

Saving Changes to a 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 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.

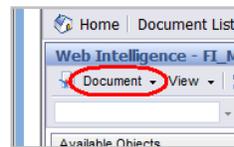
Role: Authorized Users

Frequency: When needed

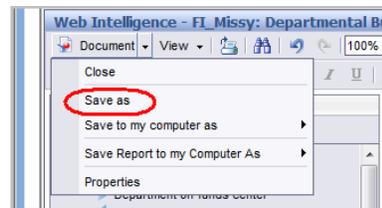
Saving Changes to a Report

Open the Business Objects report and make any needed changes

Click **Document**



Select **Save as**



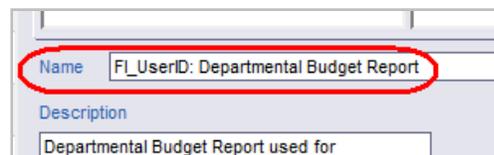
When the **Save as** window opens, select **Favorites Folder**



Enter the name for the report using the BOBJ Naming Standards

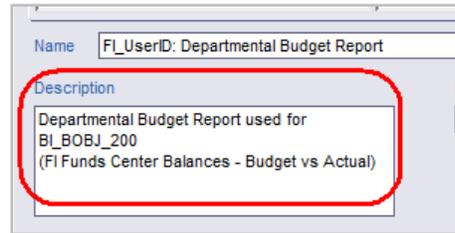
Note: The name should be entered using this format:
ModuleAbbreviation_AD/MCUserID:
Name of the report.

Example: FI_UserID: Departmental Budget Report

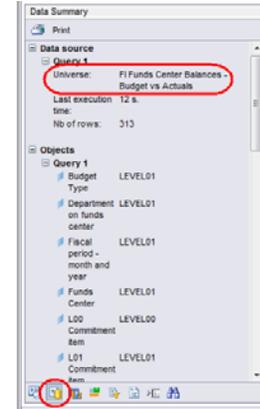


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Enter a brief description of the report including the Universe name in parentheses

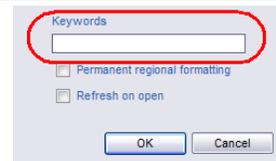


Note: Since you are changing an existing report, the name of the Universe should appear in the description.

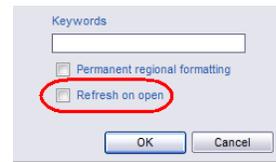


If the Universe name has not been entered, you can find the name by clicking on **Data Summary**.

Enter any keywords you may want to use in the future to search for the report



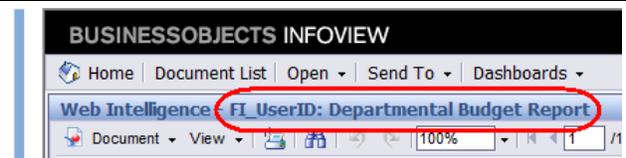
Note: It is HIGHLY recommended to **NOT** choose **Refresh on Open**, since you can refresh your report at any time.



Click **OK**

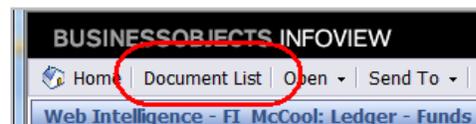


Note: The name of your report will be displayed in the report's title bar.

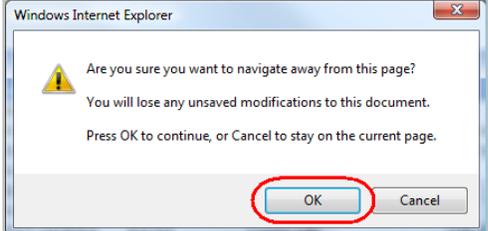
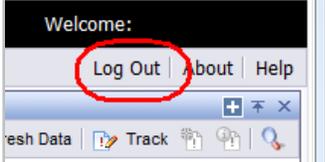


Exiting the Report and Business Objects

To select a different report, click **Document**



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<p>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.</p>	
<p>To exit the report and Business Objects, click Log Out</p>	
<p>Click to close the window</p>	
<p>Click Launch Pad to return to the main <i>myUK</i> tab</p>	