# Creating a Dashboard Based off a Live Office Connection

**Purpose:**

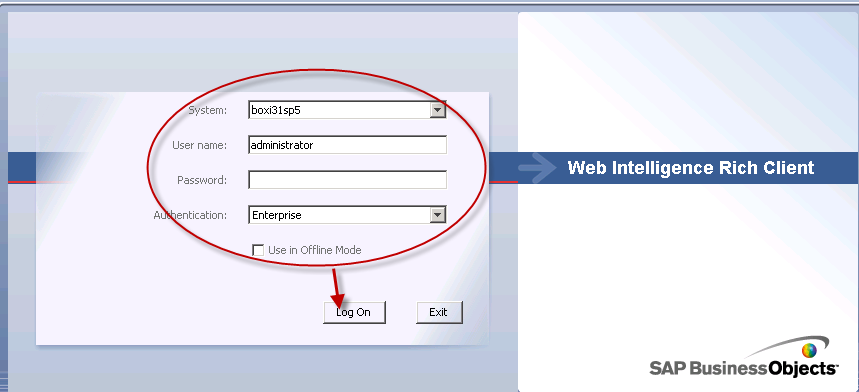
Live Office is a common data connection type used in dashboards. This type of connection allows a dashboard to be created based off of data in a pre-existing Web Intelligence Document or a Crystal Report.

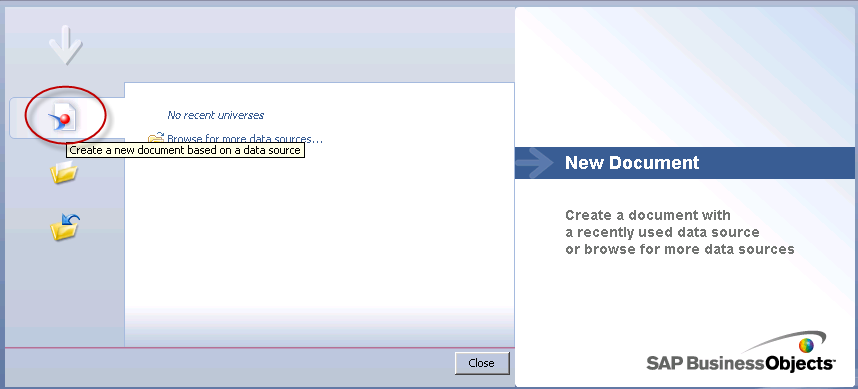
**Overview:**

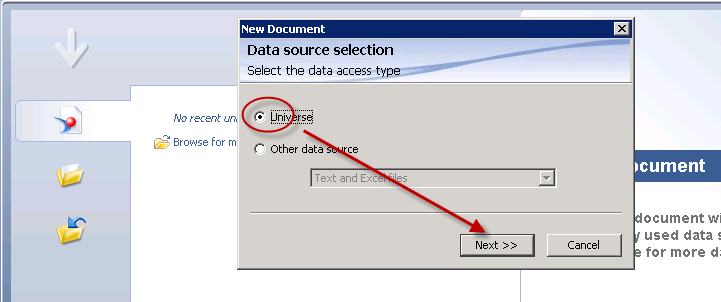
This walk through consists of steps to create a simple Web Intelligence document, create a Live Office connection to the created Web Intelligence document, and connecting the Live Office connection in Dashboard Design (Xcelsius).

## Create a Webi Document

1. Open the Web Intelligence Rich Client.
2. Log into the BI Platform



1. Click on Create a new document based on a data source icon.
2. Select “Universe” and click “Next”

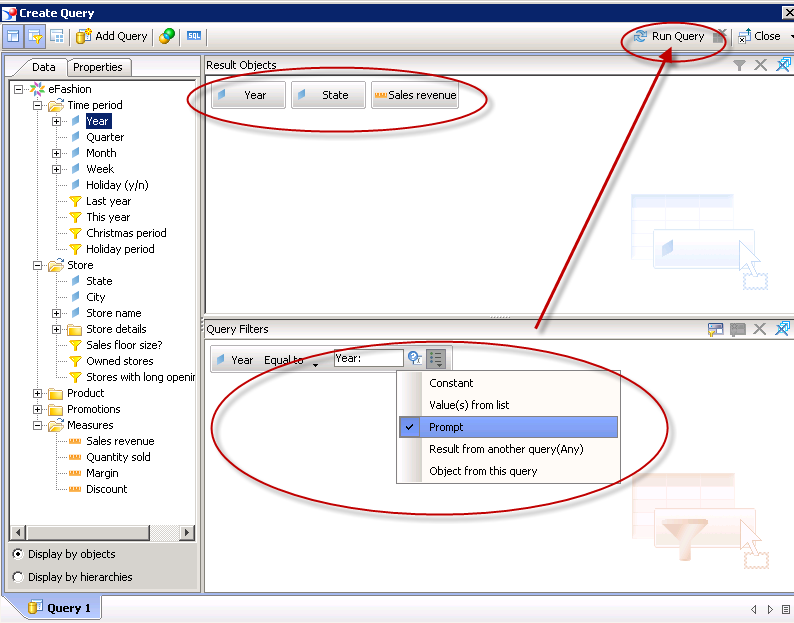


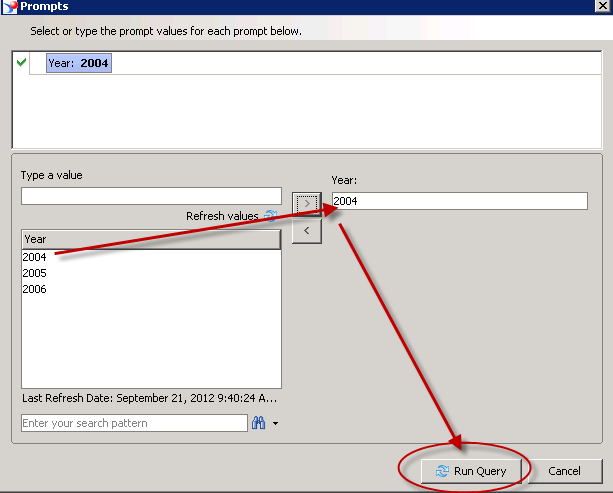
1. Select the Universe to be used for the document and click “OK”.

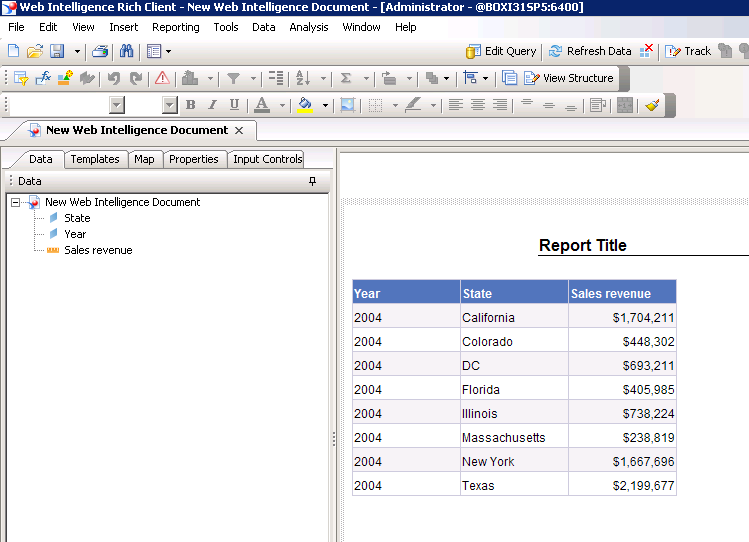


1. Create and run query.

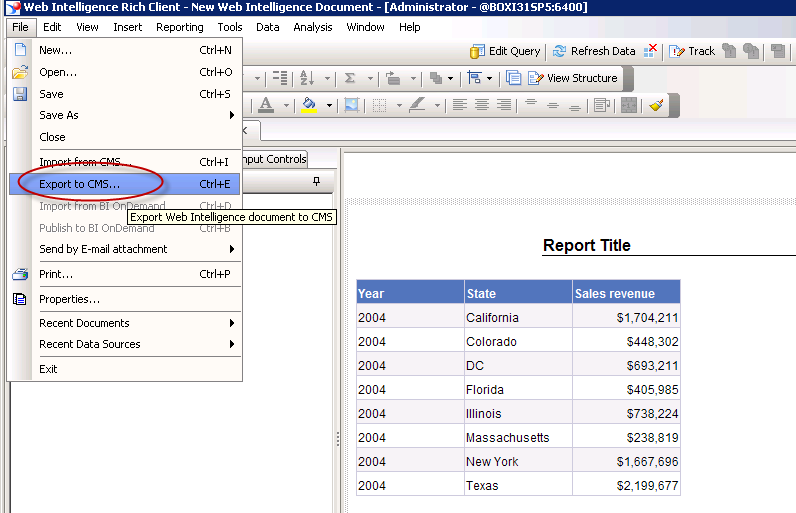
Note: This example includes a single parameter.

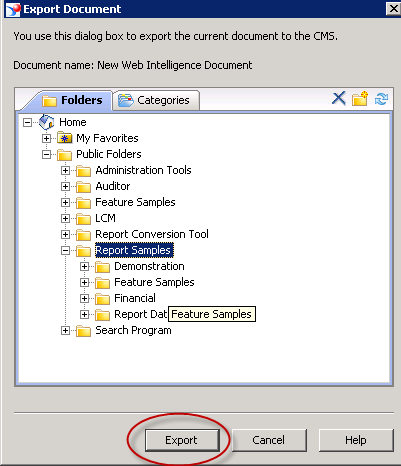
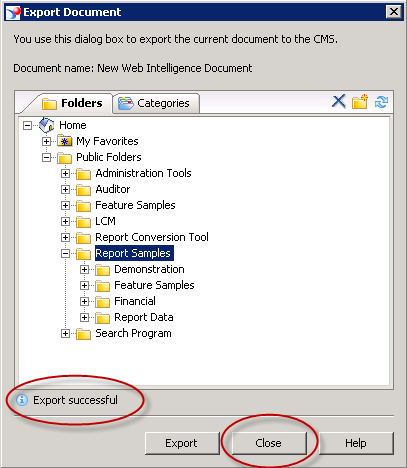


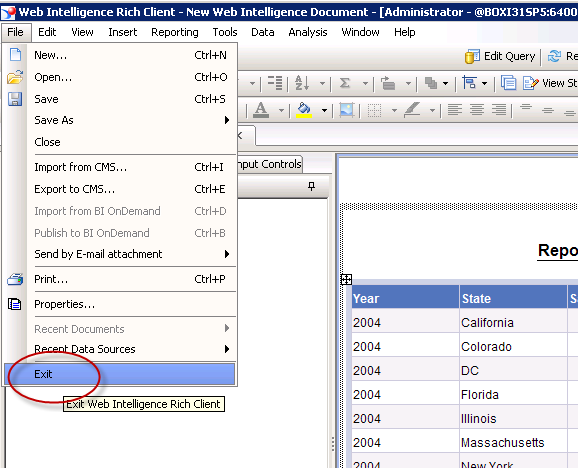
1. Supply parameter information and “Run Query”.
2. View and review the results.



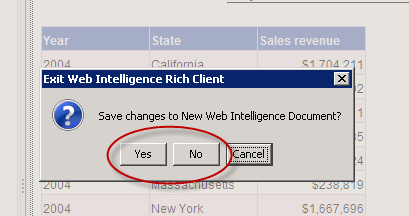
1. Export document to CMS.

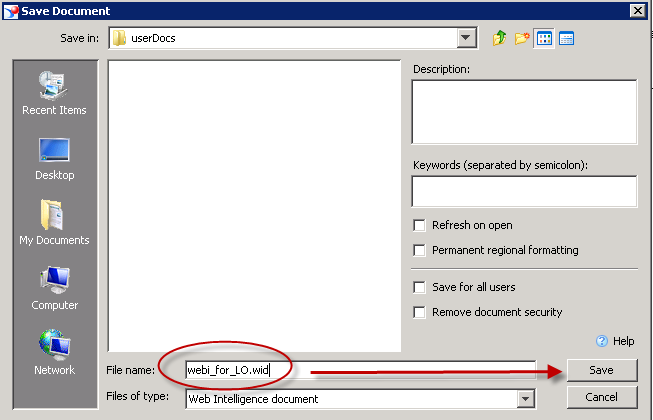


1. Select a location on the BI Platform for the document.
2. Ensure the export completed successfully and click “Close”.
3. Exit the Web Intelligence Rich Client

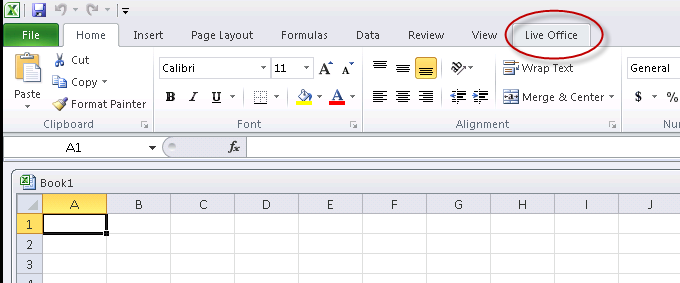


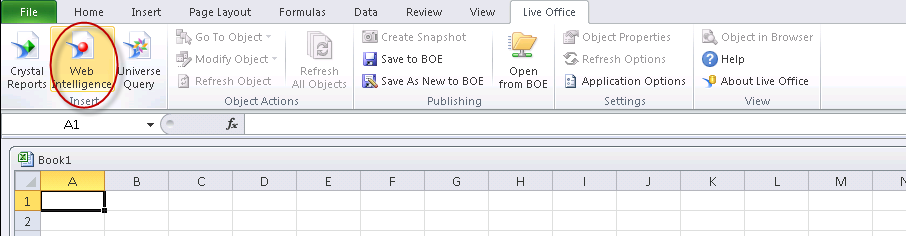
Optionally, Save the document locally.



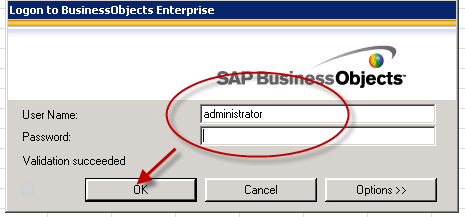


## Creating the Connection in Microsoft Excel

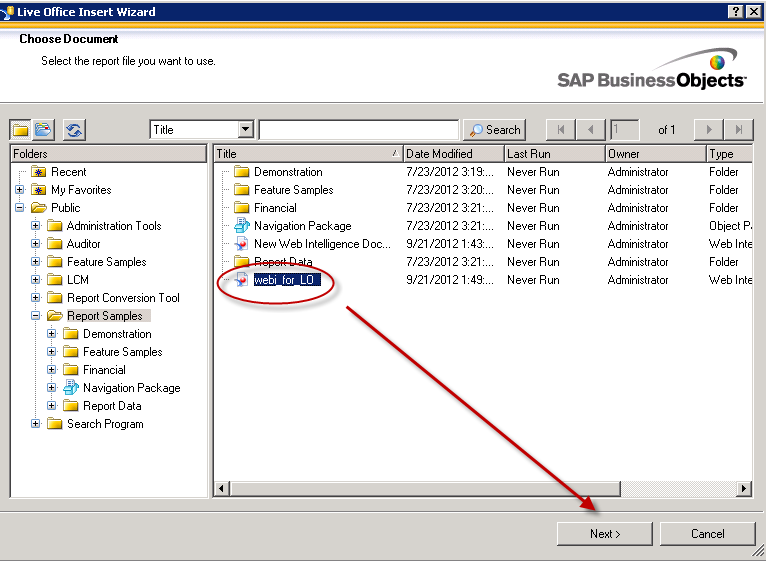
1. Open Microsoft Excel.
2. Click on the Live Office Tab
3. Select Web Intelligence.

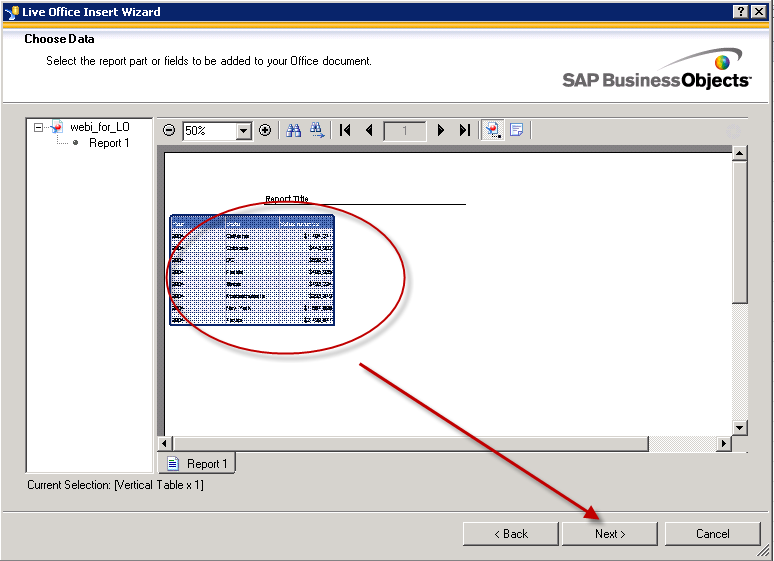
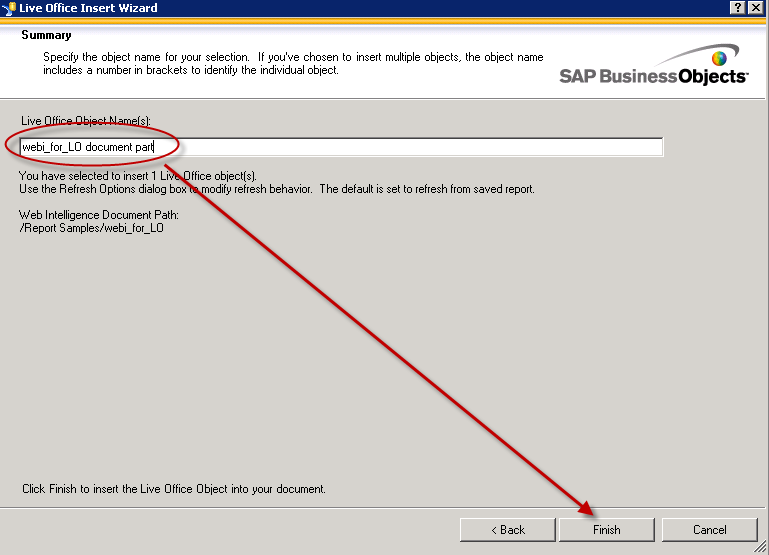


1. Log into the BI Platform

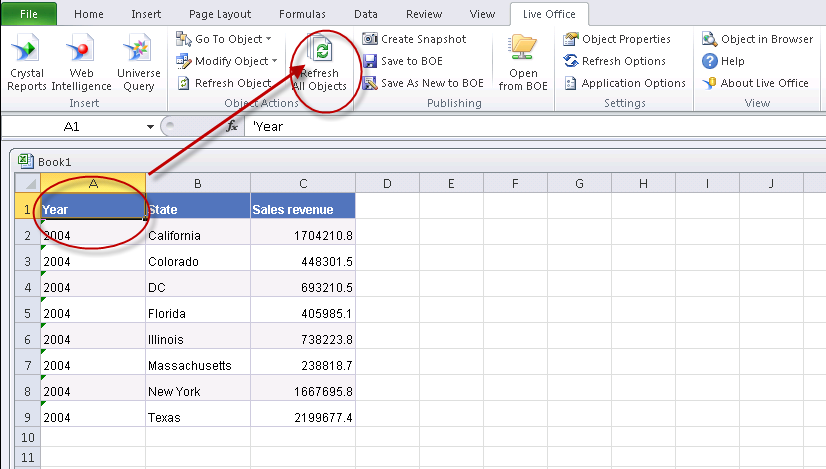


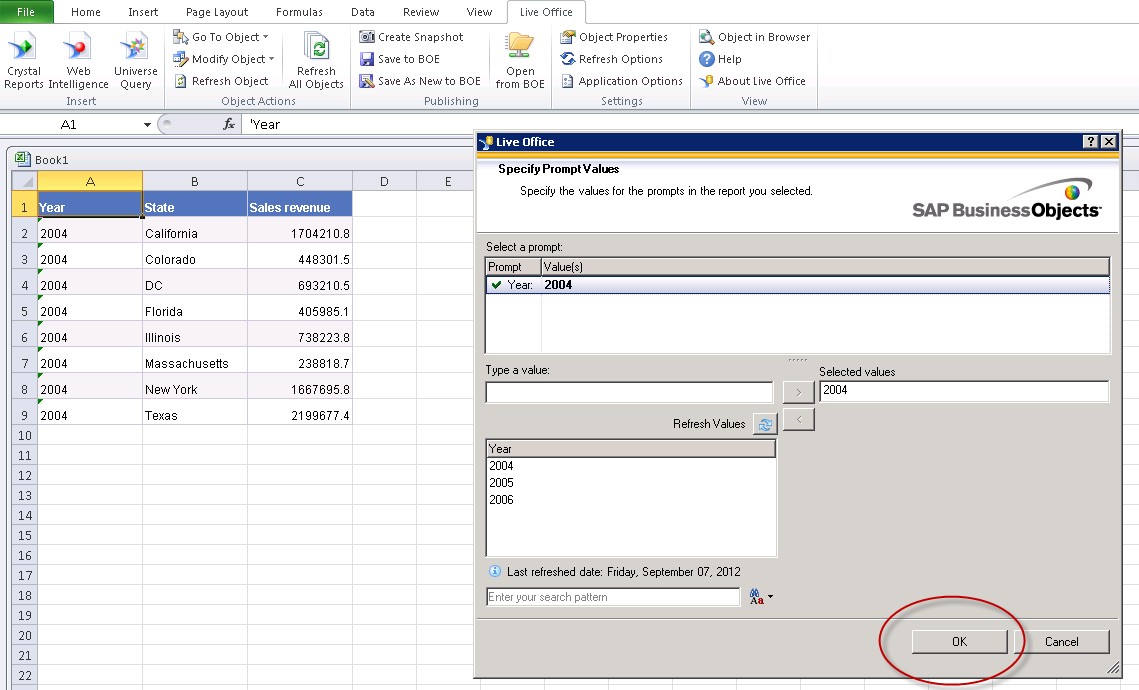
1. Select the Web Intelligence Document and click “Next”.



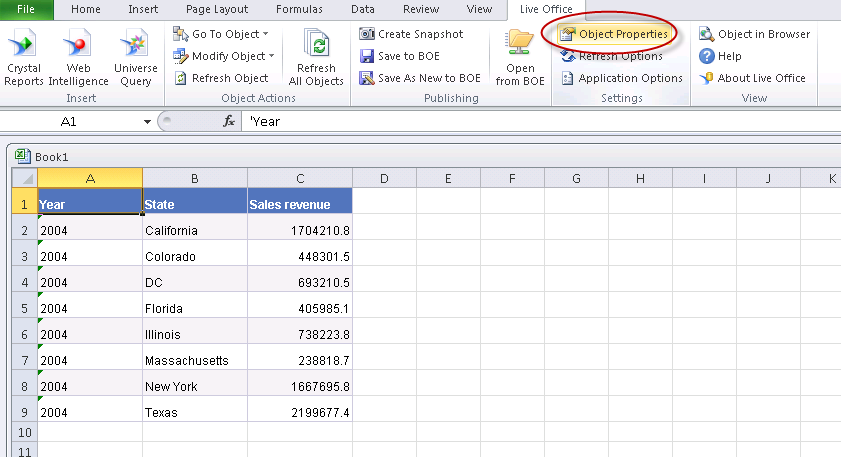
1. Click on the report block to be used in the Dashboard and click “Next”
2. Enter a name for the report block, or use default.

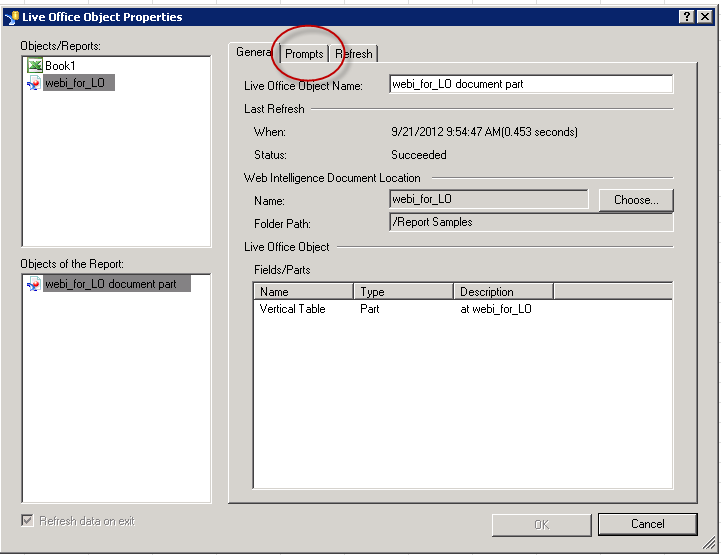
Note: The data block will be inserted into the spreadsheet into beginning at the cell selected in Excel. If no cell is selected, the default is cell A1.

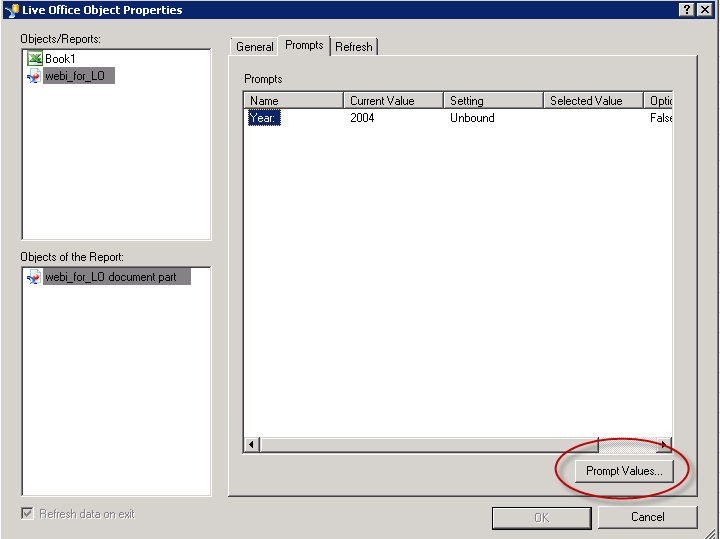
1. Click on the “Refresh All Objects” button.
2. Select Parameter Value and click “OK”.

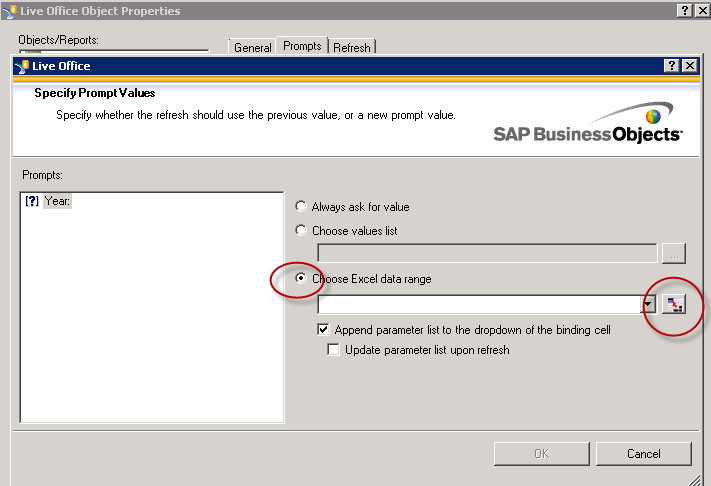


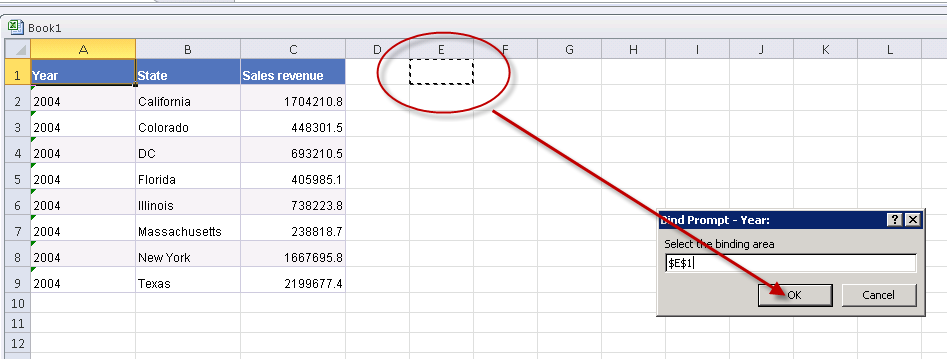
1. Click on “Object Properties”

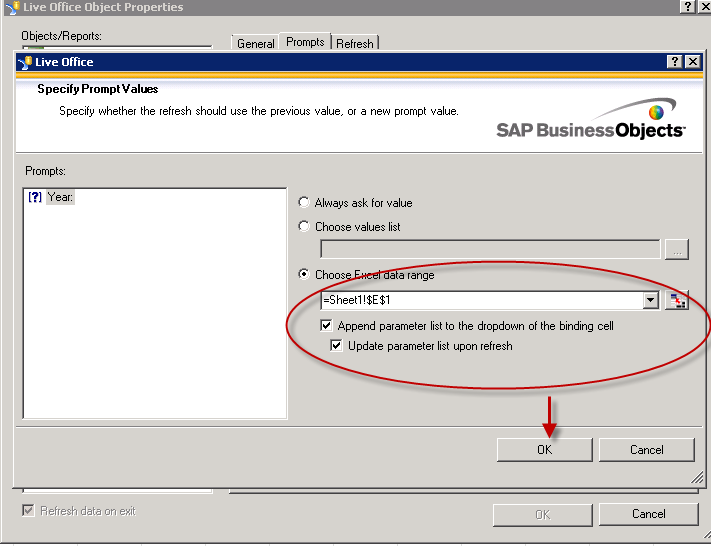
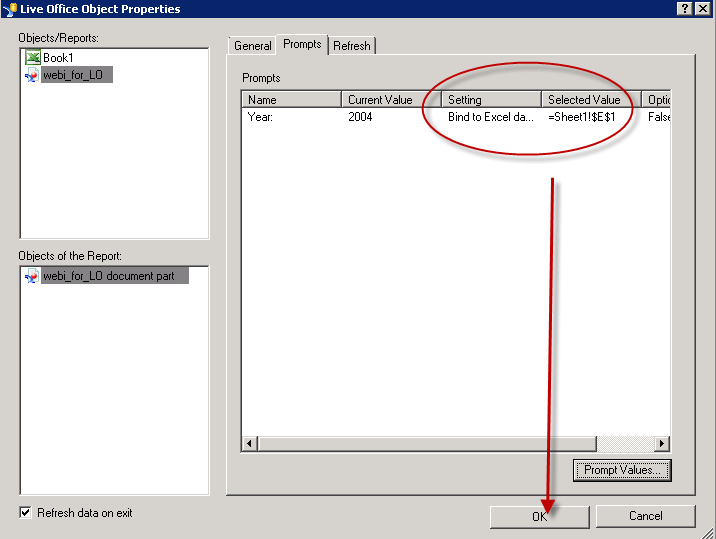


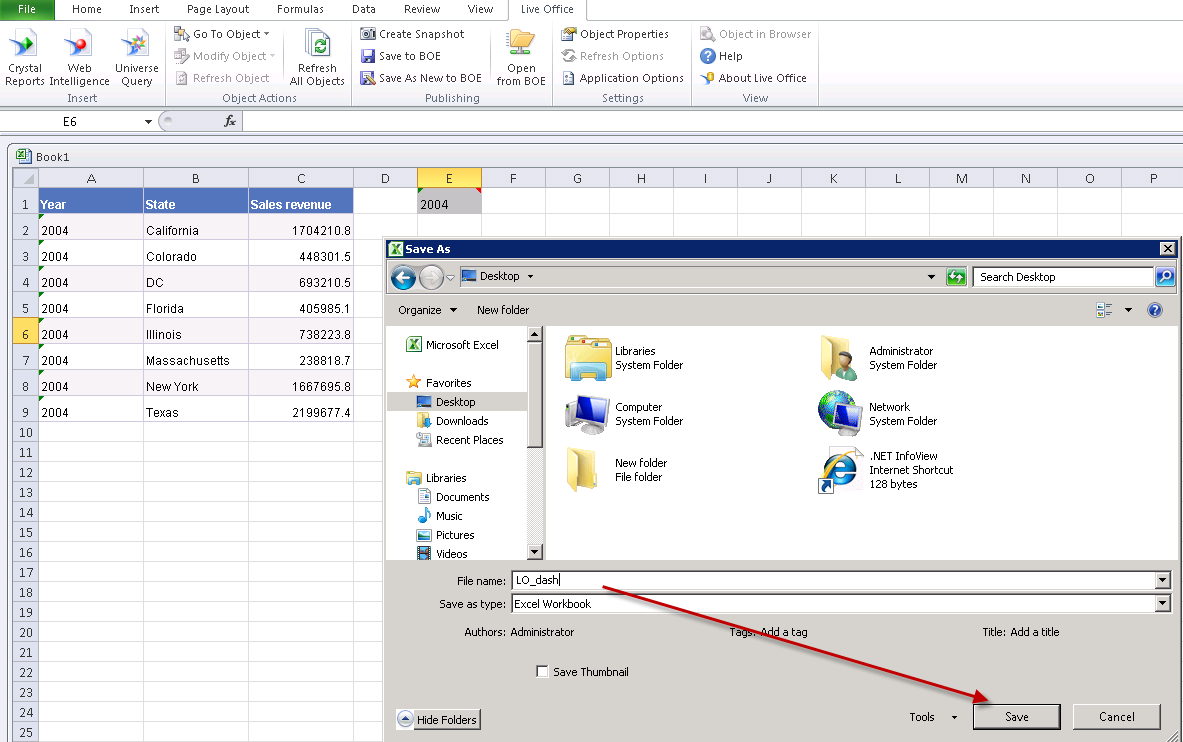
1. Click on the “Prompts” tab.
2. Click on the “Prompt Values” button.

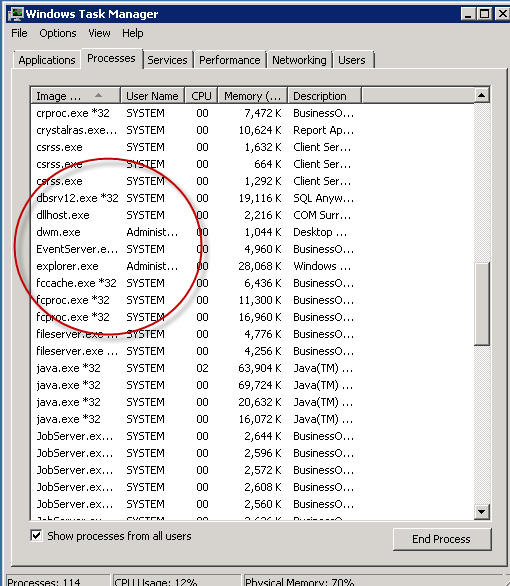


1. Map the Prompt Value to a cell in Excel.

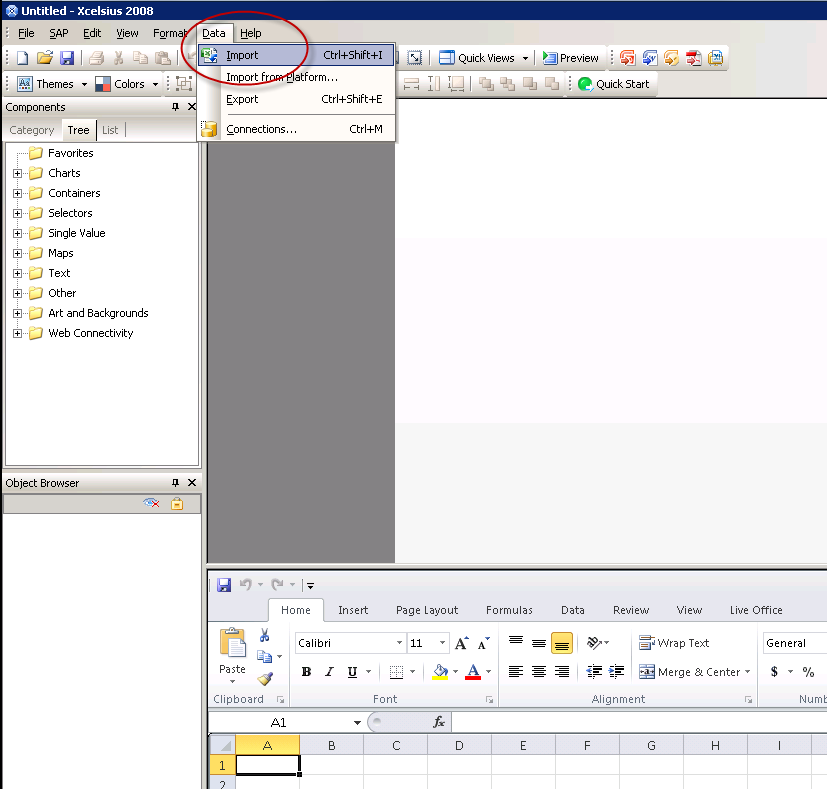


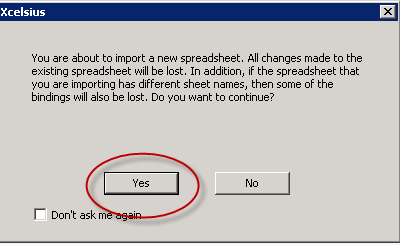
1. Click “OK” once mapped.
2. Check that the binding is displayed and click “OK”
3. Save the Excel file.



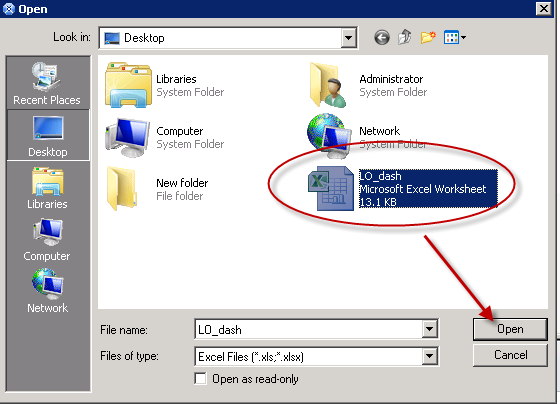
1. Exit Excel.
2. Open the Task manager and endure Excel.exe is NOT running.

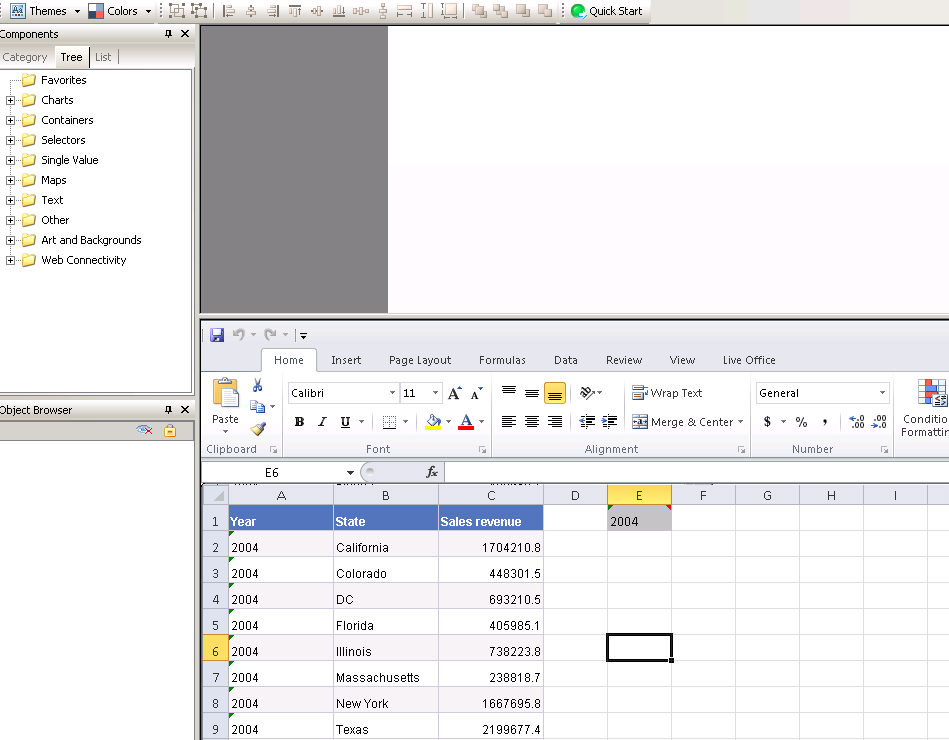
## Using the Live Office Connection in the dashboard

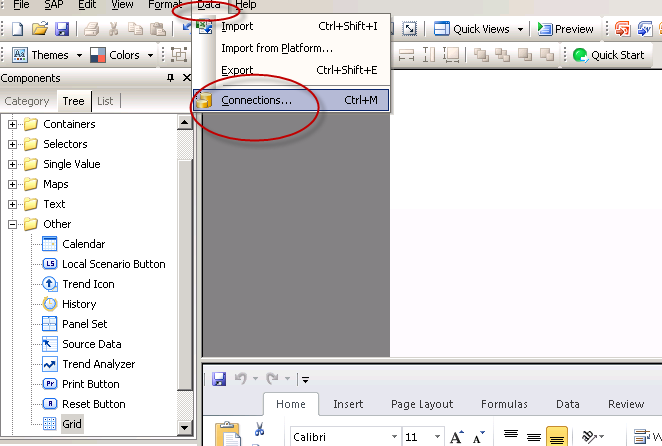
1. Start the Dashboard Design tool.
2. On a new dashboard, click on the Data tab and select “Import”.
3. Click “Yes” on the import dialog box.

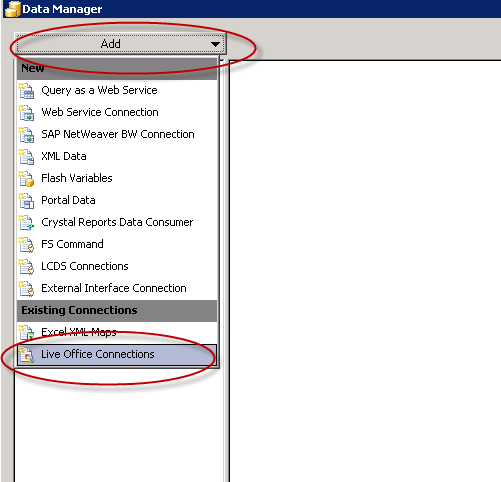


1. Navigate to and open the previously saved Excel file.

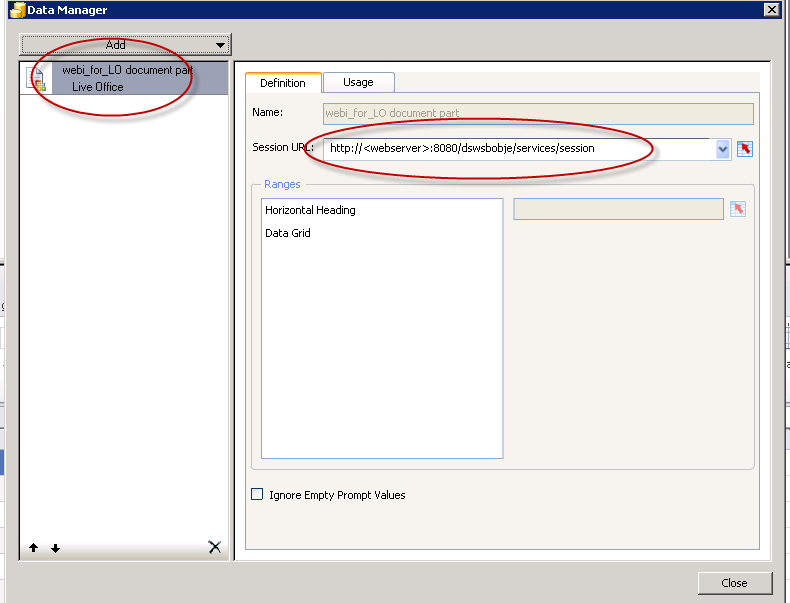


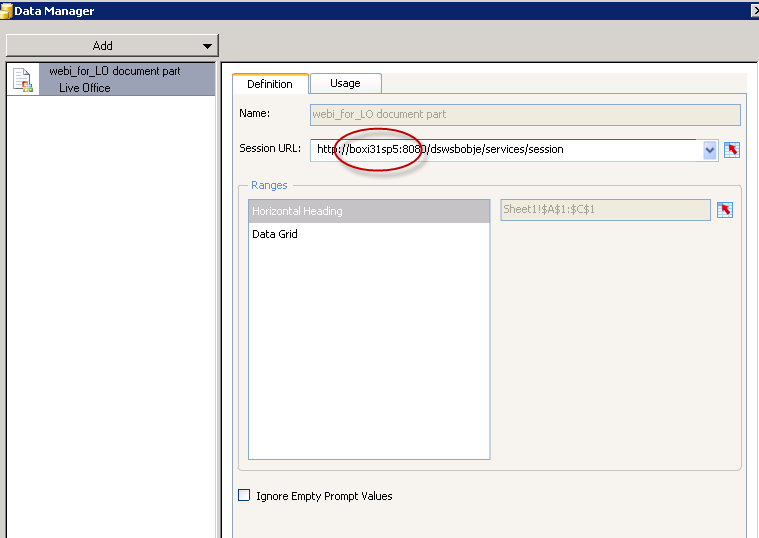


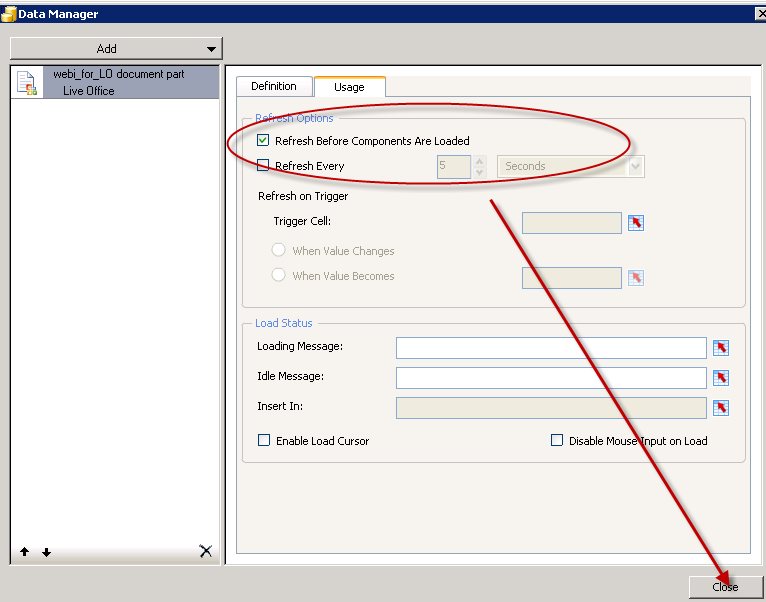
1. Click on the “Data” tab and select “Connections”.
2. Click on the Add dropdown and select “Live Office Connections”

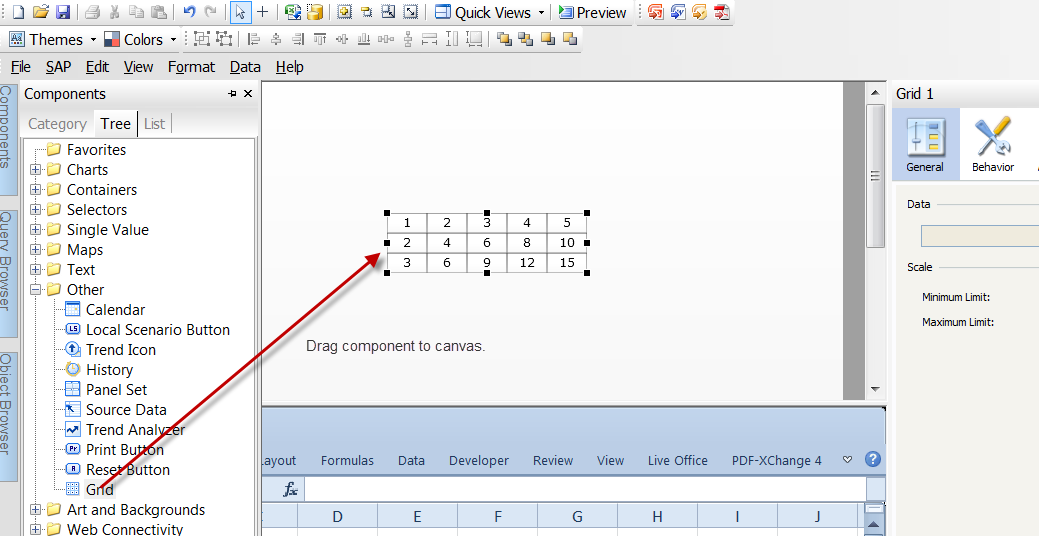


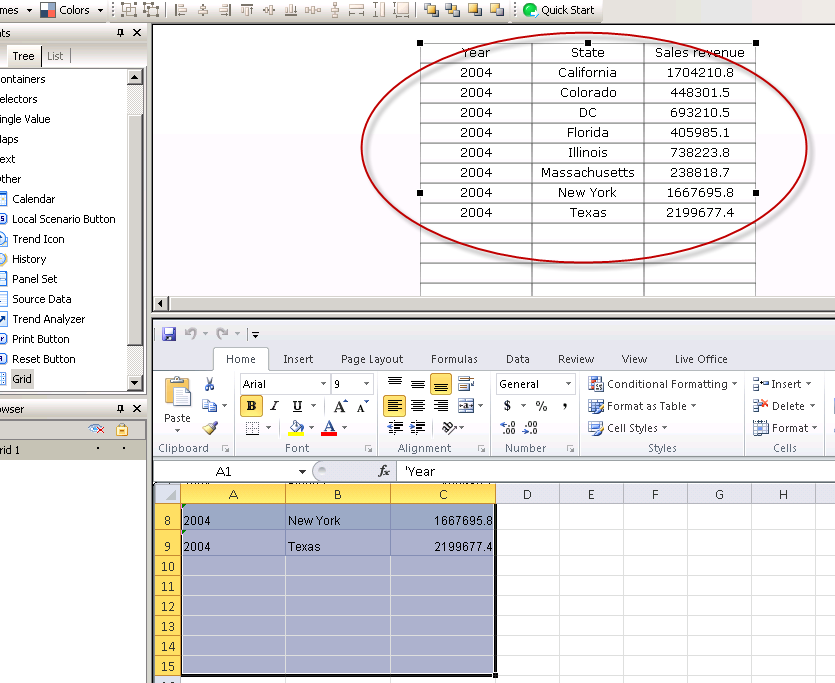
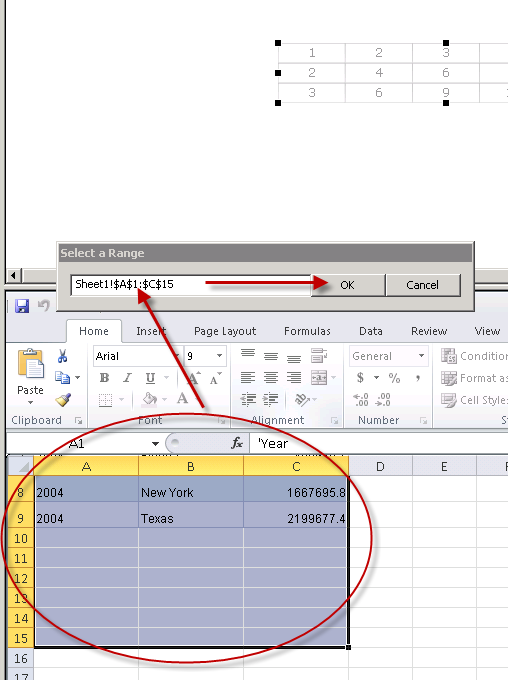
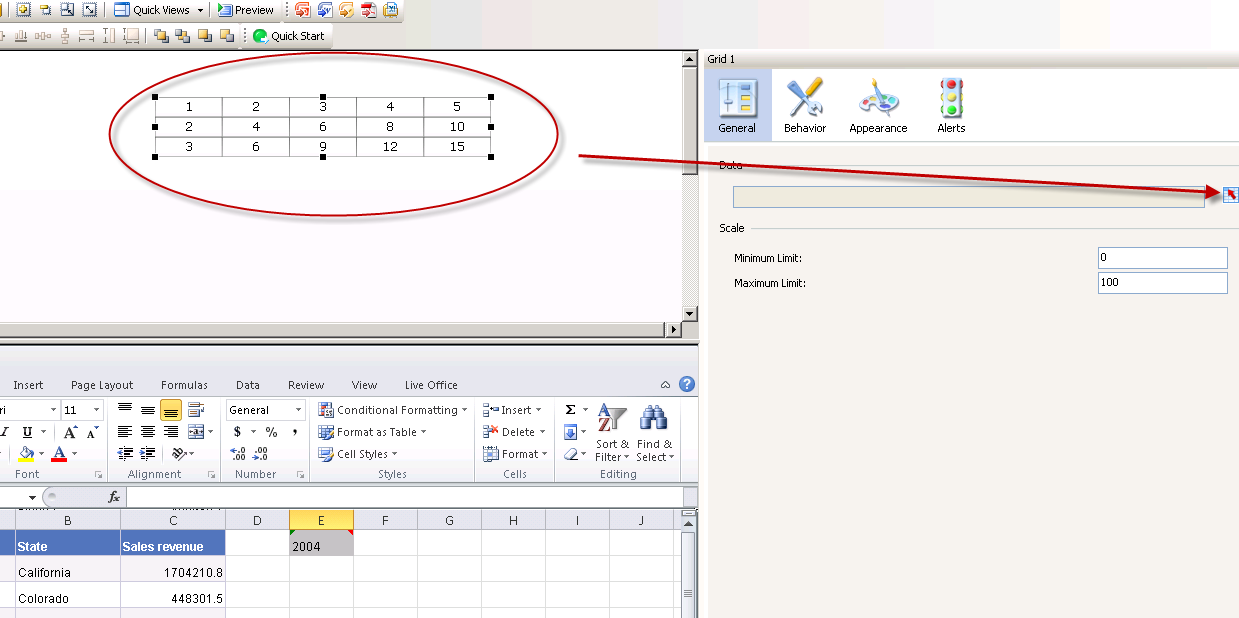
1. Click on the connection listed on the left and edit the Session Url. Change <webserver> to the BI Platform machine. The URL can also point to a cell in the embedded spreadsheet.





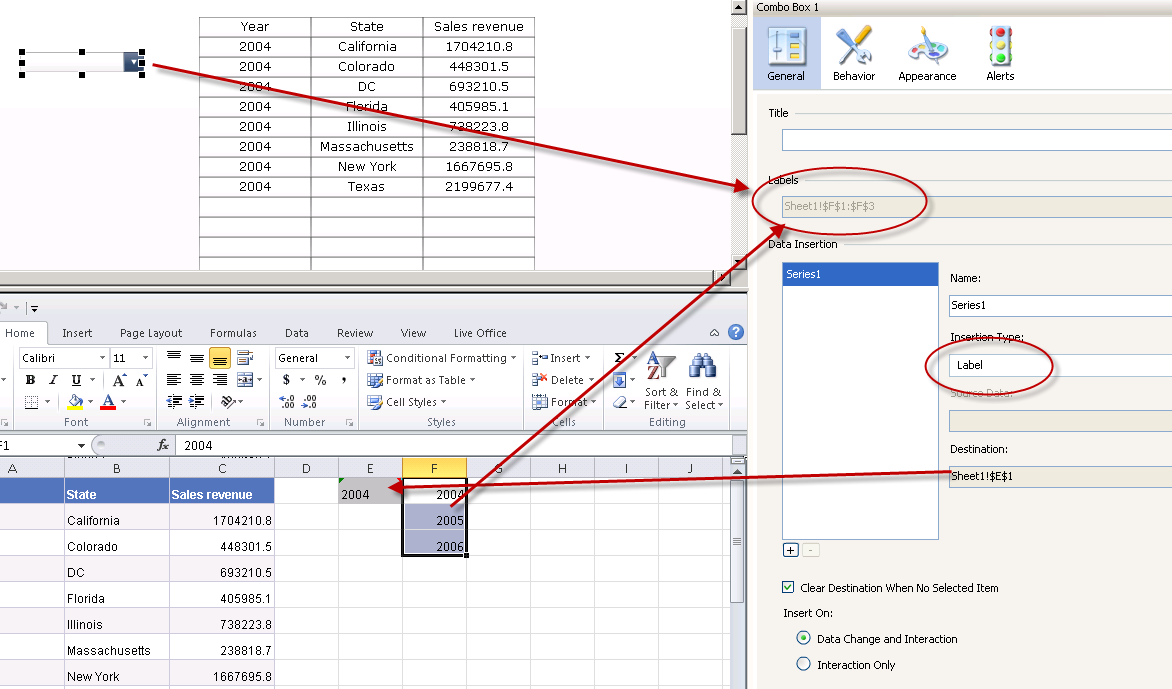
1. Click on the “Usage” tab and set as required and click “OK”. 
2. Add components.



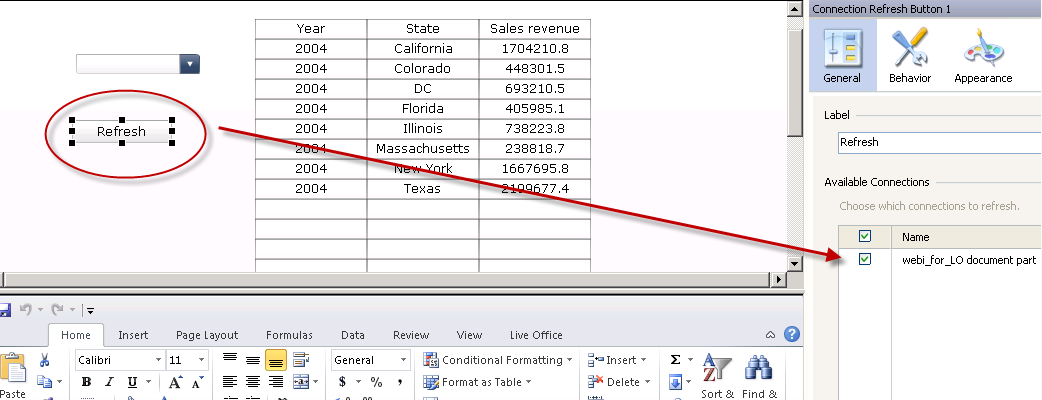
1. Map component to data.

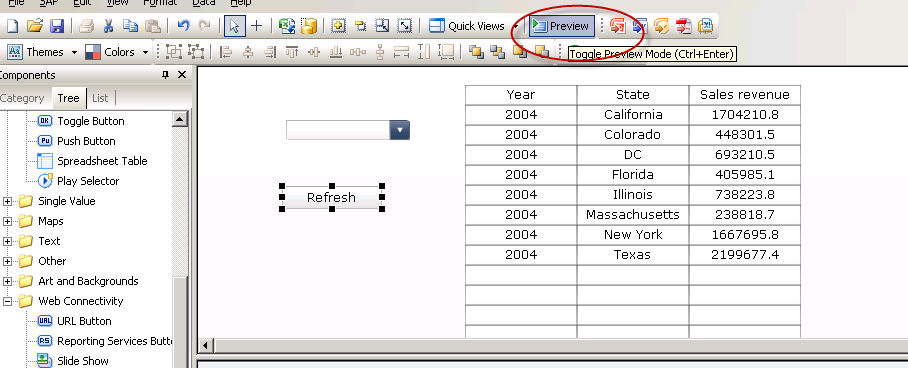
Optional:

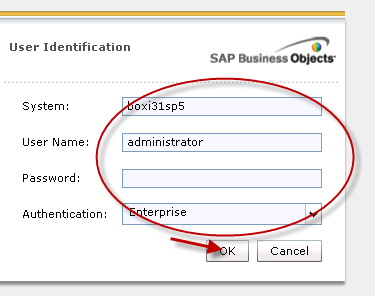
In this example, a combo box is added and mapped to the controlling parameter cell.

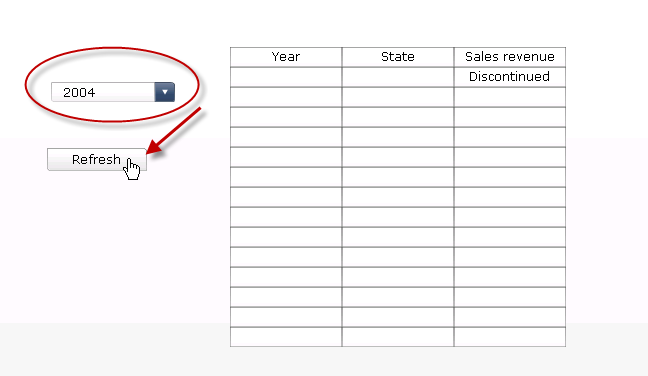


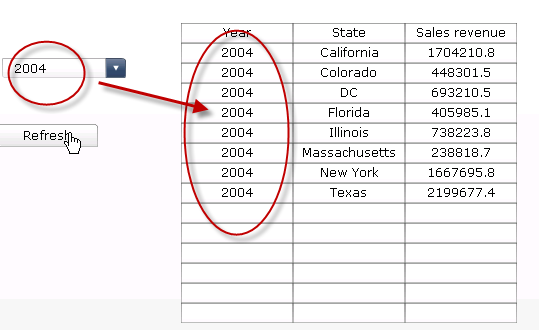
Include a “Connection Refresh” component. Users will select a prompt value and click the Refresh button to re-query the data.

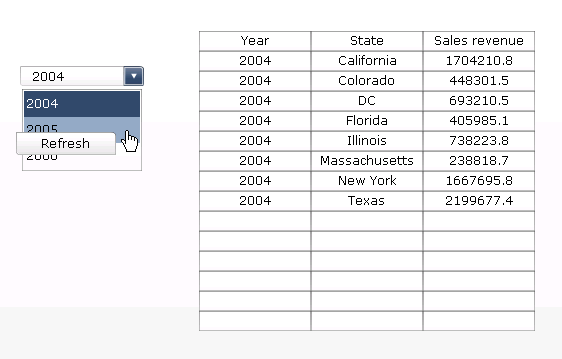


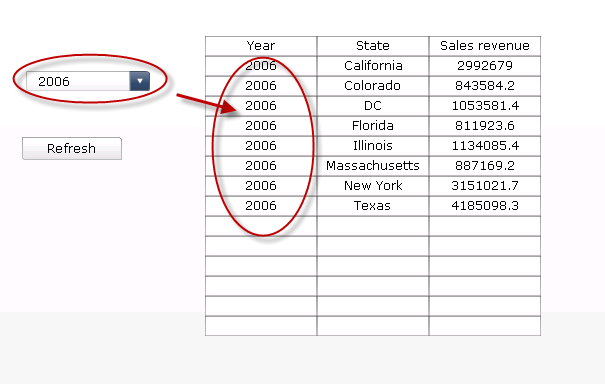
1. Preview the dashboard and test.
2. Log into the BI Platform.



1. Select Parameter from Combo Box and click “Refresh”. 
2. View Data.



1. Change parameter and view again.



**Related Content:**

**Related Documents:**

[SAP BusinessObjects Web Intelligence XI 3.1](http://help.sap.com/bowebi31/)

[SAP BusinessObjects Web Intelligence 4.0](http://help.sap.com/bowebi40)