

# Quick Reference Card – Business Objects Infoview Display Report



**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 displaying a report.

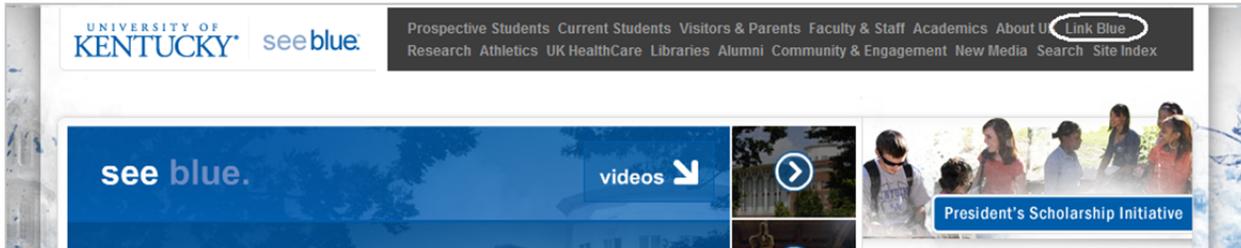
**Note:** For details on other BOBJ processes, please review the BOBJ Reporting QRCs or course manuals on the *myHelp* web site.

**Role:** Authorized Users

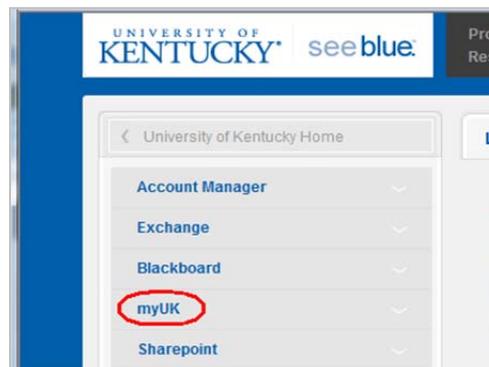
**Frequency:** When needed

## Log into Business Objects

From the UK homepage, click **link blue**



Click **myUK**



Enter your link blue **User ID** (AD or MC User ID) and **Password**



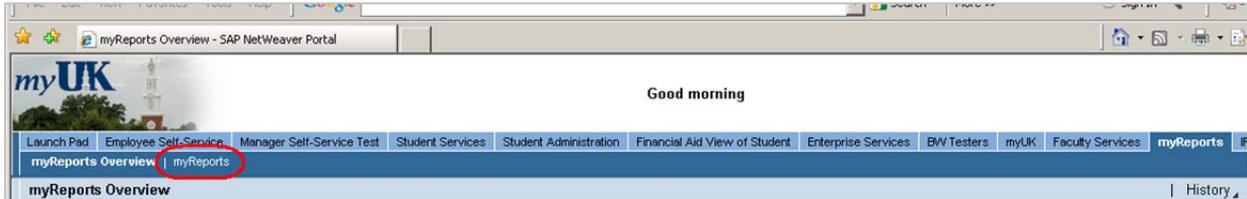
Click **Sign On**



Click **myReports**



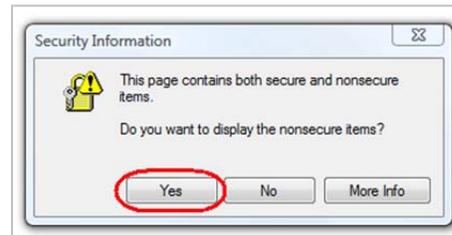
Click **myReports** subtab



### Selecting a Report

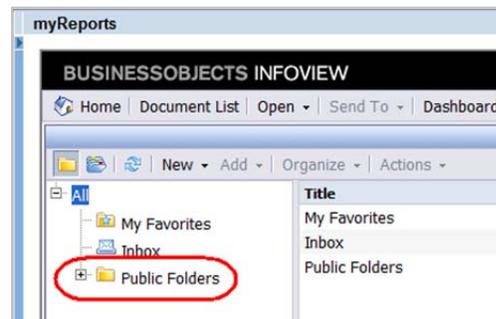
If you receive this system message, click **Yes**

**Note:** Whether or not you receive this message depends on your browser security settings.

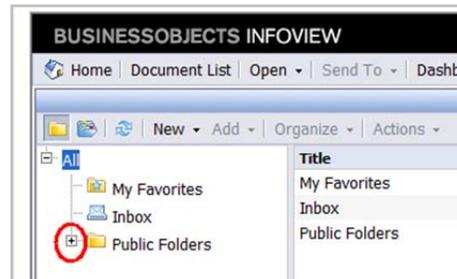


Documents are located in Public Folders:

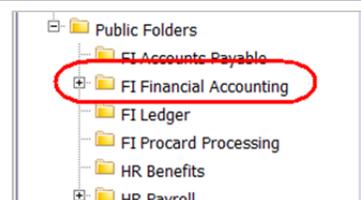
- Contains all reports to which you have access



To search for a document in the public folders, click on the **Expand/Collapse** icon to the left of **Public Folders**



Select the appropriate folder by double-clicking on it

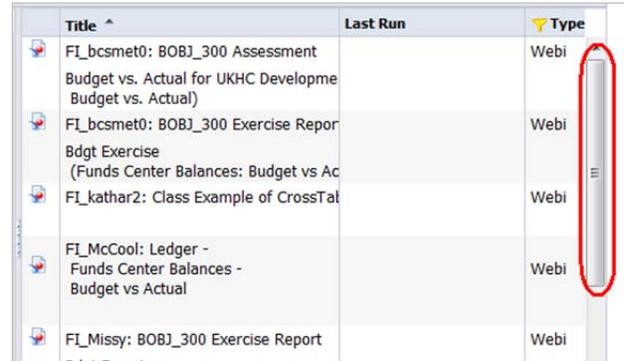
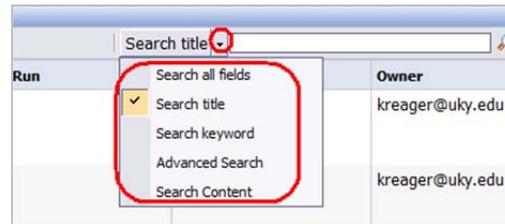


# Display Report

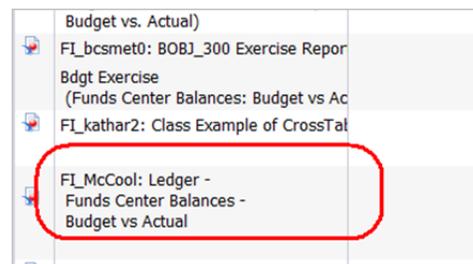
Search by the title, keyword, description, etc. of the report by using the **Search** functionality, pressing **Enter**

OR

Use the scroll bar to search through the lists of reports



Double-click on the report you want to view



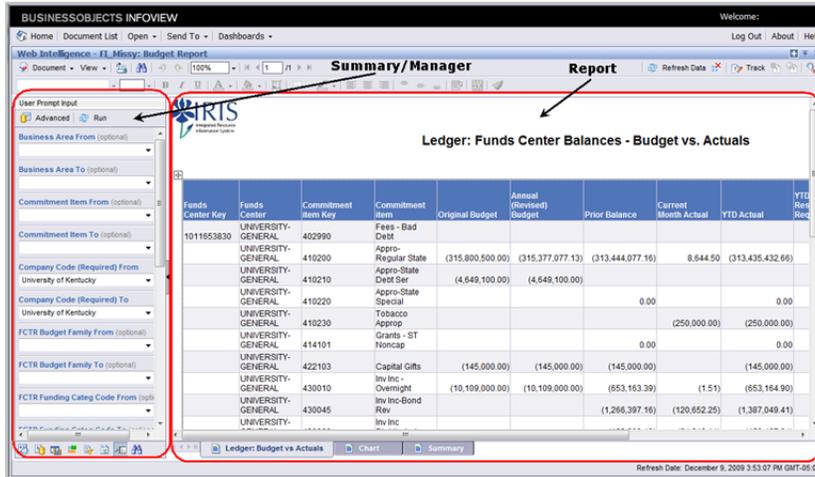
A system message will display while the report opens



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**Note:** The report will be displayed on the right side of the screen, and the **Summary/Manager** area will be to the left of the report.

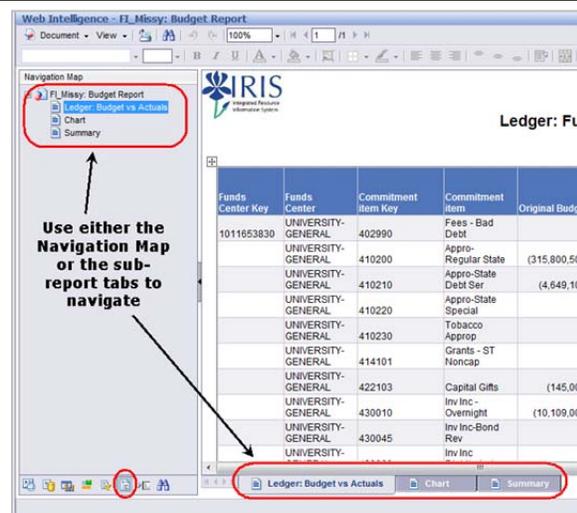


## Report Features

### Navigation Map

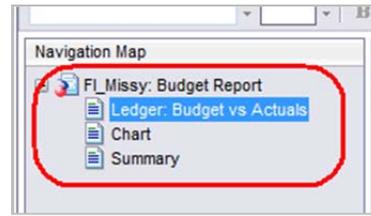
**Navigation Map** provides a quick way to move around in the report between the various sub-reports, such as "Ledger: Budget vs Actuals" and "Summary" in this example

**Note:** Reports may contain two or more sub-reports consisting of tables, graphs, charts, etc.



# Display Report

To navigate between sub-reports, click on the report name in the **Navigation Map**



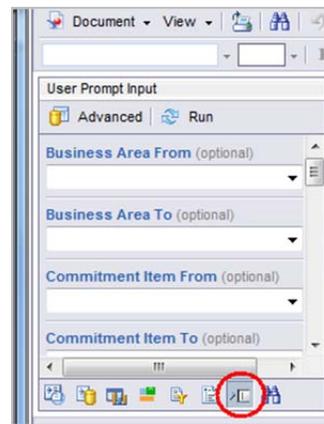
OR

Click on the report name on the **Navigation Tab**

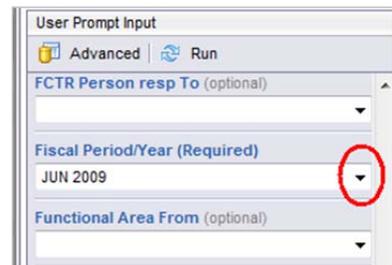


## Changing Variable Values (User Prompt Input)

Click **User Prompt Input** to display the report filters and values



To change the value on a variable, click the down arrow in the variable field



Select **(--Show List of Values--)**



Click the down arrow a second time



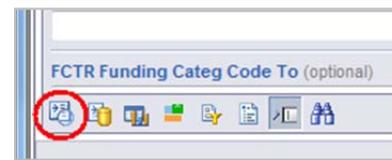
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<p>Double-click on the value</p>																																																																																																	
<p>Click <b>Refresh Data</b></p>																																																																																																	
<p>A system message will display</p>																																																																																																	
<p>When the <b>Prompt</b> window displays, click <b>Run Query</b></p>																																																																																																	
<p>A system message will display</p>																																																																																																	
<p>New refresh date will display in the lower right corner of the status bar</p>	<table border="1"> <tbody> <tr><td>UNIVERSITY-GENERAL</td><td>410200</td><td>Appro-Regular State</td><td>(315,800,500.00)</td><td>(315,377,077.13)</td><td>(31</td></tr> <tr><td>UNIVERSITY-GENERAL</td><td>410210</td><td>Appro-State Debt Ser</td><td>(4,649,100.00)</td><td>(4,649,100.00)</td><td></td></tr> <tr><td>UNIVERSITY-GENERAL</td><td>410220</td><td>Appro-State Special</td><td></td><td></td><td></td></tr> <tr><td>UNIVERSITY-GENERAL</td><td>410230</td><td>Tobacco Approp</td><td></td><td></td><td></td></tr> <tr><td>UNIVERSITY-GENERAL</td><td>414101</td><td>Grants - ST Noncap</td><td></td><td></td><td></td></tr> <tr><td>UNIVERSITY-GENERAL</td><td>422103</td><td>Capital Gifts</td><td>(145,000.00)</td><td>(145,000.00)</td><td></td></tr> <tr><td>UNIVERSITY-GENERAL</td><td>430010</td><td>Inv Inc - Overnight</td><td>(10,109,000.00)</td><td>(10,109,000.00)</td><td></td></tr> <tr><td>UNIVERSITY-GENERAL</td><td>430045</td><td>Inv Inc-Bond Rev</td><td></td><td></td><td></td></tr> <tr><td>UNIVERSITY-GENERAL</td><td>430060</td><td>Inv Inc Distributed</td><td></td><td></td><td></td></tr> <tr><td>UNIVERSITY-GENERAL</td><td>431001</td><td>Endow Inc - Pool Inc</td><td>(2,300.00)</td><td>(2,300.00)</td><td></td></tr> <tr><td>UNIVERSITY-GENERAL</td><td>431003</td><td>Endow Inc-KY Land Gr</td><td>(8,700.00)</td><td>(8,700.00)</td><td></td></tr> <tr><td>UNIVERSITY-GENERAL</td><td>440021</td><td>Commissions - Other</td><td></td><td></td><td></td></tr> <tr><td>UNIVERSITY-GENERAL</td><td>440113</td><td>Misc. services</td><td></td><td></td><td></td></tr> <tr><td>UNIVERSITY-GENERAL</td><td>440114</td><td>Handling/Svc Charges</td><td></td><td></td><td></td></tr> <tr><td>UNIVERSITY-GENERAL</td><td>449030</td><td>Other Revenue</td><td>(937,800.00)</td><td>(937,800.00)</td><td></td></tr> <tr><td>UNIVERSITY-GENERAL</td><td>449050</td><td>Reimbursed Costs</td><td></td><td></td><td></td></tr> </tbody> </table>	UNIVERSITY-GENERAL	410200	Appro-Regular State	(315,800,500.00)	(315,377,077.13)	(31	UNIVERSITY-GENERAL	410210	Appro-State Debt Ser	(4,649,100.00)	(4,649,100.00)		UNIVERSITY-GENERAL	410220	Appro-State Special				UNIVERSITY-GENERAL	410230	Tobacco Approp				UNIVERSITY-GENERAL	414101	Grants - ST Noncap				UNIVERSITY-GENERAL	422103	Capital Gifts	(145,000.00)	(145,000.00)		UNIVERSITY-GENERAL	430010	Inv Inc - Overnight	(10,109,000.00)	(10,109,000.00)		UNIVERSITY-GENERAL	430045	Inv Inc-Bond Rev				UNIVERSITY-GENERAL	430060	Inv Inc Distributed				UNIVERSITY-GENERAL	431001	Endow Inc - Pool Inc	(2,300.00)	(2,300.00)		UNIVERSITY-GENERAL	431003	Endow Inc-KY Land Gr	(8,700.00)	(8,700.00)		UNIVERSITY-GENERAL	440021	Commissions - Other				UNIVERSITY-GENERAL	440113	Misc. services				UNIVERSITY-GENERAL	440114	Handling/Svc Charges				UNIVERSITY-GENERAL	449030	Other Revenue	(937,800.00)	(937,800.00)		UNIVERSITY-GENERAL	449050	Reimbursed Costs			
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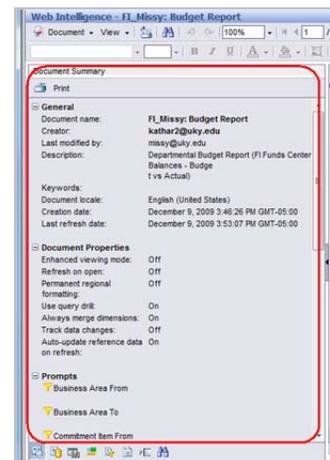
### Document Summary

To display a summary of the report, click **Document Summary**



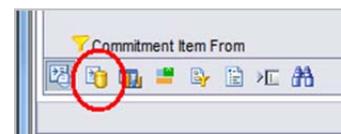
Information includes:

- Document name
- Creator
- Last modified by
- Description
- Creation date
- Last refresh date
- Document properties
- A list of the prompts and values used



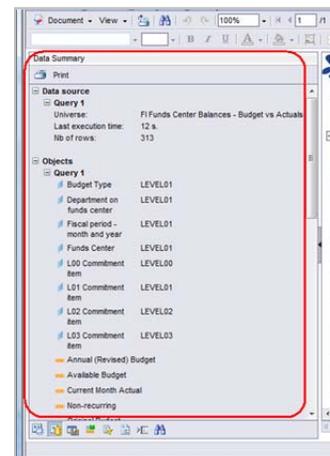
### Data Summary

To display a summary of the data objects used in the report, click **Data Summary**



Information includes:

- Data source and Universe
- Objects (dimensions, details, and measures)
- Formulas



### Chart and Table Types

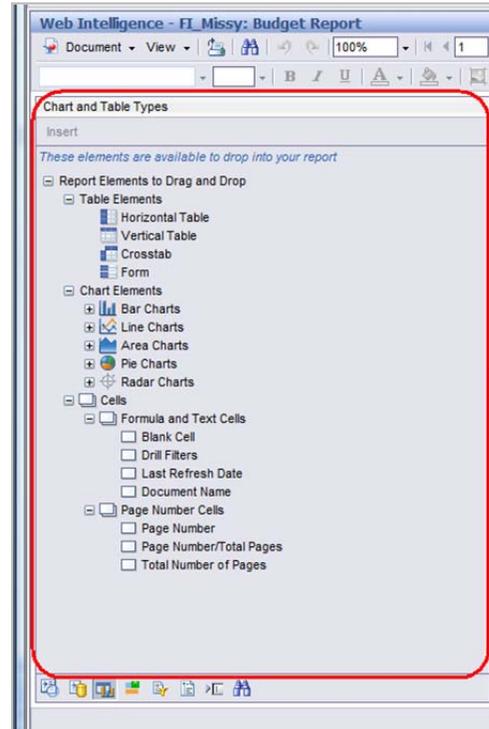
To display a list of chart and table elements you can use to change your report, click **Chart and Table Types**



# Display Report

Elements include:

- Table
  - Horizontal
  - Vertical
  - Crosstab
  - Form
- Chart
  - Bar
  - Line
  - Area
  - Pie
  - Radar
- Free-standing Cells
  - Blank cell
  - Drill filters
  - Last refresh date
  - Document name
  - Page number
  - Page number/Total pages
  - Total number of pages

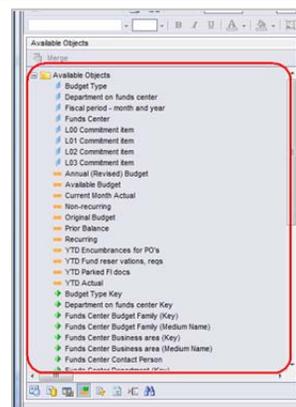


## Available Objects

To display objects available to use in the report, click **Available Objects**



**Note:** The objects displayed can be added to the report by dragging the object to report and dropping it.



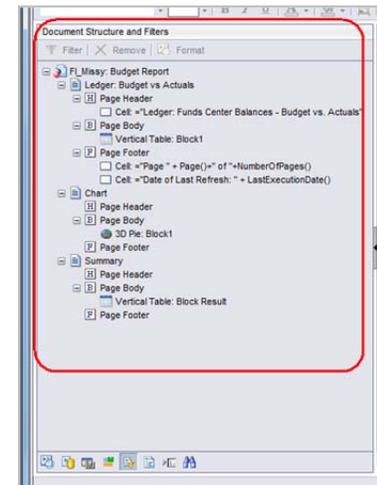
### Document Structure and Filters

To display the structure of the report and its filters, click **Document Structure and Filters**



Information includes:

- A summary of the sub-reports
- Formulas and where they are located, such as in the header
- Block type, such as "Vertical Table: Block 1"



### Find

To search the report, click **Find**

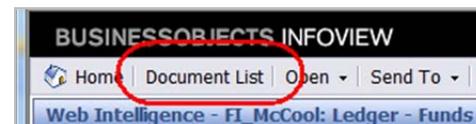


To use, enter the search term in the **Find** field and click **Find Next**



### Exiting the Report and Business Objects

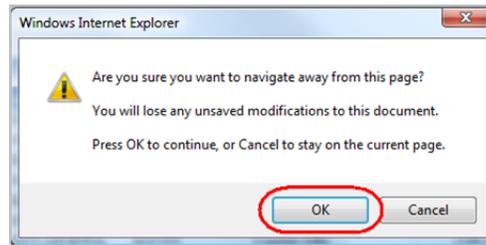
To select a different report, click **Document List** and follow the previous steps to find the new report



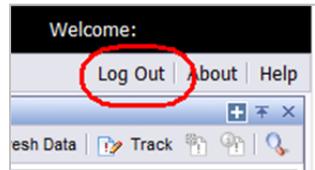
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**Note:** If you have made any changes to the report, you will receive a system message. Click **OK** to continue without saving changes. Click **Cancel** to return to the document and save your changes.



To exit the report and Business Objects, click **Log Out**



Click to close the window



Click **Launch Pad** to return to the main myUK tab

