

# 10 STEPS TO DECOMMISSION

**SAP** BUSINESSOBJECTS

Easily Migrate To

 + a b | e a u

 Power BI

SAP® Analytics Cloud

Or Any Other  
Analytics Platform



# SUMMARY

**1** BACKUP YOUR  
SAP BUSINESSOBJECTS  
ENVIRONMENT

**2** ANALYZE AND  
ASSESS YOUR  
ENVIRONMENT

**3** ANALYZE SESSION PEAKS  
AND THE LICENSING POOL

**4** ANALYZE  
YOUR PUBLICATIONS

**5** CATALOG  
SENSITIVE DATA

**6** MAP  
CONNECTIONS

**7** MAP  
SECURITY

**8** FIND CRITICAL  
USERS AND  
CONTENT

**9** FIND INACTIVE  
USERS AND  
UNUSED CONTENT

**10** ARCHIVE SENSITIVE INSTANCES,  
AUDIT INFORMATION, CONNECTIONS,  
SCHEDULING, AND SECURITY



**1** BACKUP YOUR SAP BUSINESSOBJECTS ENVIRONMENT



**2** ANALYZE AND ASSESS YOUR ENVIRONMENT



**3** ANALYZE SESSION PEAKS AND THE LICENSING POOL



**4** ANALYZE YOUR PUBLICATIONS



**5** CATALOG SENSITIVE DATA



**6** MAP CONNECTIONS



**7** MAP SECURITY



**8** FIND CRITICAL USERS AND CONTENT



**9** FIND INACTIVE USERS AND UNUSED CONTENT



**10** ARCHIVE SENSITIVE INSTANCES, AUDIT INFORMATION, CONNECTIONS, SCHEDULING, AND SECURITY



360Suite has been known for many years to provide solutions to help companies migrate or upgrade their SAP BusinessObjects deployments from one version to another, from on-premise to the Cloud, or from one database to another. With the increasing popularity of SAP Analytics Cloud, customers have asked us to put together a methodology for going from SAP BusinessObjects to SAC. This migration or decommissioning methodology can

also be used for other BI solutions such as Tableau, Microsoft Power BI, etc.



Even with the best planning, your decommissioning will not be a success if you don't involve your users. Make sure you involve them in every step of this project. Tomorrow if you provide them with the best solution ever but they are not ready or trained to use it, user adoption and satisfaction will be poor. Keep in mind that some SAP BusinessObjects users have been using WebI for 10+ years and so it is essential to prepare your users so they have everything ready to do their job.

1



# **BACKUP** YOUR **SAP BUSINESSOBJECTS** **ENVIRONMENT**



# BACKUP YOUR SAP BUSINESSOBJECTS ENVIRONMENT

This is pivotal as part of any migration or upgrade effort. In the event something goes wrong you need to be able to rollback and restore your SAP BusinessObjects content. However, we still see customers not performing a true backup before a project like this and not testing it (yes, it's important to test a backup)!



## PROCEDURE

Perform a full backup of your current SAP BusinessObjects environment(s) and make sure it works.



## GOAL

To safeguard against any loss or corruption of SAP BusinessObjects content (users, universes, security, documents, server settings, etc, using an incremental process).



## WHY

The ability to restore or rollback is a must-have because sometimes content can get modified or corrupted by accident. Backing up SAP BusinessObjects is a challenging task as you need to keep your FRS (input and output) and CMS database in sync.



## RISK

During decommissioning, a large number of objects are manipulated, and as a result having a solid backup is a must. It's not a matter of will you need to restore content, it is just a matter of when will you need to restore content.



**360Suite provides an out-of-the-box backup solution allowing you to quickly rollback and restore past versions of individual objects.**

*"360Plus backup fills in the gap between the full system backup/restore and a partial backup/restore. 360Plus helped us several times restoring repository content which accidentally was deleted or corrupted."*

*Carsten Breit Bedsted, BEC.*

2



**ANALYZE**  
AND  
**ASSESS**  
YOUR  
ENVIRONMENT



# ANALYZE AND ASSESS YOUR ENVIRONMENT

Just like any other migration, planning a decommissioning project requires insights in order to put in place a proper strategy. How many objects such as documents, users, universes, instances, and connections do you have? What document types? What and where are data dump reports being used in the ETL? These are all key insights to gather.



## PROCEDURE

Extract and centralize all the SAP BusinessObjects metadata (i.e. CMS, Audit, and Filestore) into an offline data mart ready for reporting.



## GOAL

Document and benchmark all the metadata over time from SAP BusinessObjects.



## WHY

Understanding what you have is critical to help plan project timelines and costs. As a result, assessing your SAP BusinessObjects environment(s) helps to better understand the requirements for making data-driven decisions when planning the migration.



## RISK

Decommissioning is complex and often seen as a maze. Documenting your environment is a must as this information will be used as a reference point when you rebuild your reports on the new platform.

*"We used 360Eyes and its library of Webl documents provided to audit our platforms in depth. We created some custom Webl documents that allowed us to push the use of the product even further. We wanted to understand what was being used, analyze the instances, their frequency, and their destinations. With these elements, we were able to establish precisely the scope of the migration."*

*William Martins, Orange*



360Suite offers a solution to extract and document SAP BusinessObjects metadata, including the filestore.

Do what you preach with BI-on-BI..

3



**ANALYZE**  
**SESSION**  
**PEAKS** AND  
THE **LICENSING**  
**POOL**



# 3

## ANALYZE SESSION PEAKS AND THE LICENSING POOL

It's important to understand how many actual live users you have on your platform as well as knowing your current licensing model.



### PROCEDURE

Extract and analyze at least 13 months of all user connections and sessions (i.e. total, named, and concurrent).



### GOAL

Get a crystal clear picture of your current licensing model in SAP BusinessObjects to determine the required type and level of licensing needed for the new BI application. Extract usage information to ensure license compliance (information to be compared with Licensing Agreements) in case of a future audit. You should work in collaboration with your company software asset management department to ensure that you're complying with their processes.



### WHY

Licensing concerns always have an important impact on the cost and most of the time are not used or poorly allocated.



### RISK

Most SAP BusinessObjects deployments are CPU or Concurrent based. Not being able to understand user session consumptions will increase your chances of under or over-sizing your new deployment.



360Suite extracts metadata to understand session consumption whether you are on a CPU, NUL (Named User License), or CSBL (Concurrent Session-Based License).

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# **ANALYZE YOUR PUBLICATIONS**



# 4

## ANALYZE YOUR PUBLICATIONS

SAP BusinessObjects is still the market leader in operational reporting and scheduling but if you want to take advantage of the more modern platforms, it's important first to have a complete view of what you currently schedule, where it goes, how often, which format, etc. Bear in mind that most of these features won't be available in these new modern cloud platforms. Understanding that you have a recurring instance on a quarterly basis and that your reports are sent in excel format via email is key information to look at, to then be able to assess whether the new platform you're going to can do it or not. If it can't, you need to decide how you are going to replace this business requirement.



### PROCEDURE

Extract metadata linked to your publications (recurrence, destinations, formats, recipients, instances, owners).



### GOAL

To analyze your schedulings and recreate them on the new system (if possible).



### WHY

This will continue to guarantee service levels to business users and ensure the new application offers similar capabilities.



### RISK

Make sure your new analytics solution has similar scheduling capabilities, as this is a strong SAP BusinessObjects functionality.



**360Suite will extract and blend all scheduling metadata and allow such information to be benchmarked over time.**

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# CATALOG SENSITIVE DATA



# CATALOG SENSITIVE DATA

Over the years your platform has likely handled some PII information and sensitive content. As a result, you want to ensure all this information is cataloged.



## PROCEDURE

Extract the metadata objects' description (i.e. universe objects and documents) to identify sensitive content.



## GOAL

Document all your PII and sensitive objects.



## WHY

In the event that your environment is audited after decommissioning, it will be easy to find content like this as the environment will no longer be supported and active. It will also help you map what content is sensitive and tag it in the new environment.



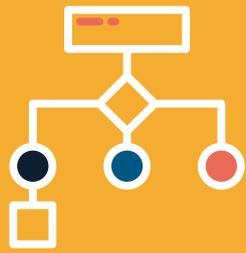
## RISK

Over time, knowledge of where sensitive content is will be lost.

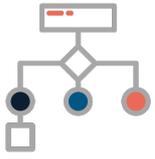


360Suite provides Data Catalog capabilities allowing you to tag objects and extract them based on the tag.

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# MAP CONNECTIONS



# MAP CONNECTIONS

BI environments centralize information from multiple sources, and so it's critical to understand where the information is coming from and how they are interconnected within your BI solution.



## PROCEDURE

Extract and document all metadata that relates to your connections (i.e. relational, OLAP, Freehand SQL, etc).



## GOAL

To understand what are the data sources that are actively being used to feed SAP BusinessObjects.



## WHY

Enabling a new BI solution can't be done without understanding where information is coming from.



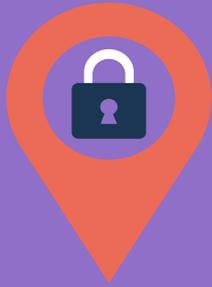
## RISK

BI solutions by nature centralize information from multiple data sources. Not mapping your connections will increase your project time.



360Suite will allow you to document all your SAP BusinessObjects connections and their details.

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# MAP SECURITY



# MAP SECURITY

Security has always been a very tricky aspect of any migration and due to organizational changes in security, mapping can't be maintained accurately.



## PROCEDURE

Extract all Security Metadata (folders, Universes, etc) and document it.



## GOAL

Understand the security model logic and document the before and after so you can keep track of all changes that occurred during the decommissioning.



## WHY

To make the best security architecture decisions in the new environment.



## RISK

Dealing with security permissions whether they are explicit, inherited, or multi-inherited is very complex. The inability to document such information will increase both your security risks and your project time.

*"360View is the BOBJ administrator's best friend – much more sophisticated and intuitive."*

*Dariusz Zyskowski,  
City of Chicago.*



360Suite will allow you to map and document all your SAP BusinessObjects security.

8



**FIND**  
**CRITICAL**  
**USERS AND**  
**CONTENT**



# FIND CRITICAL USERS AND CONTENT

Without data, understanding who are the people of interest such as the power users, what they consume, and what is the most critical content is mission impossible. This is very important as such users will be the first ones to open tickets (and call you) if something does not go as planned! Typically what is useful is understanding: what are the top used documents, universes, query objects, reports scheduled EOY, and end of quarter/month?



## PROCEDURE

Extract and document all the metadata that relates to users and their roles and activity.



## GOAL

Identify the top users and top documents as these are typically the most sensitive (i.e. end of the quarter, year, etc).



## WHY

This involves them in the change management towards the new BI application in order to mitigate the risks of content loss and ensure business continuity.



## RISK

Power users, by nature, are heavy users and have a good understanding of what they use and how it should perform. As a result, they can freeze your project, give you a hard time, and eventually get you replaced as their reporting is likely Business critical.



**360Suite offers BI-on-BI capabilities allowing you to analyze content used by power users leveraging Metadata.**

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**FIND**  
**INACTIVE**  
**USERS**  
**AND UNUSED**  
**CONTENT**



# FIND INACTIVE USERS AND UNUSED CONTENT

By experience, a 5-year-old deployment has on average 40-60% of objects that have never been used. Finding these objects and users will help you decrease your project costs as you can simply remove such users and content from being migrated. Additionally, keeping these users will cost you on licenses, the development of new content, and useless storage.



## PROCEDURE

Extract and document all the metadata that relates to users that have been inactive for a predefined period of time (i.e. typically 13 months), and do the same with any unused documents.



## GOAL

Isolate unused content and inactive users that are obsolete in the current environment. This ensures this content and these users are not recreated in the new BI application.



## WHY

To reduce costs and timelines for project completion.



## RISK

It's never good practice to keep inactive users and inactive content in a system. The risk is that users are not removed and have access to content that they should not have access to. Moreover, keeping unused content that contains sensitive information can be leveraged for unplanned purposes.



360Suite will allow you to blend SAP BusinessObjects Metadata and provide detailed reporting of inactive objects, i.e. documents, universes, and users. Additionally, Impact analysis and lineage will allow you to understand how objects are used within documents and universes.

10



**ARCHIVE  
SENSITIVE  
INSTANCES,  
AUDIT  
INFORMATION,  
CONNECTIONS,  
SCHEDULING,  
AND  
SECURITY**



# 10

## ARCHIVE SENSITIVE INSTANCES, AUDIT INFORMATION, CONNECTIONS, SCHEDULING, AND SECURITY

Once you are done with your migration project, it becomes essential to archive content in a readable format such as xls, csv, or Pdf. The process needs to be as automated as much as possible whilst leveraging metadata, considering content might need to be restored.



### PROCEDURE

Determine what you want to archive by exchanging with the Business and GRC team. Such information might have already been cataloged and tagged. Additionally, metadata analysis will provide you insights based on usage, non-usage, groups associated, connections, etc.



### WHAT TO ARCHIVE

Instances naturally contain data shared at a given time and audit information contains information around who did what which is critical for GRC teams. Connection details and impact analysis provide information on where data comes from. Scheduling provides information on who was getting what reports and security provide information on how security was modeled.



### GOAL

To archive content with respect to business and regulatory requirements.



### WHY

There is always a need to understand what SAP BusinessObjects analytics is sharing, containing, and how it is sharing information.



### RISK

There is no way you can decommission a BI environment without archiving as it is just a matter of time you will have a need to look at specific information. Additionally, this is in most cases a regulatory need.



360Suite offers archiving solutions and these solutions can be automated and be pushed to specific sites such as WORM sites. Additionally, it offers the possibility to archive report instances in readable formats such as CSV, XLS, pdf, etc.



## AN EXTRA TIP FOR YOU

Some organizations like to start the archiving process during the decommissioning process or like to archive once the decommissioning process is finished. 360Suite offers the possibility to pseudo archive documents allowing you to hide content from users via security. As a result, you are sure users don't use the content and if needed you can always unlock the content for the users in the event they still need it. Content will never be moved from where it was located.

### What will be your next step?

This 10-step approach will allow you to reduce timelines and costs in your decommissioning and migration projects to other analytics solutions such as SAC, Tableau, and Microsoft PowerBI.

By experience, this methodology will work well if you include business users and the GRC team from day one of the project. This is important to do because you want them to understand that this is not a simple job and you'll need support from them.

If you need help on a decommissioning project, **get in contact and one of our experts will help.**

# SAP BUSINESSOBJECTS DECOMMISSIONING

With the rise of Hybrid Analytics, more and more organizations need to reorganize their analytics assets and offer best-of-breed solutions to their users. SAP BusinessObjects remains the best reporting solution on the market, but complementary solutions like SAP Analytics Cloud, Tableau, or Power BI can offer better experiences in terms of Data Analytics.



Easily Migrate To



And Any Other Analytics Platform

## INSIGHTS

- ✓ Analyze and Assess Your Environment
- ✓ Analyze Session Peaks And The Licensing Pool
- ✓ Analyze Your Scheduling
- ✓ Catalog Sensitive Data
- ✓ Map Connections
- ✓ Map Security
- ✓ Find Critical Users And Content
- ✓ Find Inactive Users And Unused Content

## ESSENTIAL

### EVERYTHING IN **INSIGHTS** +

- ✓ Backup Your SAP BusinessObjects Environment
- ✓ Archive Sensitive Instances, Audit Information, Connections, Scheduling, And Security

**LEARN MORE**

✗ ✓ **DATA-DRIVEN DECISIONS, BASED ON USAGE AND NON-USAGE**



**SAFER DECISIONS BASED ON OBJECT SENSITIVITY**



**FASTER PROJECTS AND REDUCED COSTS, IMMEDIATE ROI**



**ENSURE THE SUCCESS OF YOUR PROJECT**

# CONCLUSION

360Suite is a product of GB&SMITH, an industry-leading software company founded in 2007 to develop innovative software solutions for Business Intelligence and Analytics(BI/A) leaders. The company has grown over time, but its mission has remained the same. Now, more than ever, GB&SMITH is committed to improving and expanding product offerings that empower BI/A leaders to release the true potential of their Data Analytics landscape. Having provided BI professionals with innovative solutions to maximize the value of SAP BusinessObjects for many years, we have now entered into the multi-BI market thanks to the acquisition of Kinesis-CI; software that provides a testing framework solution for Tableau.

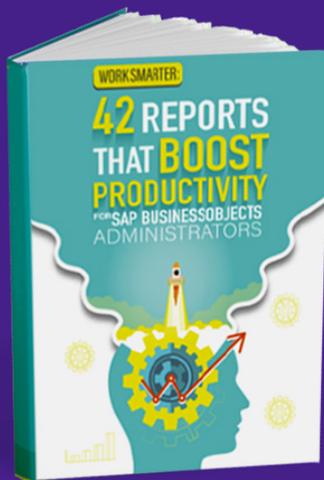
The company's winning formula for success — work hard to understand individual customer requirements and deliver the right solutions at the right time — has earned it numerous industry prizes, including Deloitte Fast50 and EY Entrepreneur of the Year.

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<https://360suite.io/>



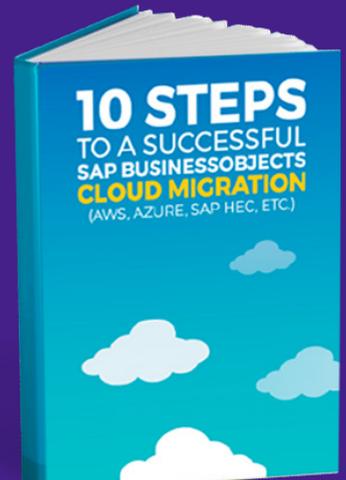
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