

**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



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## Quick Reference Card – Business Objects Infoview Add/Remove Columns



<b>Note:</b> The column and data will be displayed	Funds Center         Funds Center           Key         Committeen           UK00101200391         GEOGRAPHY           UK001101200391         GEOGRAPHY           UK001101200391         GEOGRAPHY           UK001101200391         GEOGRAPHY           UK001101200391         GEOGRAPHY           UK001101200391         GEOGRAPHY           UK001101200391	
Removing a Column from a Table		
To remove a column, right-click on the column and select <b>Remove</b> , then <b>Column</b>	Funds Ce         Calculation         Commitment tem Key         Origina Budget           003910         GEOGRA         Order         UK00/511011         1,007           003910         GEOGRA         Align         UK00/511011         1,007           003910         GEOGRA         Remove         Remove         Rew           003910         GEOGRAPHY         UK00/512031         5           003910         GEOGRAPHY         UK0051         Table           003910         GEOGRAPHY         UK0051         4           003910         GEOGRAPHY         UK0051         0           003910         GEOGRAPHY         UK0051         4           003910         GEOGRAPHY         UK0051         4           003910         GEOGRAPHY         UK0051         4           003910         GEOGRAPHY         0         4      0	
<b>Note:</b> The column will be removed from the report.	Funds Center Key         L02 Commitment item Key         L03 Commit item Key           UK00/1012003910         UK0051         UK00/51           UK00/1012003910         UK0051         UK00/51           UK00/1012003910         JK0051         UK00/52           V         Budget vs Actual         Graph	
Exiting the Report and Business Objects		
To select a different report, click Document List	BUSINESSOBJECTS INFOVIEW	
<b>Note:</b> If you have made any changes to the report, you will receive a system message. Click <b>OK</b> to continue without saving changes. Click <b>Cancel</b> to return to the document and save your changes.	Windows Internet Explorer  Are you sure you want to navigate away from this page? You will lose any unsaved modifications to this document. Press OK to continue, or Cancel to stay on the current page.  OK Cancel	

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## Quick Reference Card – Business Objects Infoview Add/Remove Columns



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To exit the report and Business Objects, click <b>Log Out</b>	Welcome: Log Out bout   Help esh Data   Track P P   Q
Click to close the window	P → Convert ▼ Select ▼ Page ▼ Tools ▼
Click <b>Launch Pad</b> to return to the main <i>myUK</i> tab	Launch Pad Strident Services Stuc mvReports myReports