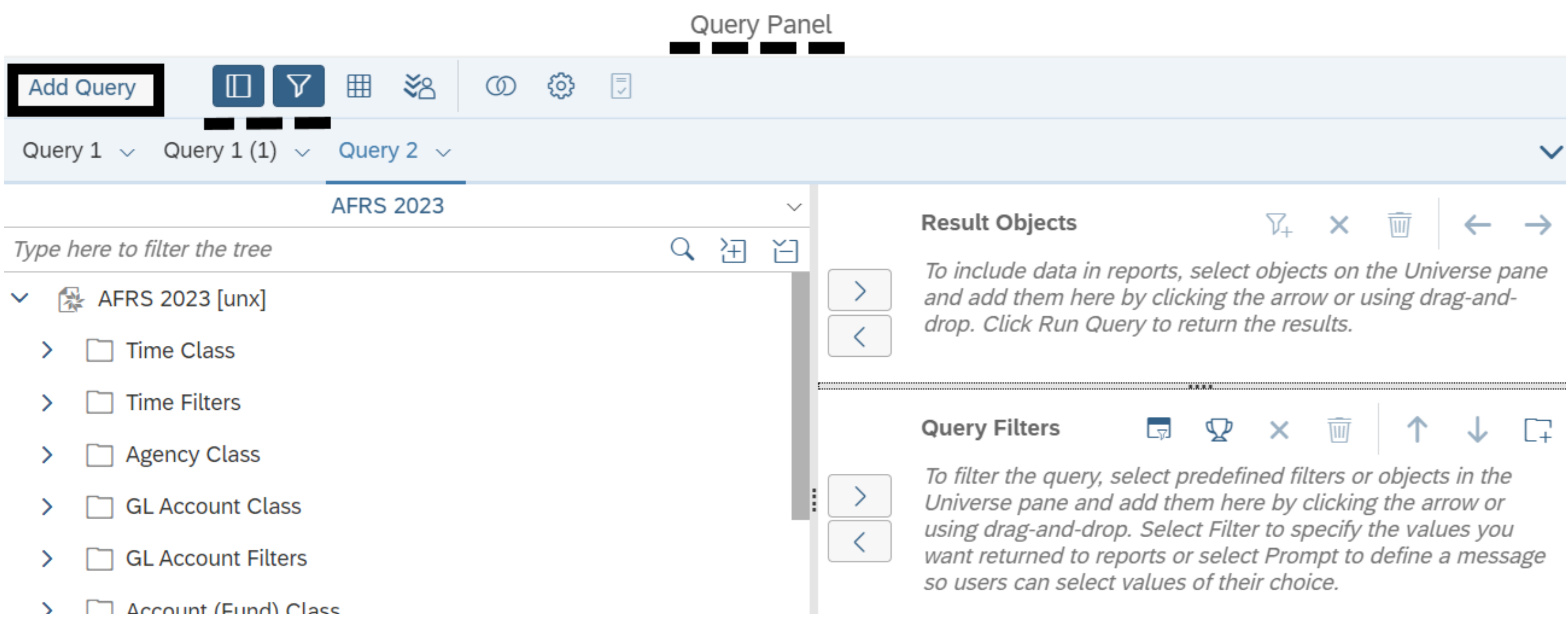
You can also use the query panel to add another query in your document (instead of duplicating an existing query in the document).

❑ **Select Edit.**



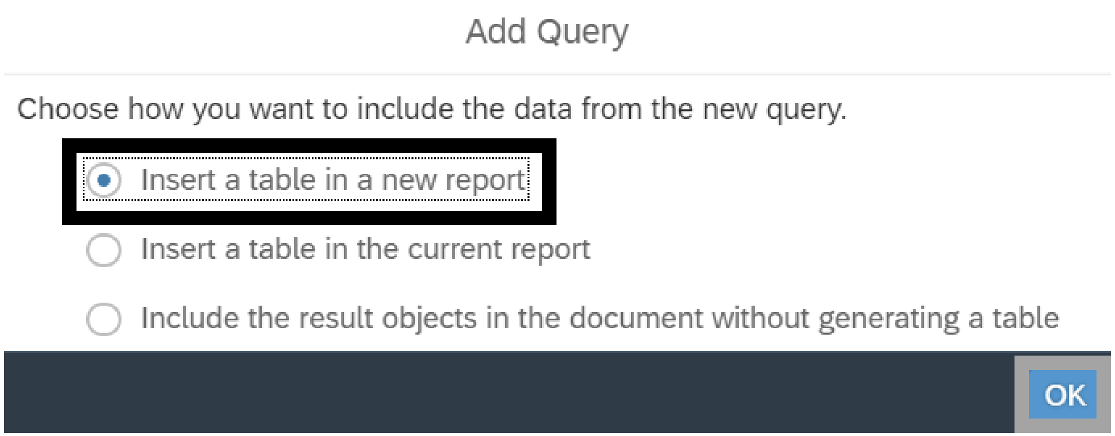
Add Query Then Build/Run Query

- ❑ **Select add query.**
- ❑ **Build and run the query.** When you run the query, the system will prompt you to select an add query option in the next step.



Select Add Query Option

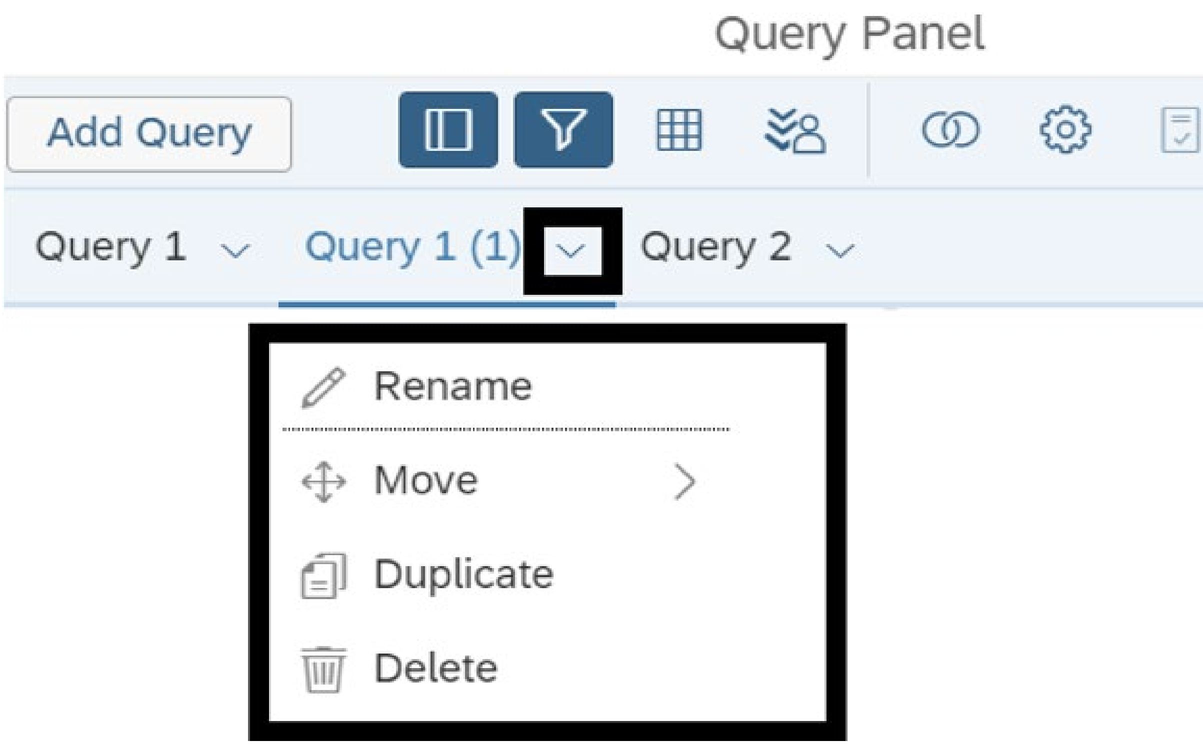
- **Select add query option.** In this example, we select the option to insert a table in a new report.



Display Option	Additional Information
Insert table in new report	Display on new report in document.
Insert table in current report	Display in new table on current report in document.
Include result objects in document without generating table	Include data in document without displaying data on report (you can add the objects to the report later if needed).

Additional Query Options

Use the query panel to rename a query, move a query, or delete a query.



Merge Dimensions

In this section, we will explore some options for manually merging dimensions.

- ✓ You can synchronize data from multiple queries or data providers by merging dimension objects.

Rules For Merging Dimensions

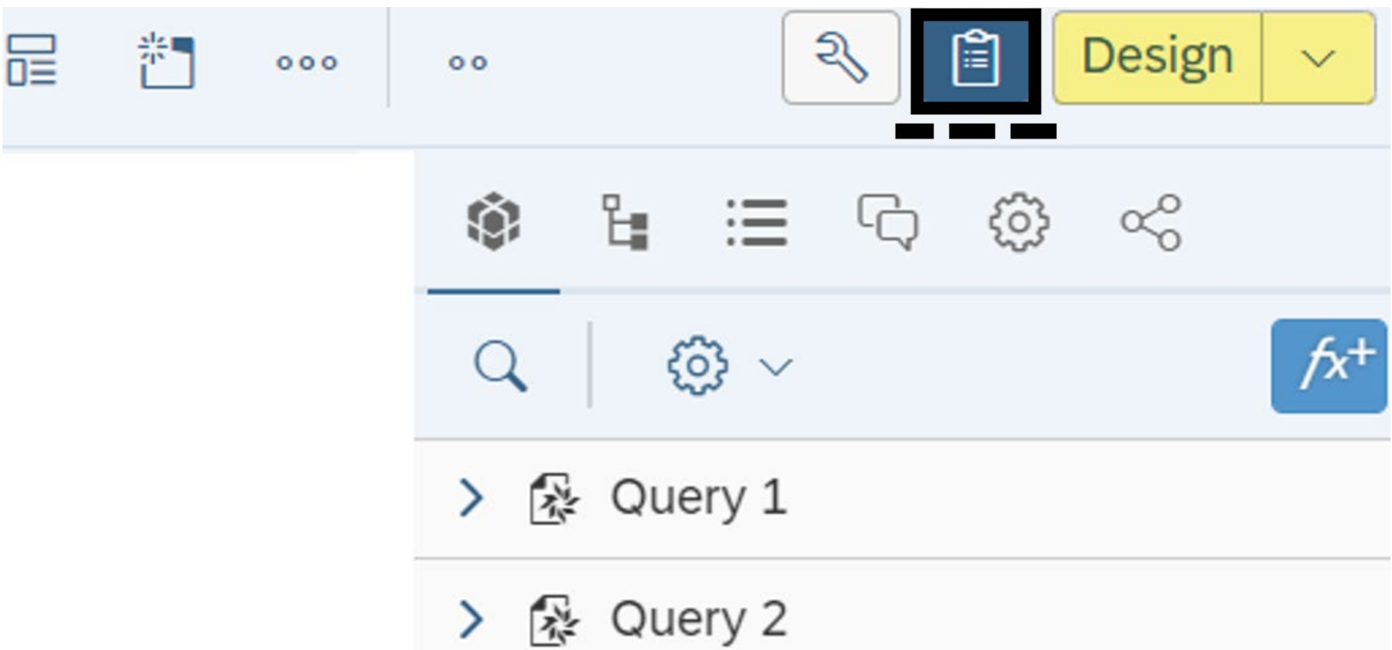
You can merge dimensions to combine data from different data sources in a report.

- ✓ Only dimensions defined in the universe can be merged. You cannot merge variables.
- ✓ Measures cannot be merged. Measures need to be calculated with a formula or variable.
- ✓ Objects need to have the same data type. For example, you cannot merge a number with a string (even if the values match).
- ✓ Any number of queries can be merged.
- ✓ Any number of dimension objects can be merged between two queries.
- ✓ Values are case-sensitive. For example, if values are the same but have different capitalization they will be displayed as different values (because the uppercase/lowercase values do not match).

Display Report Page Main Panel

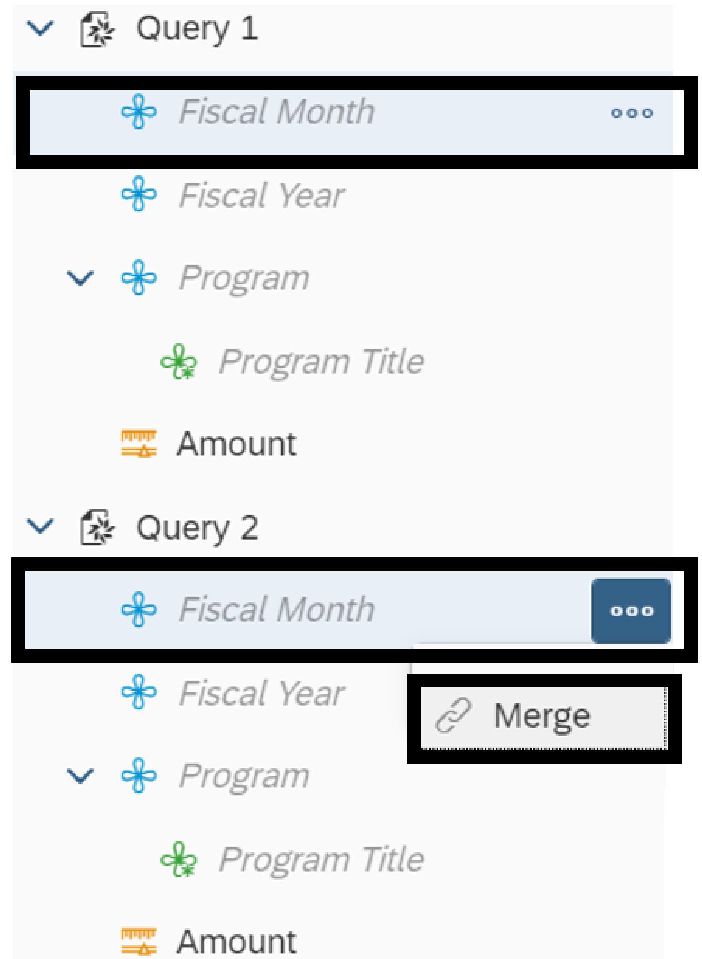
Use the report page to manually merge dimensions.

❑ **Select** toggle to display main panel.



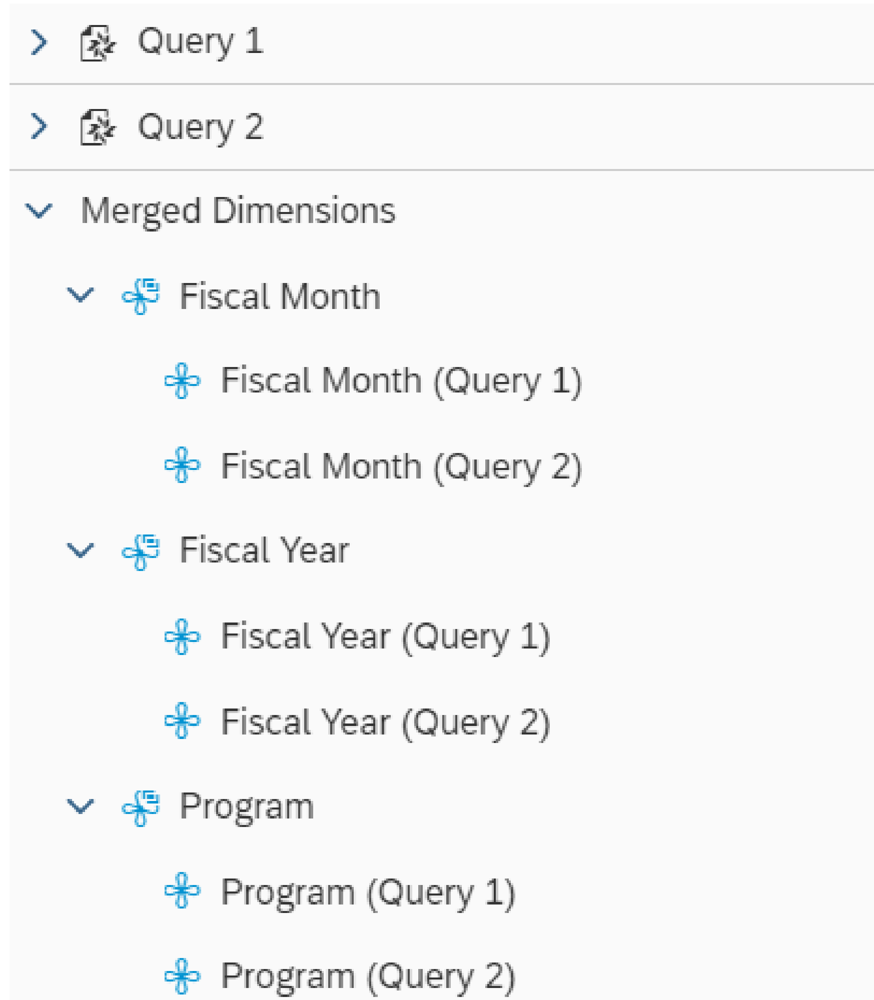
Select Dimensions/Select Merge

- ❑ **Select first set of dimensions to be merged.**
  - ✓ Use control key to select dimensions.
- ❑ **Select merge.**
  - ✓ Use ellipsis to select merge option.
- ❑ **Repeat the steps to merge additional dimensions.**



Sample Merged Dimensions

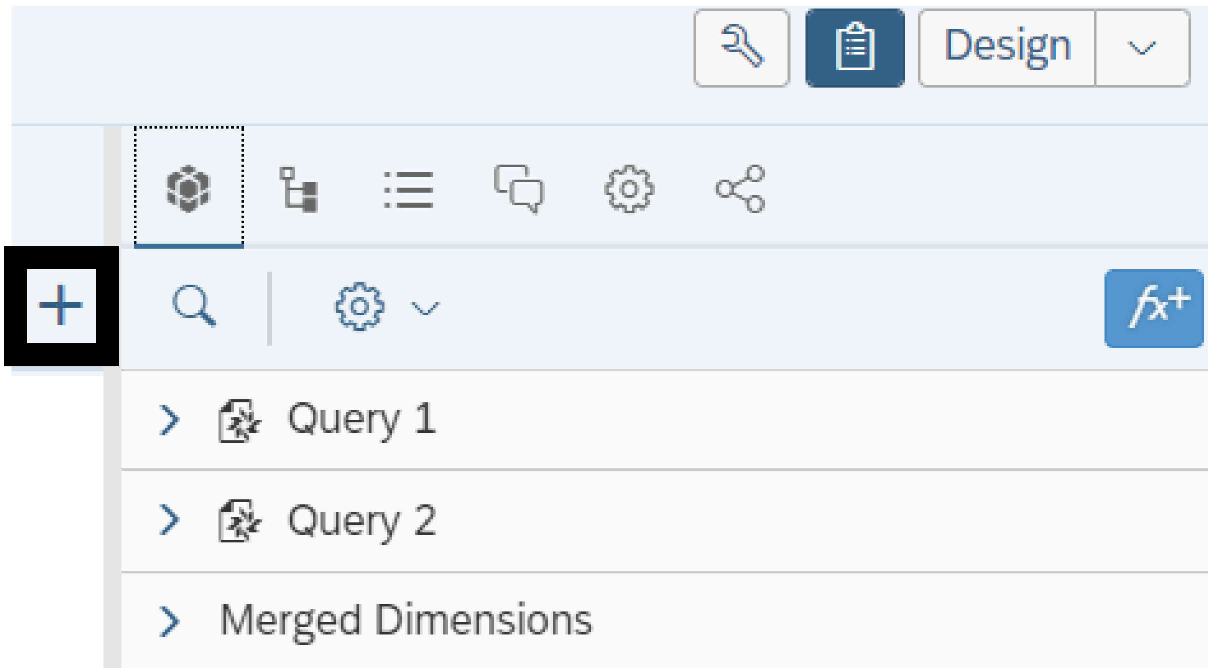
Merged dimensions will be displayed with the query information in the main panel on the report page.



Add New Report

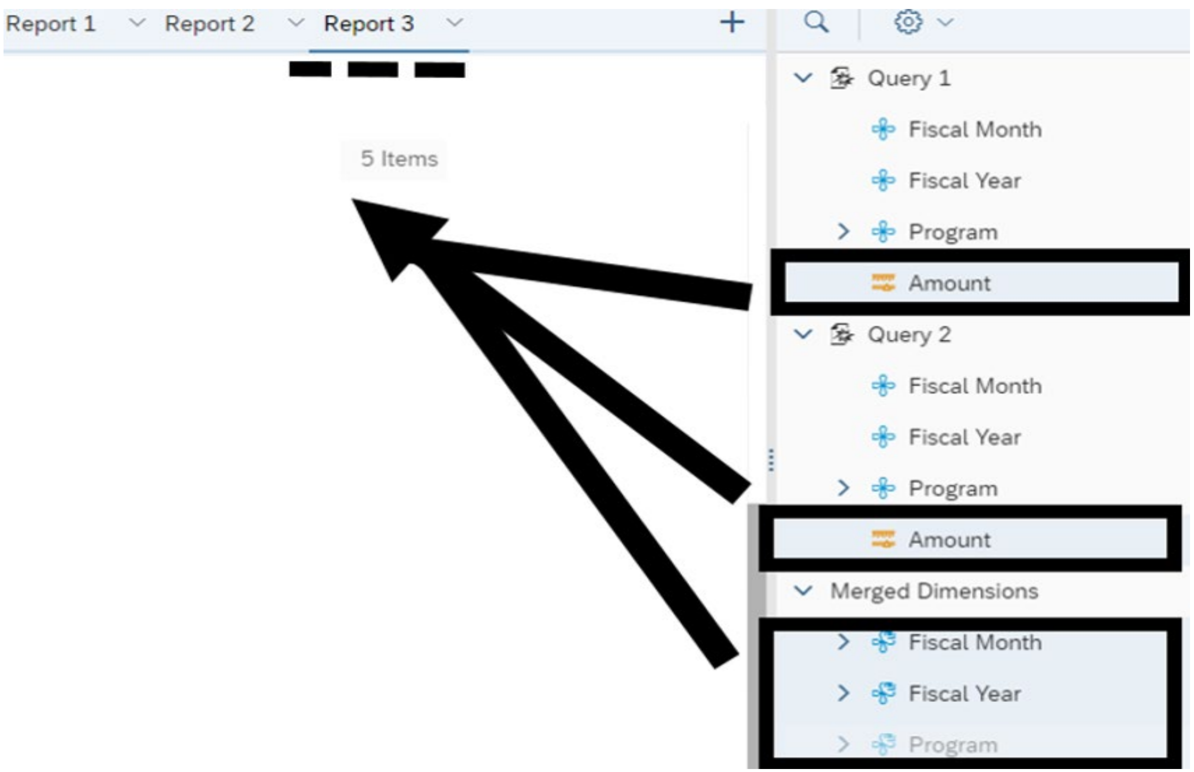
Add a new report to display the merged dimensions.

- ❑ **Select add new report.**



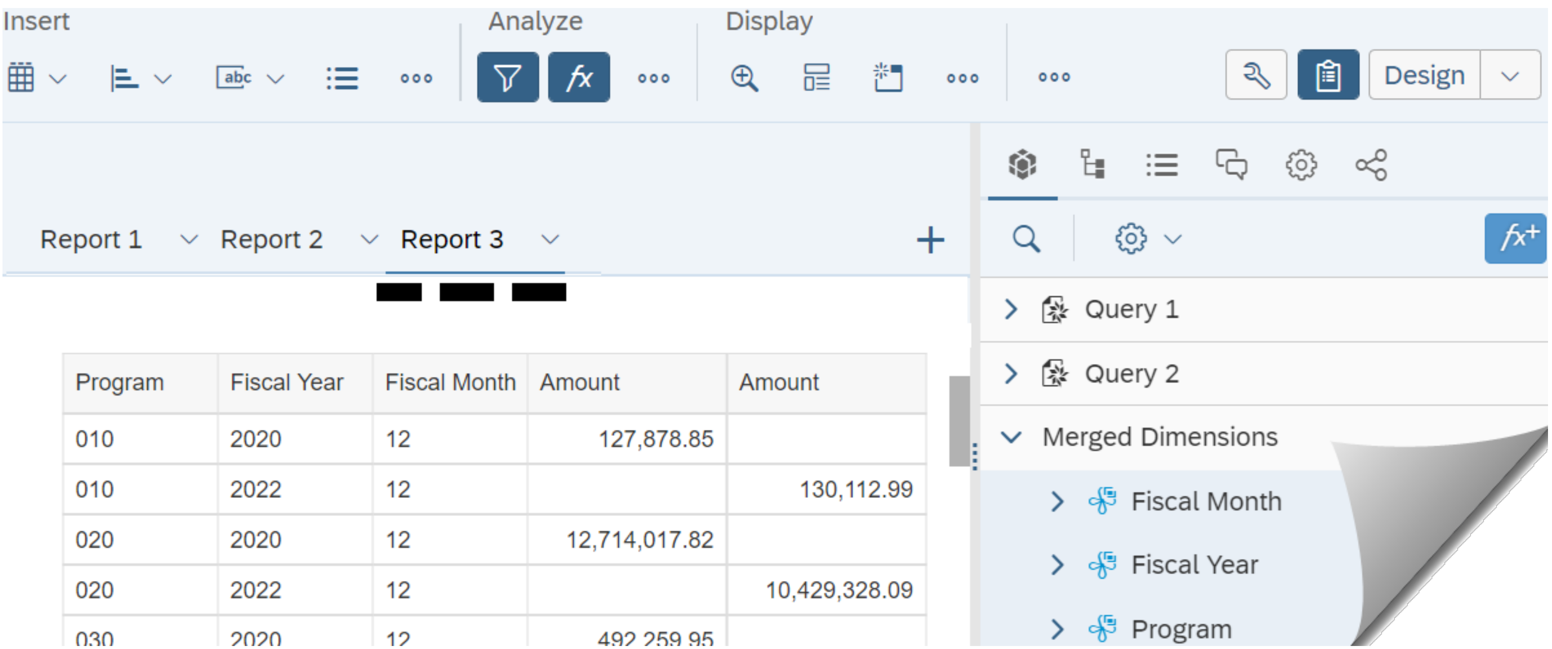
Add Objects To New Report

- ❑ **Drag and drop objects to new report.**
- ✓ Use the control key to select multiple objects. In this example, we add the merged dimensions and the amount measure from the two queries to the blank space on the new report.



Sample Report With Merged Dimensions

In this example, we added the merged dimensions and the amount measure from the two queries to the new report. If you want to display a single amount column, you could create a formula to sum the two amounts.



Print/Export

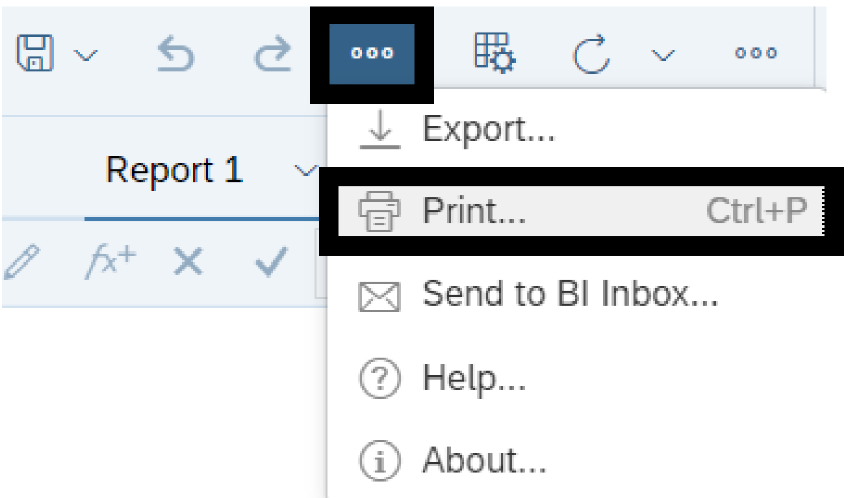
In this section, we will review basic print and export options.

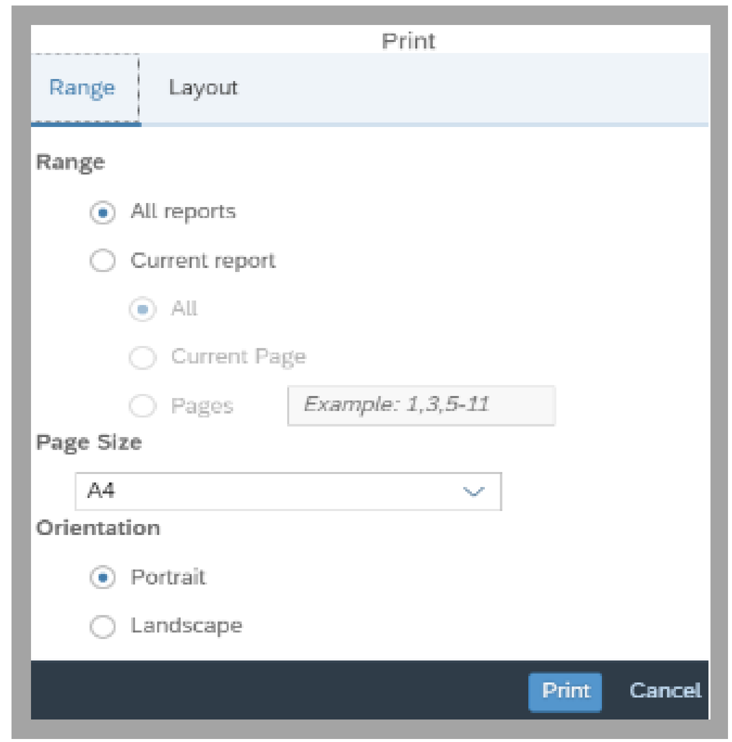
- ✓ WebI uses standard options to print and export reports. This will be very similar to how you print and export files in other modern business systems.
- ✓ Always consider data contents before you print or export a file. If your report includes confidential or personal information, you may need to remove/purge or anonymize data before sending it to a non-secure location.

Print

Print option is available on the report toolbar.

- ✓ You can print all reports in the document or specific pages in a report.

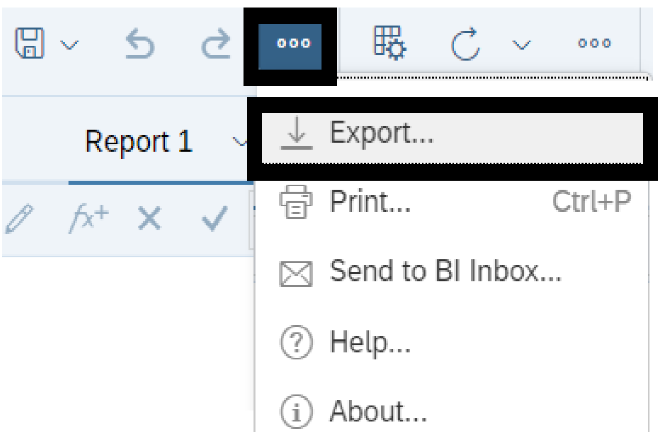


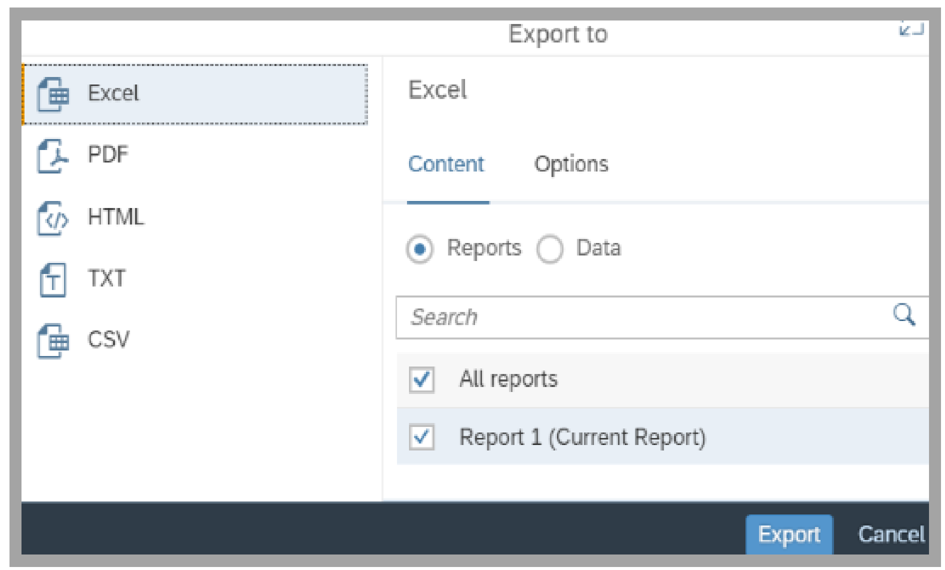


Export

Export option is available on the report toolbar.

✓ You can export all reports in the document, a specific report, or raw data. WebI will use your desktop downloads folder as a default location for the exported file.





Schedule Reports

In this section, we will review basic options for scheduling reports.

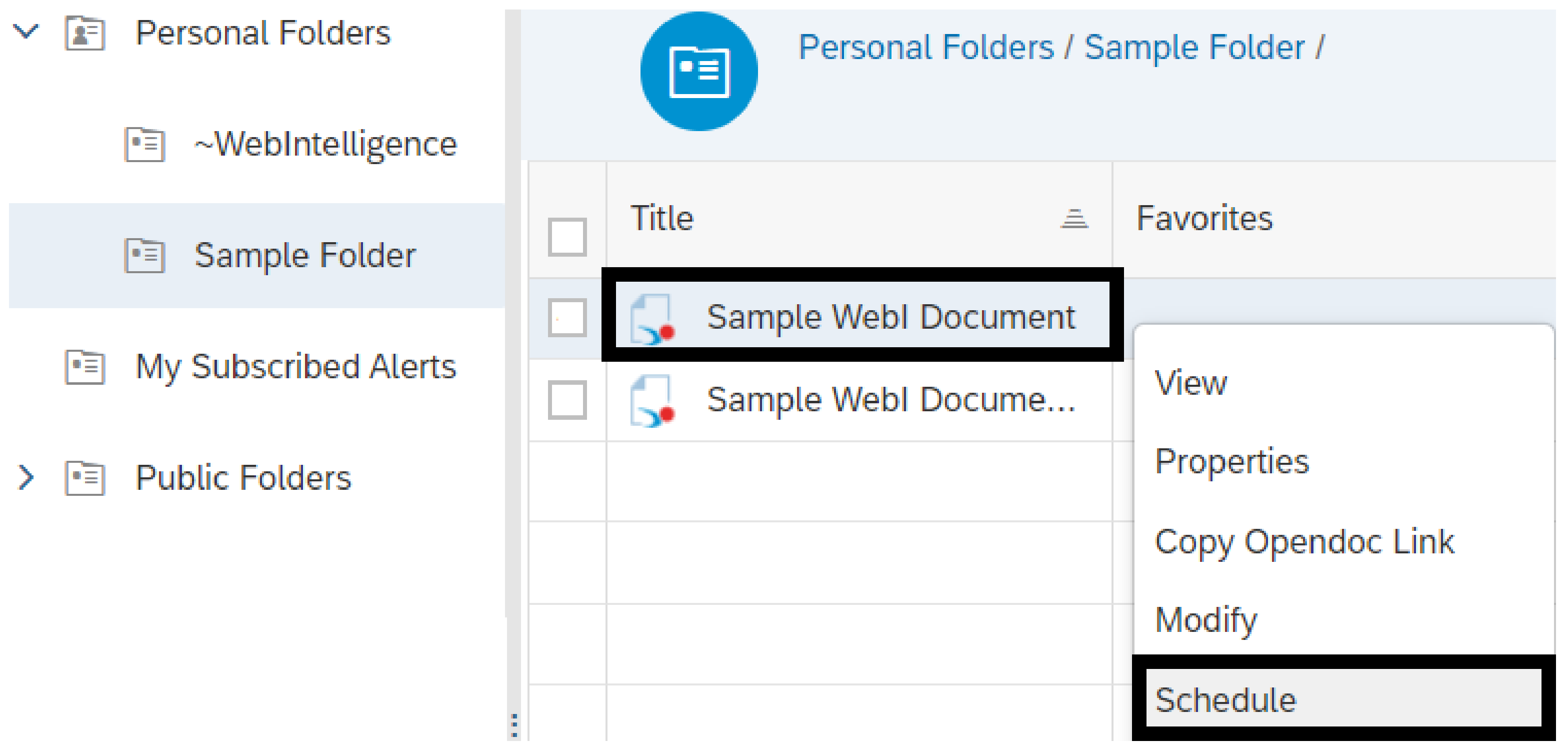
- ✓ This section also includes a quick reference table for common schedule occurrence options.
- ✓ Always consider data contents before sending a report to other people. If your report includes confidential or personal information, you may need to remove/purge or anonymize data before sending it to a non-secure location.

❖ Reminder: if you need to run standard reports without using additional WebI tools, use the Enterprise Reporting portal.

Schedule Report Occurrence

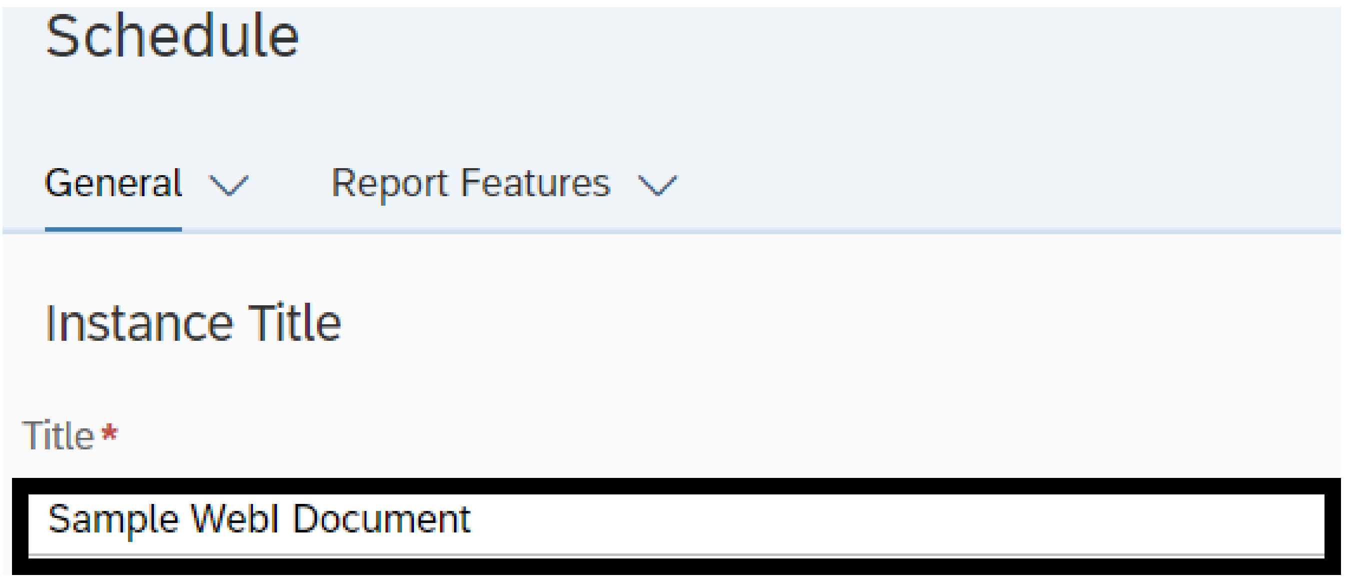
WebI provides several options for scheduling reports.

❑ **Right-click the document and select schedule.**



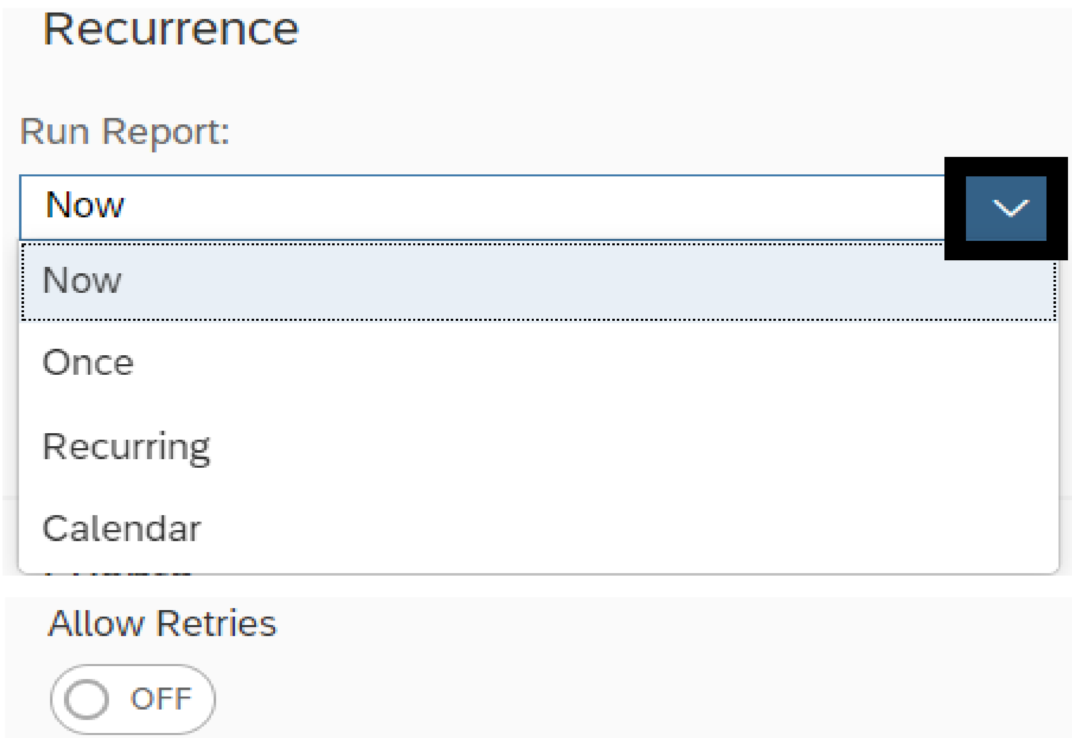
Schedule Report - Instance Title

- ❑ **Input instance title.**
- ✓ You can change the instance title for the scheduled document for reference. It will not change the original name of the document.



Schedule Report - Recurrence

- ❑ **Select run report option.** You will be prompted for additional information based on the recurrence option you selected.



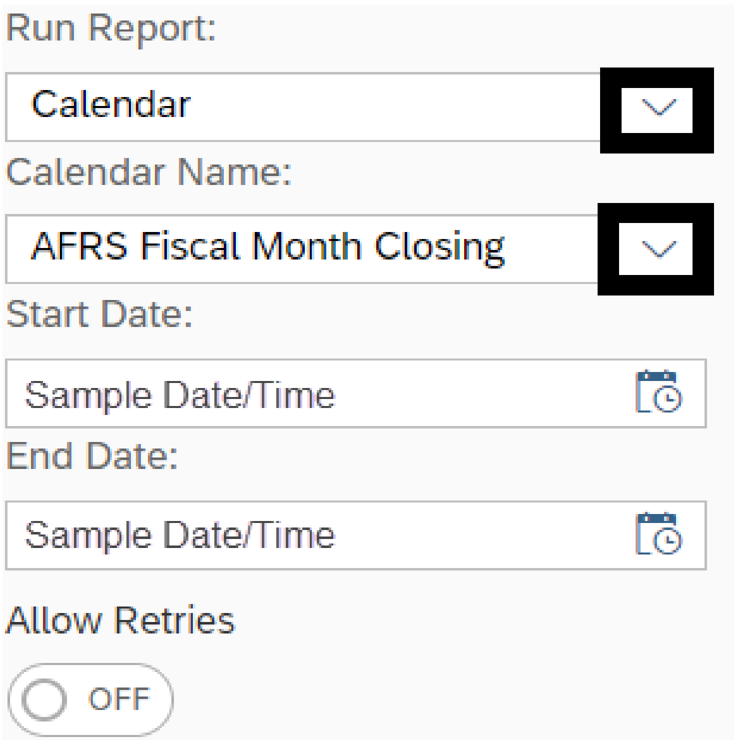
Schedule Report - Recurrence Options

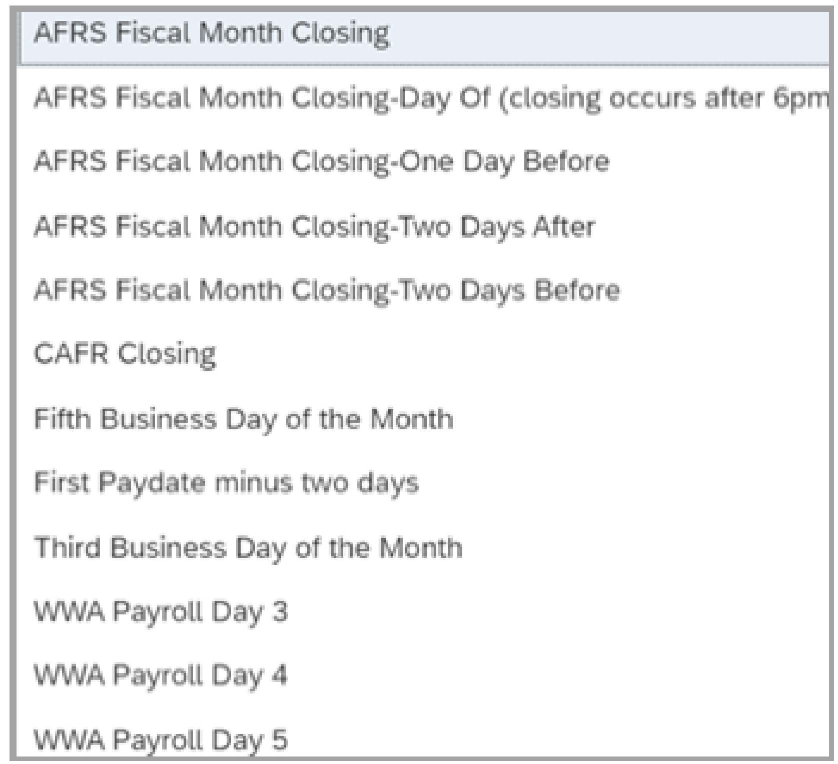
✓ You will be prompted for additional information based on the recurrence option you selected.

Option	Additional Information
Now	Immediately.
Once	One time during specific timeframe. If you schedule report with events, it will run once if event is triggered between start/end times.
Hourly	Hourly based on date/time criteria.
Daily	Once every day based on date/time criteria.
Weekly	Weekly based on day(s) of the week and date/time criteria.
Monthly	Monthly based on month interval and date/time criteria.
Nth Day of Month	Specific day of each month based on date/time criteria.
1st Monday of Month	First Monday of each month based on date/time criteria.
Last Day of Month	Last day of each month based on date/time criteria.
X Day of Nth Week of Month	Specific week and day of the month based on date/time criteria.
Calendar	Specific calendar activity (available in dropdown).

Schedule Report - Calendar

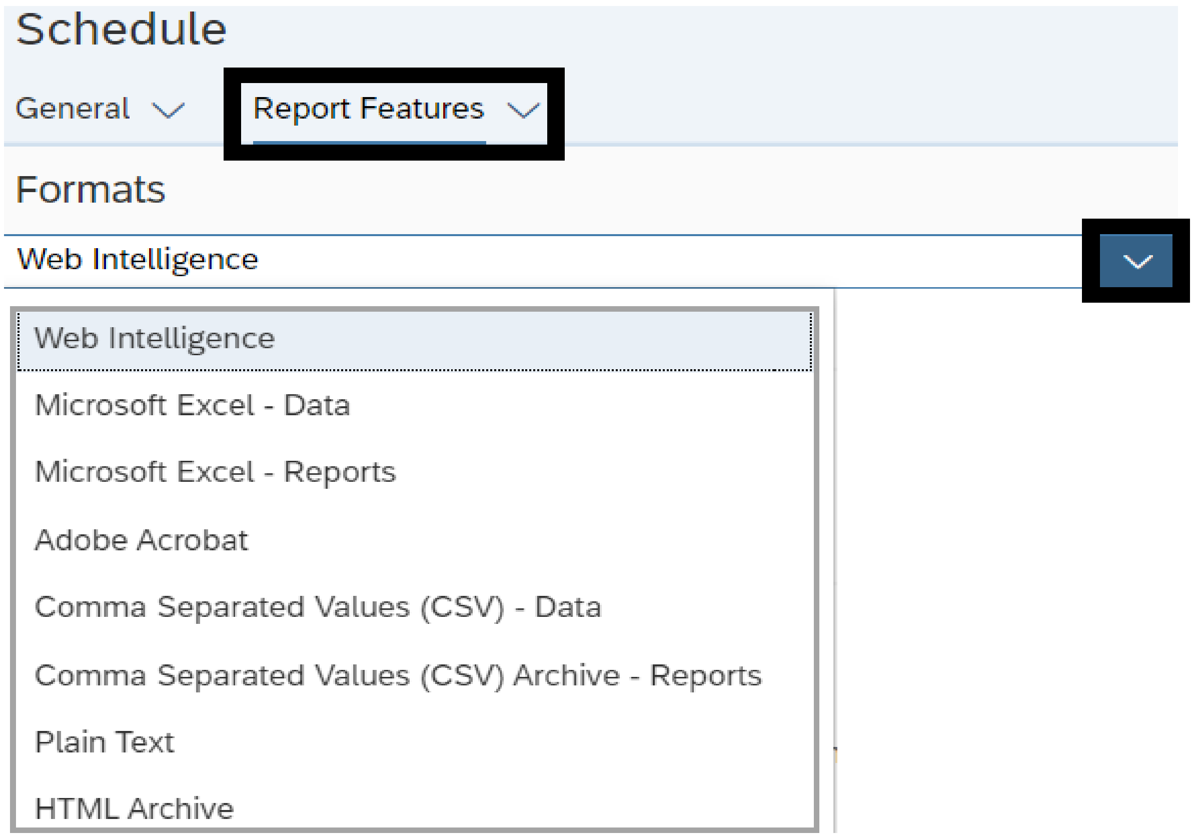
Recurrence option for calendar includes a list of activities. For example, AFRS fiscal month closing.





Schedule Report - Format

- ❑ **Select report features.**
- ❑ **Select output format.**
- ❑ **Select schedule** (located in lower right corner).



Help/Resources

In this section, we will review some of the resources available to provide help and guidance for WebI tools.

- ✓ **OFM resources** will be specific for State of Washington reporting needs.
- ✓ **SAP resources** will not be specific for State of Washington (these resources are provided by the software vendor).

Help/Resources - OFM

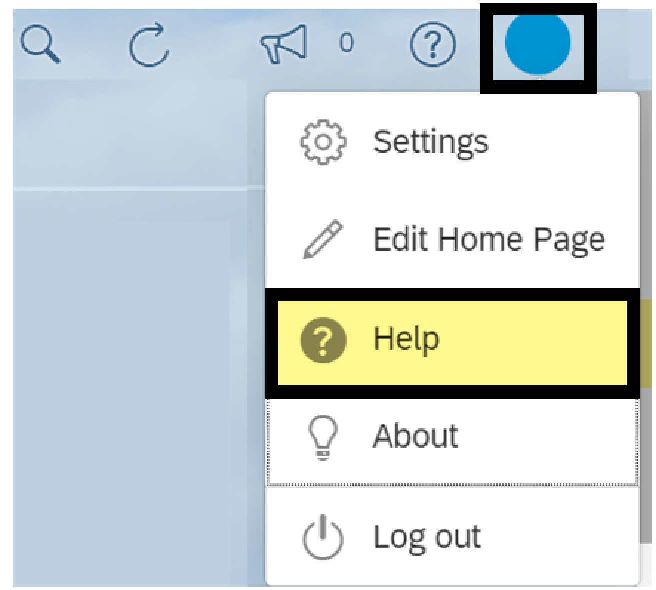
If you need help using WebI, there are lots of resources available!

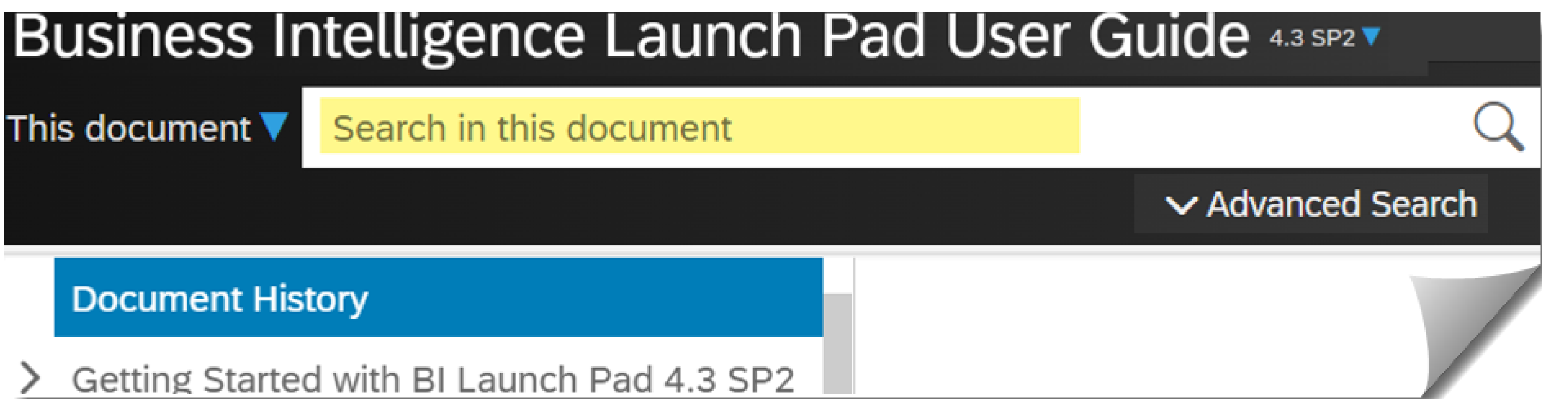
- ✓ Information page with links to reference materials and eLearning available on Enterprise Reporting (ER) page on the OFM IT Systems website.
- ✓ For additional information, contact the OFM Help Desk HereToHelp@ofm.wa.gov 360.407.9100.
- ✓ Sign-up for news and updates via GovDelivery subscriptions.

Help/Resources - SAP Online User Guide

Use the quick link for help in the user settings section of the launchpad to access the SAP online user guide.

✓ Use the search tool within the SAP user guide to find specific topics or additional information.

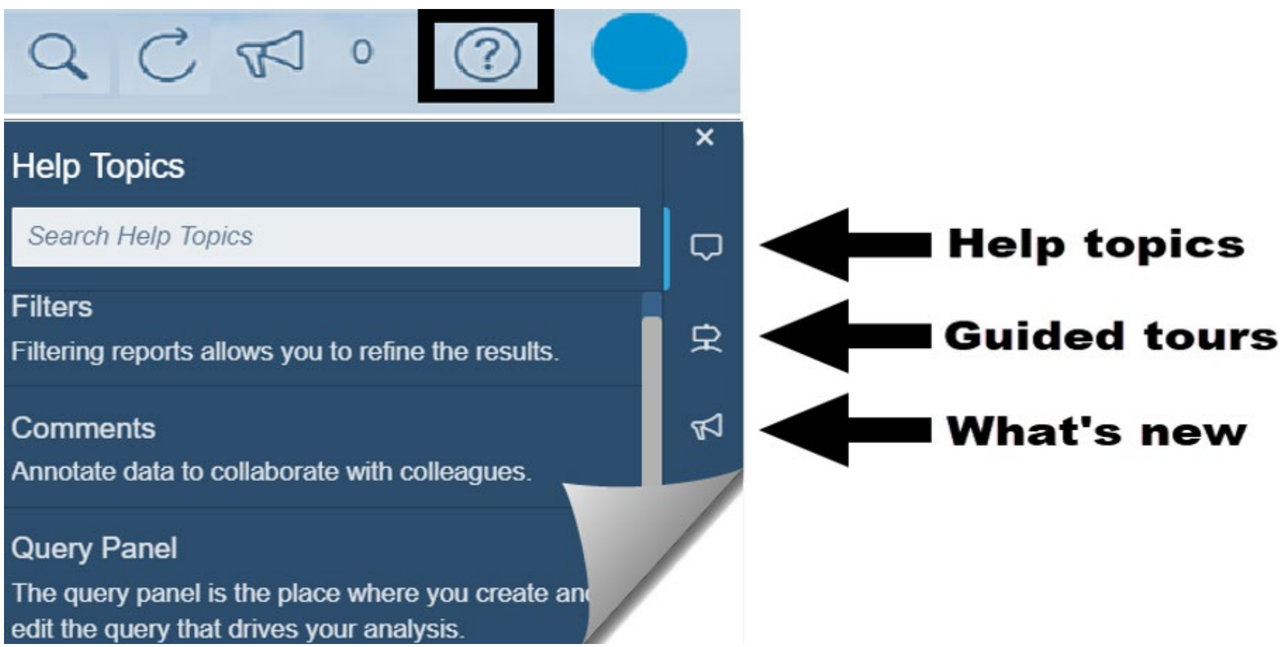




Help/Resources - SAP Web Assistant

Use the quick link (question mark icon) in the top banner of the launchpad to access the SAP assistant.

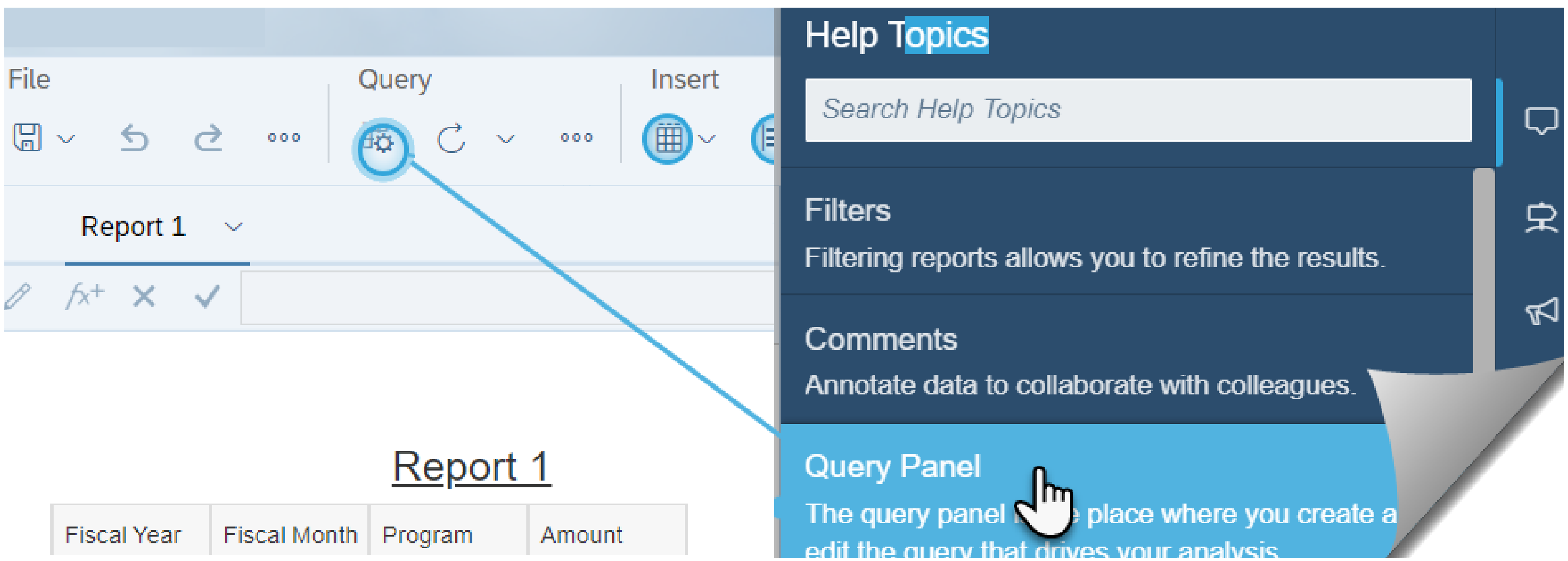
- ✓ **Help topics** content based on the page you are currently on.
- ✓ **Guided tours** limited content at this time (use the help topics for information and quick online demonstrations in the meantime).
- ✓ **What's new** quick recap of recent upgrade features.



Help/Resources - SAP Web Assistant Help Topics

Help topics in the SAP web assistant are based on the page you are currently on. For example, the content will be relevant for the report toolbar/options if you are on the report page.

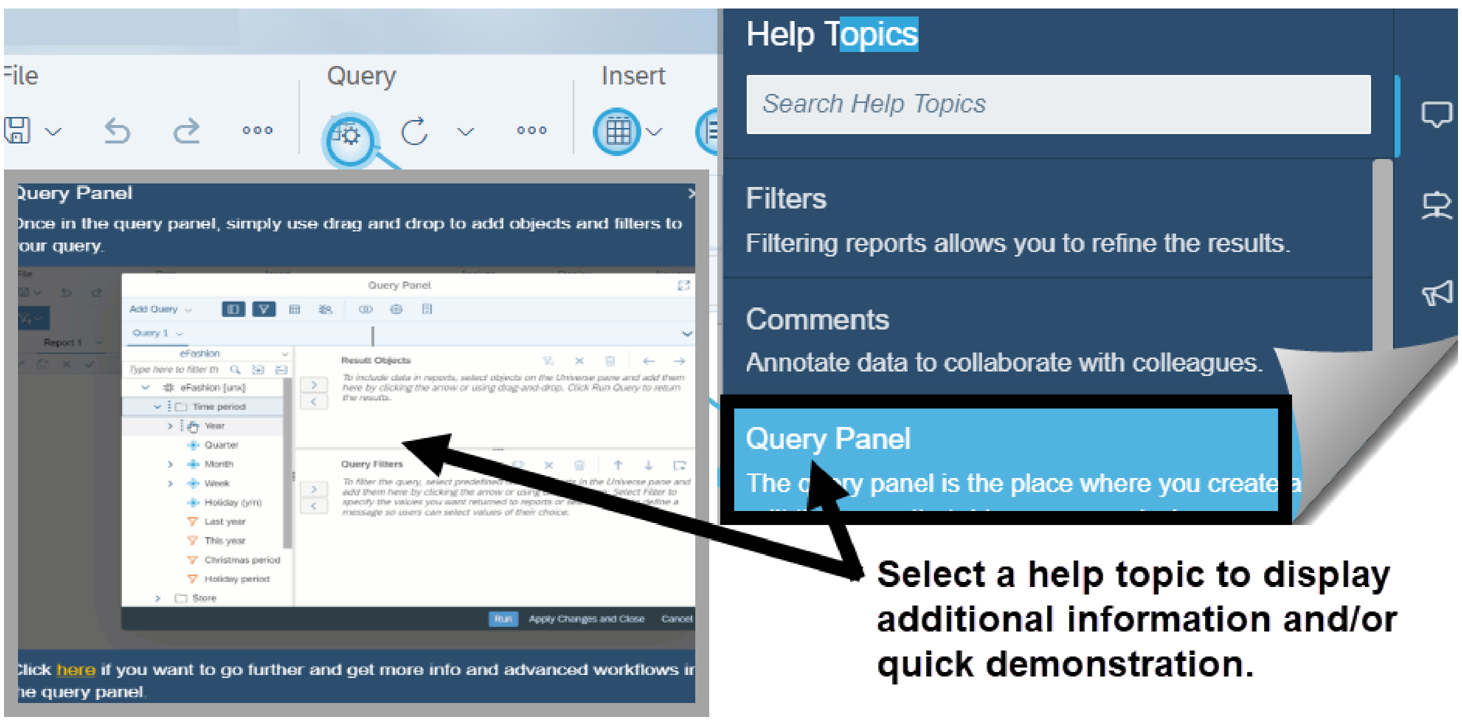
✓ You can hover your cursor on a help topic to display a description with a line/pointer to direct you to the toolbar/option.



Help/Resources - SAP Web Assistant Online Demo

Help topics in the SAP web assistant are based on the page you are currently on. For example, the content will be relevant for the report toolbar/options if you are on the report page.

✓ You can select a help topic to display additional information and/or quick demonstration for that topic.



Q&A and Wrap Up

Thank you for attending today's session!

- ✓ Q&A - any additional questions?
- ✓ If you need help, please contact the OFM Help Desk (HereToHelp@ofm.wa.gov 360.407.9100).

Don't forget to log off and close your browser!