

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 saving a BOBJ report to your Favorites folder within Business Objects.

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

Saving Changes to a Report	
Open the Business Objects report and make any needed changes	
Click Document	Image: Second state Image: Second state
Select Save as	Web Intelligence - FL Missy: Departmental But Document View Close Image: Ima
When the Save as window opens, select Favorites Folder	Save As Folders Categories Folders Favorites Folder Folders F
Enter the name for the report using the BOBJ Naming Standards	
Note: The name should be entered using this format: ModuleAbbreviation_AD/MCUserID: Name of the report. Example: FI_UserID: Departmental Budget Report	Name FI_UserID: Departmental Budget Report Description K Departmental Budget Report used for Image: Comparison of the second

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Quick Reference Card – Business Objects Infoview **Saving Changes to a Report**



Enter a brief description of the report including the Universe name in parentheses	Name FI_UserID: Departmental Budget Report Description K Departmental Budget Report used for [B_BOBJ_200 [(FI Funds Center Balances - Budget vs Actual) [
Note: Since you are changing an existing report, the name of the Universe should appear in the description. If the Universe name has not been entered, you can find the name by clicking on Data Summary.	Data Summary Print Data Summary Data Summary Print Data source Print Print Print Data Summary Print Print
Enter any keywords you may want to use in the future to search for the report	Keywords Permanent regional formating Refresh on open OK Cancel
Note: It is HIGHLY recommended to NOT choose Refresh on Open , since you can refresh your report at any time.	Keywords Permanent regional formatting Refresh on open OK Cancel
Click OK	Permanent regional formatting Refresh on open OK Cancel
Note: The name of your report will be displayed in the report's title bar.	BUSINESSOBJECTS INFOVIEW Image: Send To Image:
Exiting the Report and Business Objects	
To select a different report, click Document	BUSINESSOBJECTS INFOVIEW

Quick Reference Card – Business Objects Infoview **Saving Changes to a Report**



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.	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
To exit the report and Business Objects, click Log Out	Welcome: Log Out bout Help sh Data 7 Track 1 1 1
Click to close the window	Page ▼ Tools ▼
Click Launch Pad to return to the main <i>myUK</i> tab	Launch Pad St dent Services Stuc mvReports

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