

BW Training

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Training Process

Create a session

To request a new session on ISSP:

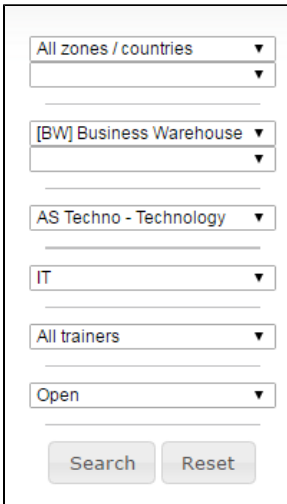
<http://issp.solvay.com/issp/training/training.do>

Join a session (for the user)

To join an existing session:

<http://issp.solvay.com/issp/training/session/list.do>

- to look for the BW Analysis course fill in the right handside fields with the following information.



The screenshot shows a search form with the following fields and values:

- Dropdown 1: All zones / countries
- Dropdown 2: [BW] Business Warehouse
- Dropdown 3: AS Techno - Technology
- Dropdown 4: IT
- Dropdown 5: All trainers
- Dropdown 6: Open
- Buttons: Search, Reset

then click the search button

- You will get a list of the forecasted sessions.

Note: the user can request a new session on ISSP :

<http://issp.solvay.com/issp/training/course/list.do>

Before training

1. Check that the users have a BW account.
2. Check if needed that all training accounts are OK (passwords).
3. Send a google invitation (google agenda) to users(below an example), at least 2 worked days before the session:

Fastviewer session will be provided 10 minutes before
Phone numbers:

insert the list

Please ensure that :

- 1) the Analysis tool is installed on your computer (you should find the folder "Start / All programs / SAP Business Intelligence")
- 2) you already have an active BW account on BW Production server WBP or PQ1 (if not, please open a Freshdesk ticket to have your BW account created/reactivated)




Regards
BW Support Team

After training

1. Go to ISSP, Check attendees and Send them the e-survey

Session attendees

Slots taken: 1/5
Attendees:

	Status	Approval	Attendance	
Thomas Gillmann	Attending	<input checked="" type="checkbox"/> <input type="checkbox"/>	<input checked="" type="checkbox"/> <input type="checkbox"/>	 
<input type="button" value="Generate e-survey link"/>		<input type="button" value="Send e-survey"/>		

2. Send them a mail about documentation, asap after a session

Example :

Dear all

Thanks for your participation to the SAP Analysis for Microsoft Excel training session.

Please find :

- 1) Training documentation about the tool
[Analysis User Guide](#)
- 2) The most common errors (and the way to solve it by yourself!)
[BW Analysis Troubleshooting page](#)

Please remind that for any request/question/wish, please contact us by Freshdesk Application:

<https://sbs-support.solvay.com/helpdesk/tickets/new>

BW training account

Quality Server : WBQ

Client : 400

Account	Password
TRAINANA01	Analysis092019

Password has been updated on 2019 June 11, so next change will be in 59 days.

! Password

You will be requested to change the password after 59 days, so please keep this page up to date.

2 Training Queries

Query technical name	Description	Comment
BW_QRY_CRTRNG01_001	BW - Training : Resort booking evolution	a sophisticated query
BW_QRY_CRTRNG01_002	BW - Training : Resort booking	a simple query

Agenda of a session

Agenda	Environment	Example of exercise
<p>How to Launch the BW Analysis tool the 1st time. 2nd time directly via Excel</p> <p>Open Analysis tool in eXcel 2 ways</p> <p>Path1-File tab then Analysis submenu (Open DS, Open Workbook, help) Path2-Analysis Ribbon tab (Functionnalities).</p> <p>Open a Data Source or a Workbook - Path1 Prompt Window. (Mandatory, optional fields) Crosstab : Table of results Design Panel</p> <ol style="list-style-type: none"> -Analysis tab (Lay out..), -Information tab -Component tab (object properties) <p>Analyze of Data Filter, Sort... Add new Calculations (Simple, Dynamic, Advanced, and restricted one). Save the Document (local) , Reopen it. Refresh a Data Source or Workbook</p> <p>The Troubleshooting wiki Page. How Reenable the missing Analysis Add-in.</p>	<p>Training environment Quality server WBQ Client : 400 Language : EN</p> <p>Not SSO mode > bypass mode = click cancel Button Users TRAINANA01 Password xxxxxxx</p> <p>Working Report : Resort Booking Evolution.</p> <p>Via the search tab</p> <p>Type the Text : Resort .</p> <p>Select The resort booking evolution one</p>	<p>launch the query (connection)</p> <p>In the prompt fill in mandatory fields</p> <p>(Choose the year 2014 via the selection list)</p> <p>Open design panel analysis tab</p> <p>Change the display by default by adding the customer country member.</p> <p>Add a filter to get only european customers (foreground &/or background)</p> <p>Go through the fonctionnalities.</p> <p>Save the doc, Close excel, Reopen it and Refresh the doc.</p> <p>To build a workbook duplicate twice the crosstab1</p> <ul style="list-style-type: none"> • Crosstab2 Filter on US & Japan • Crosstab3 no filter (= worldwide)