## *Quick Reference Card – Business Objects Infoview* **Filtering Data**



**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 how to filter data in a report.

**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

Filtering Data in a Report	
Click on the column heading you want to filter	vent Commitment item Key UK00/511011 1,007
Click Apply Filter	
Select Add Filter	▼     -≡     Σ     ∞       bject     Y     Add Filter       Remove Filter
Select the filter values by either:	
<ul> <li>Double-clicking on it in the left-side window</li> </ul>	Fiter  Type values here L03 Commitment item Key UK00/511011 UK00/512031 UK00/512031 UK00/512032
<ul> <li>Or highlighting it and clicking on the Add</li> </ul>	L03 Commitment item Key UK00/511011 UK00/511201 UK00/512032 UK00/512041 UK00/512041 UK00/512041 UK00/512071
<b>Note:</b> If the values are listed sequentially, you can highlight the top value, hold down the <b>CTRL</b> or <b>Shift</b> key, and click on the bottom value, before clicking on <b>Add</b>	L03 Commitment item Key UK00/512042 UK00/512071 UK00/512072 UK00/513010 UK00/513010 UK00/513010 UK00/512072 UK00/512071 UK00/512071 UK00/512071 UK00/512071 UK00/512071 UK00/513010 UK00/513010 UK00/513010 UK00/513010 UK00/520002 UK00/520004 Enter your search pattern here

myHelp Website:

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After selecting all the values on which you want to filter, click <b>OK</b>	OK Cancel
	Funds Center Balances: Budget vs Actual
<b>Note:</b> The results will be displayed.	Funds Center         L02 Idem Key         L03 Commitment Idem Key         Driginal Budget         Annual (Revised) Budget         Prior Balance         Current Month Actual         YT Actual           UK00/1012003910         UK0051         UK00/10111         1,007,291.98         729,992.31         132,673.13         6           UK00/1012003910         UK0051         UK00/101203         UK00/101203         26,744.43         4,092.31           UK00/1012003910         UK0051         UK00/1512032         7,700.39         304.67           UK00/1012003910         UK0051         UK00/512034         43.12         42.34           UK00/1012003910         UK0051         UK00/512042         5,856.03         221.4           UK00/1012003910         UK0051         UK00/512042         6,693.44         183.36           UK00/1012003910         UK0051         UK00/512071         48,407.04         24,544         2,849.74           UK00/1012003910         UK0051         UK00/513010         206,250         131,093.75         22,465.3         1           UK00/1012003910         UK0051         UK00/513510         -500         -500         1
To edit the filter, click <b>Apply Filter</b> and select <b>Edit Filter</b>	· · · · · · · · · · · · · · · · · · ·
To remove the filter, click <b>Apply Filter</b> and select <b>Remove Filter</b>	· → Edit Filter Remove Filter
Exiting the Report and Business Objects	S
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
To exit the report and Business Objects, click <b>Log Out</b>	Welcome: Log Out   bout   Help Track P P   Q

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Click to close the window	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

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