IRIS Integrated Resource Information System

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 tracking data changes in 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

Setting Reference Data

To turn on data tracking, click **Track**	Log Out | About | Help Data ✕ ✎ Track 🔍
Choose **Use the current data as reference data**	Activate Data Tracking Set the reference data for data tracking ○ Auto-update the reference data with each data refresh ● Use the current data as reference data (data on April 14, 2009 2:56:47 PM GMT-04:00) You need to refresh the document to see changed data. ☐ Refresh now
To refresh the data when you accept your settings, click **Refresh Now**	You need to refresh the documen ☑ Refresh now ? More Information
Click **OK**	? More Information Use this dialog box to set the reference data for data tracking. OK Cancel
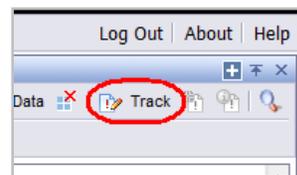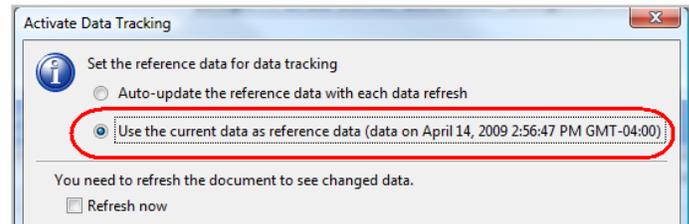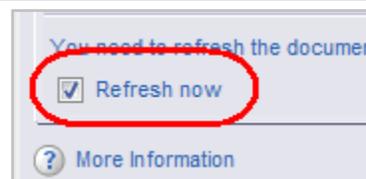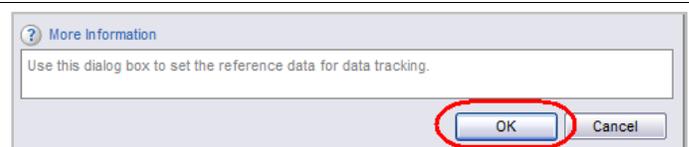
Track Data Changes

Displaying Data Changes

Note: If you have chosen to refresh the data immediately and there are prompts set on your report, the **Prompt** window will display. Make any changes needed to the values, and then click on **Run Query** to run the report.
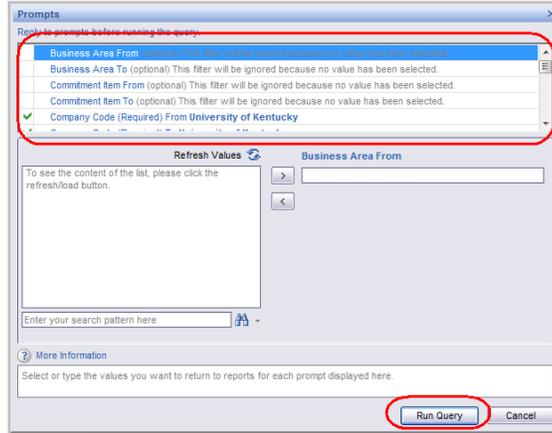
Note: If no changes are made to the variables, the report will most likely be the same as it was before tracking was activated, i.e. no tracking will be evident.

The data changes will be formatted according to defaulted tracking options.

IRIS
Integrated Resource
Information System

Hide Tracking

To hide tracking, click **Hide Changes**	
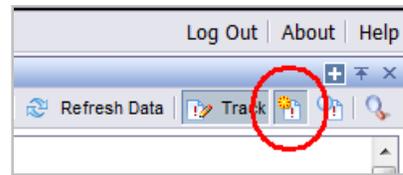
This feature allows you to control data tracking display on the report.

Changing the Tracking Format

To change the formatting of the tracking, click **Data Tracking Options**	
Determine which changes display by using the checkboxes to the left of the type of change	
To choose the amount of increase or decrease, click in the checkbox and enter the percent amount	
To make a change, select **Format**	
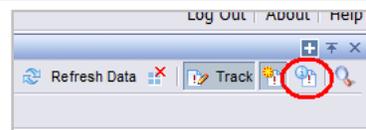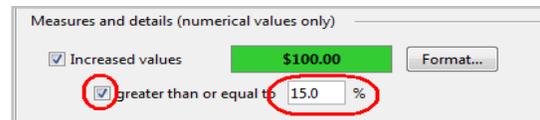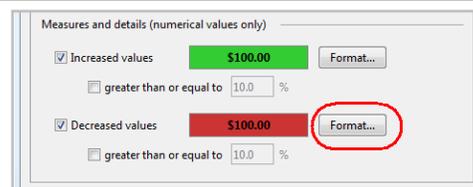
Use the drop-downs to change the font style, font color, or background color	
Click in the checkbox to add an underline or strikethrough	
Click **OK**	
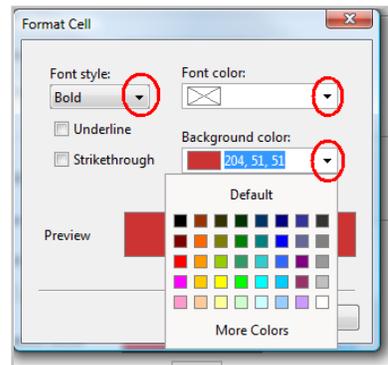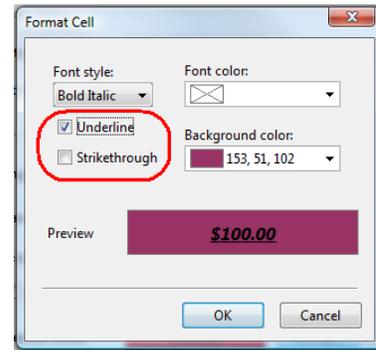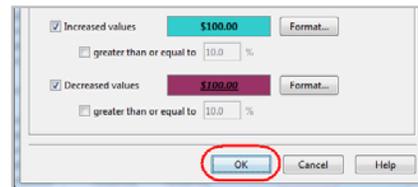
Note: Your changes will display on the report

Exiting the Report and Business Objects
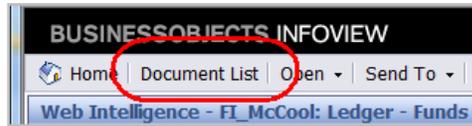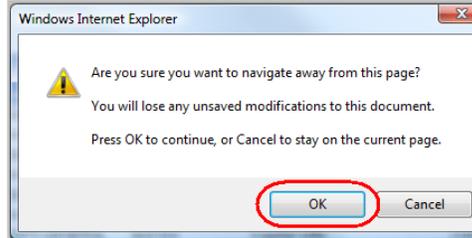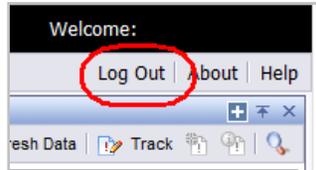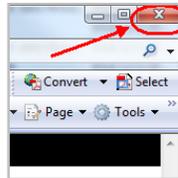
To select a different report, click **Document List**	
Note: If you have made any changes to the report, you will receive a system message. Click **OK** to continue without saving changes. Click **Cancel** to return to the document and save your changes.	
To exit the report and Business Objects, click **Log Out**	
Click to close the window	
Click **Launch Pad** to return to the main *myUK* tab	