### Process:
The Report Title and Column Headings consist of a formula. The **Formula Editor** is used to make changes when needed in order to ensure that the formula is valid. The following steps will show you how to change the title on a report or change a column heading on a table.

### Note:
For details on creating, exporting, or editing reports, please review other BOBJ Reporting QRCs or course manuals.

### Role: Authorized Users
**Frequency:** When needed

#### Changing The Report Title

- **Click on the report title**

- **Click** **Show/Hide Formula Editor**

- **Make the change**

**Note:** Please make note of the following about formulas:

- Should start with an **Equals** sign =
- Keep descriptive words between double quotes “ “
- May contain formula functions, such as NameOf; click on **Formula Editor** to display more functions
- May contain data object strings—contained within brackets and parentheses

- **Click** **Validate**

**Note:** If **Enter** is pressed instead of **Validate**, a system message may display, click **No**, and then click on **Validate**.
## Change Title or Column Heading

Change will display

<table>
<thead>
<tr>
<th><img src="image1.png" alt="Image" /></th>
</tr>
</thead>
<tbody>
<tr>
<td>Anthropology Bus</td>
</tr>
</tbody>
</table>

**Note:** The text box for the title may need to be adjusted.

### Changing The Column Heading

Click on the column heading

<table>
<thead>
<tr>
<th><img src="image2.png" alt="Image" /></th>
</tr>
</thead>
<tbody>
<tr>
<td>Anthropology Bus</td>
</tr>
</tbody>
</table>

Click **Show/Hide Formula Editor**

Make the change

**Note:** To make the change from a data object string to text:

- Highlight the string and delete

- Leave the **Equal** sign

- Type “” (Double quote)

- Type the column heading

- Type “” (Double quote)
### Change Title or Column Heading

<table>
<thead>
<tr>
<th>Click <strong>Validate</strong></th>
<th><img src="image1.png" alt="Image" /></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Note:</strong> If <strong>Enter</strong> is pressed instead of <strong>Validate</strong>, a system message may display, click <strong>No</strong>, and then click on <strong>Validate</strong>.</td>
<td><img src="image2.png" alt="Image" /></td>
</tr>
</tbody>
</table>

| Change will display | ![Image](image3.png) |