

# Add/Remove Columns

**Process:** Business Objects (BOBJ) Web Intelligence can be used to display a report. Reports can contain data from databases, such as Business Warehouse, Oracle, GRADS, Remedy, etc. Reports can contain data tables, graphs, charts, and sub-reports. The following steps will show you the basics of adding and removing columns from a table in a report.

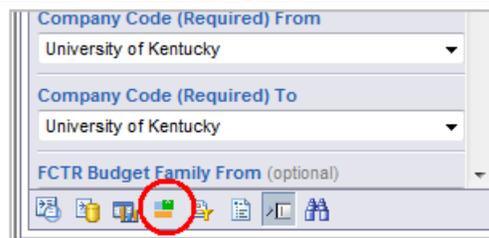
**Note:** For details on other BOBJ processes, please review the BOBJ Reporting QRCs or course manuals on the *myHelp* web site.

**Role:** Authorized Users

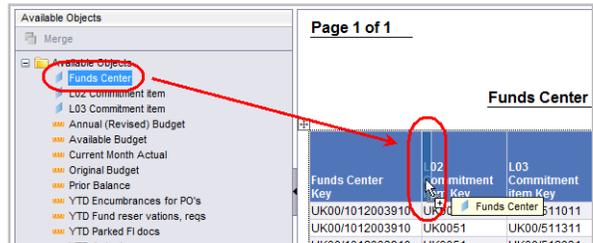
**Frequency:** When needed

## Adding a Column to a Table

Click **Available Objects** to select the Infoobject you want to add to the report

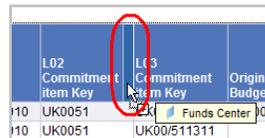
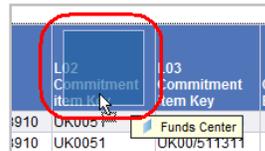
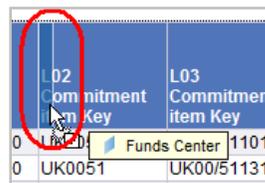


Drag and drop the Infoobject in the new column where you want the new column to go



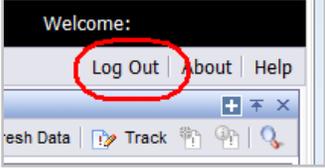
**Note:** Be careful where you place the column!

- The column will be placed to the left of the current column
- The column will replace the current column
- The column will be placed to the right of the current column





# Add/Remove Columns

<p>To exit the report and Business Objects, click <b>Log Out</b></p>	
<p>Click to close the window</p>	
<p>Click <b>Launch Pad</b> to return to the main <i>myUK</i> tab</p>	