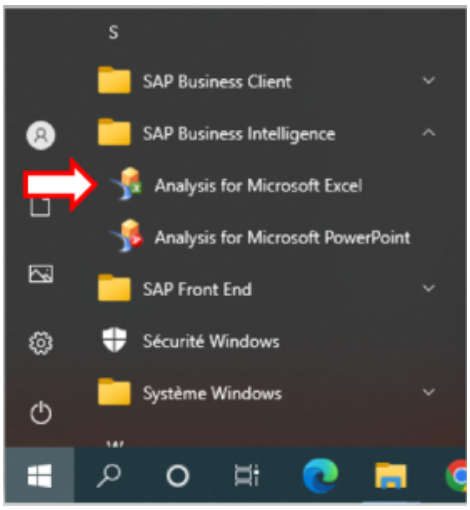
BW - User Guide

The name of the program used to access BW reports is called "Analysis for Microsoft Excel".

Open Analysis

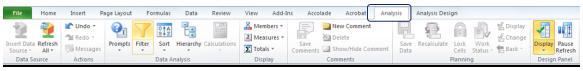
- Open "Analysis for Microsoft Excel" in Start Menu

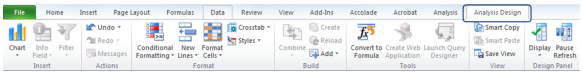


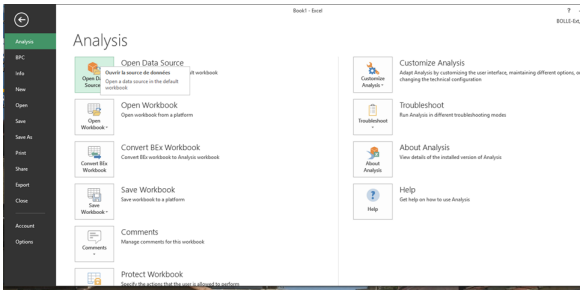
Analysis tabs

>> Analysis

>> Analysis Design







> If you don't see Analysis tab click here!

Table of contents

- Executing Analysis — The first time you need to launch Analysis from the Microsoft Windows list or from your Desktop
- Analysis Ribbon Toolbars — The use of analysis is done mainly via the ribbon in excel. Individual features in the ribbon are enabled or disabled based on the type of data displayed and selected (Greyed out if disabled).
- Open data source or workbook
- The Prompt Window
- Refresh a data source or workbook
- Design panel
- Analysing data
- Filtering Data — You can insert a filter component to your analysis to simplify the filtering. This helps you to quickly change the view of the displayed data, for example to different periods of time.
- Working with Hierarchies
- Formatting
- Advanced Features
- Change the Query Source In an Existing Workbook
- For local Analysis for Office Workbooks Change System WBP to OBP manually