

**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 exporting a BOBJ report as an Excel spreadsheet, a PDF document, or a CSV (Microsoft Comma Separated Values) document with or without options.

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

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Frequency: When needed

Exporting as an Excel Document		
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Save the file in either 2003 or 2007 Excel format

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**Note:** Any changes you make to the Excel file cannot be uploaded to Business Objects.

Exporting as a PDF	
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Click <b>Open</b>	File Download       X         Do you want to open or save this file?       Image: Fi_Missy:_BOBJ_End_User_Reportpdf         Type:       Adobe Acrobat Document, 130KB         From:       boss.ad.uky.edu         Open       Save         Cancel         Image: While files from the Internet can be useful, some files can potentially harm your computer. If you do not trust the source, do not open or save this file. What's the risk?



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Export as a CSV	
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Click to Set as Default Values	Charset: iso-8859-1 (Western European)  Enter a new charset  Set as default values  More Information
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Click <b>Save</b>	File Download       X         Do you want to open or save this file?       X         Image: Fl_Missy:_BOBJ_End_User_Reportcsv       Type: Microsoft Office Excel Comma Separated Values         From: boss.ad.uky.edu       Open Save Cancel         Image: Value files from the Internet can be useful, some files can potentially harm your computer. If you do not trust the source, do not open or save this file. What is the risk?



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Exiting the Report and Business Objects		
To select a different report, click Document	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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