# Business Objects Naming Standards and Query Guidelines

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# Query Report Naming Standards

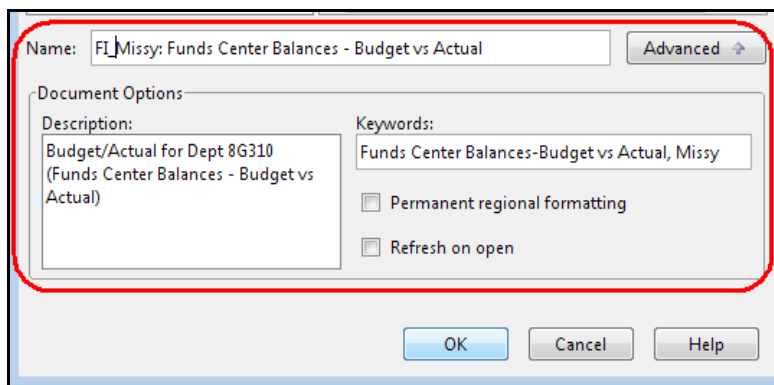Naming standards listed in this guide should be followed to ensure consistency for the Business Objects reports.

## *Name*

- ♦ **IRIS Module (Ex. FI, HR, SLCM, MM, etc.)**
- ♦ **Underscore**
- ♦ **User ID**
- ♦ **Colon**
- ♦ **Concise title for the report**
- ♦ Example:
  - o **FI_Missy: Funds Center Balances – Budget vs Actual**

.

## *Description*

- ♦ Use the universe name in parentheses
- ♦ Allows you to provide a more in-depth description

## *Keywords*

- ♦ Are optional, and can contain
  - o Name of the unit
  - o Name of the grant or PI
  - o Any other pertinent keyword

# General Query Design Considerations for Improved Performance

♦ For better performance, choose all of the characteristics from one dimension.

♦ Minimize the amount of information returned by the query. The less information returned from the query, generally the faster it can be transferred to the end user.

♦ Avoid complex queries that offer everything for every user. Create multiple queries to meet the requirements and/or use the report/report interface to link reports together at different levels of detail. If a report/report interface is required contact: **BI-Requests@email.uky.edu**.

♦ Use filters as much as possible, especially for large characteristics, to reduce the size of the query result.

♦ When using a BEX query universe, you can validate the data in the BOBJ report by running the same query in BEx-Analyzer.

♦ Avoid setting the **Refresh on Open** checkbox to refresh for an end user report. If it is set on complex reports, the end-user may experience a long processing time each time they open the report.

# Frequently Asked Questions

***What is the advantage of using Business Objects instead of BEx-Analyzer?***

- ♦ Allows using multiple data sources
  - o Examples: BEx (BW), GRADS, Oracle, Faculty Database, Remedy, etc.
- ♦ Allows more detailed formatting
- ♦ Allows drill downs if in a hierarchy

***Who do I contact if I am having a problem with Business Objects?***

- ♦ For basic usage questions, contact the BOBJ trainer at **IRISTraining@email.uky.edu**
- ♦ For other questions, contact the BW Team at **BI-Requests@email.uky.edu**

***Will the end users be able to refresh the data in the end-user reports?***

- ♦ Not at this time, although power users will be able to refresh the data for the end users.

***How do end users use Business Objects?***

- ♦ They will be using the web interface to view reports within their role-based folders.

***Will end users be able to change the format on a report and save it?***

- ♦ Yes, they will be able to make changes on a report and save their formatted view. The changes will not affect the original report.

***Does Business Objects support conditional formatting and drill-down capability?***

- ♦ Yes, you will be able to use conditional formatting, alerts, and drill-downs when needed.