

# Quick Reference Card – Business Objects Infoview Display Report - Changing Variables



**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 changing the variables used to run a Business Objects (BOBJ) report by entering a new value in one of two ways: 1) by using the **User Prompt Input** panel or 2) by using the **Prompt** window.

**Note:** For details on other BOBJ processes, please review the BOBJ Reporting QRCs or course manuals on the *myHelp* website.

**Role:** Authorized Users

**Frequency:** When needed

## Basic Information

Required variables must have a value entered before refreshing the data.

Variables listed with ranges display with a **From** and **To** field. An entry must be made in both fields or you may pull more data than you intend. For example, if you enter the **Fiscal Year/Period From** 002/2010 with no **Fiscal Year/Period To** entry, you will pull data from August 2009 to the current date.

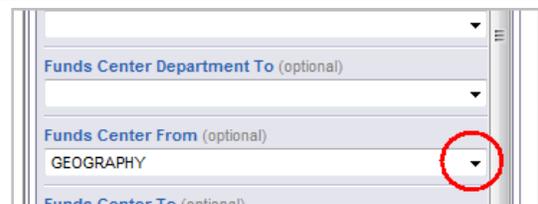
## Changing Variables – User Prompt Input Panel

Use these steps, if you prefer to select the values for your variables using the **User Prompt Input** panel located on the left side of the screen.

Open the Business Objects report

**Note:** For details, see the Report Display quick reference card on the *myHelp* website.

To change the value, click the down arrow



**Note:** Make sure the **User Prompt Input** panel is displayed on the left side of the screen

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**Display Report - Changing Variables**

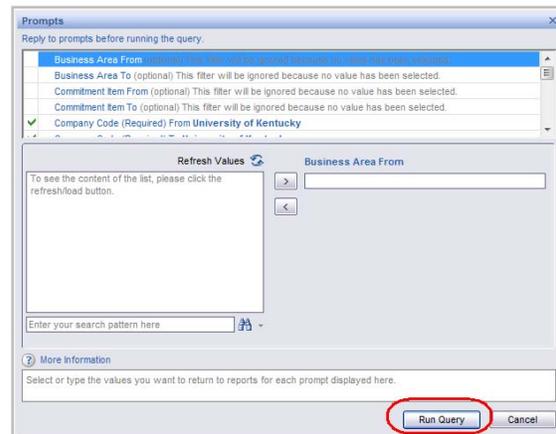


<p>Select (<b>--Show List of Values--</b>)</p>	
<p>Click the down arrow a second time</p>	
<p>Double-click on the value</p>	<p><b>Note:</b> If the variable has a <b>From</b> and <b>To</b> range, and you just want the results from this selection; enter the same selection in both the <b>From</b> and the <b>To</b> fields.</p>
<p>Click <b>Refresh Data</b></p>	
<p>A system message will display</p>	

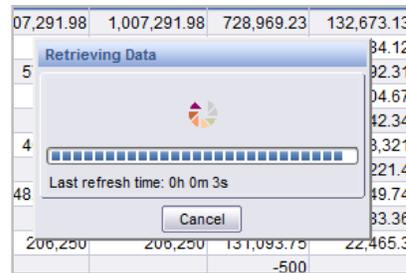
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When the **Prompt** window displays, click **Run Query**

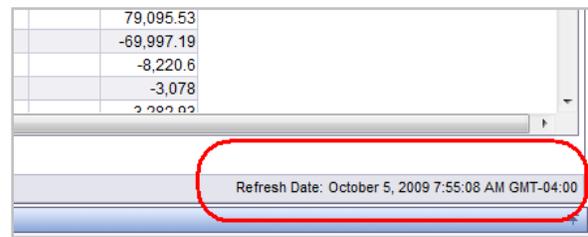


A system message will display



**Note:** The time indicated is the time it took for the last refresh. Since you did not change the variable values, it should take approximately the same time for this refresh.

New refresh date will display



## Changing Variables – Prompt Window

Use these steps, if you prefer to select the values for your variables using the **Prompt** window.

Click **Refresh Data**



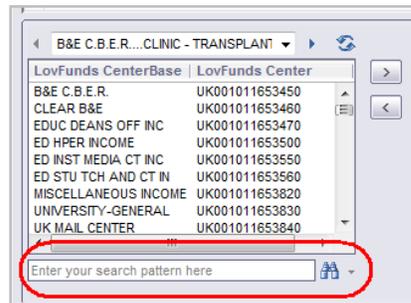
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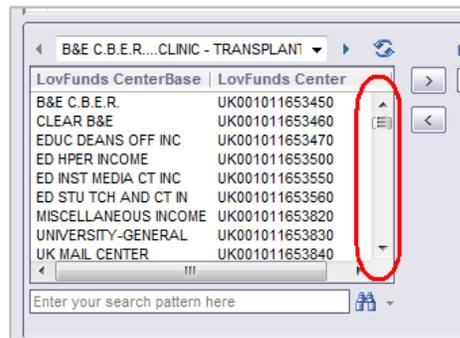
<p>A system message will display</p>	
<p>Check the top of the window for variables</p>	
<p>Use the scrollbar to scroll to the variable for which you want to select the value</p>	<p><b>Note:</b> Variables with values will display with a green checkmark. Required variables without a value will display with a red arrow.</p>
<p>Single-click on the variable</p>	
<p>Click <b>Refresh Values</b></p>	

There are several ways to search for a value.

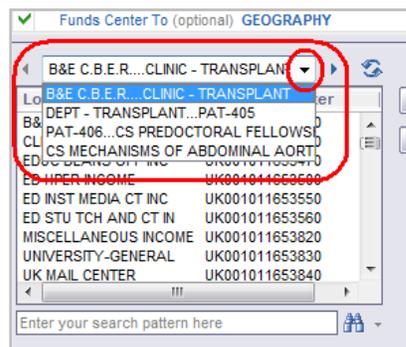
Use the search field to search for a value



Use the scrollbar to find the value



**Note:** If the value list is large, the list may be broken down into several groups. Click the down arrow to see the groups and to select a different group.



**Note:** You also can choose a different group by clicking on **Go to previous chunk** or **Go to next chunk**



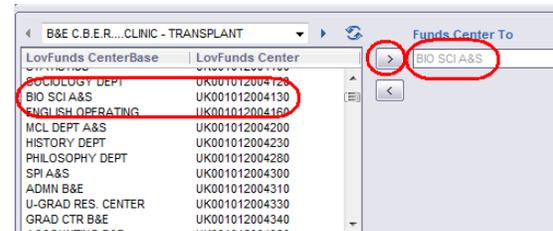
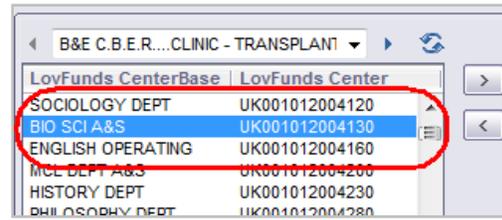
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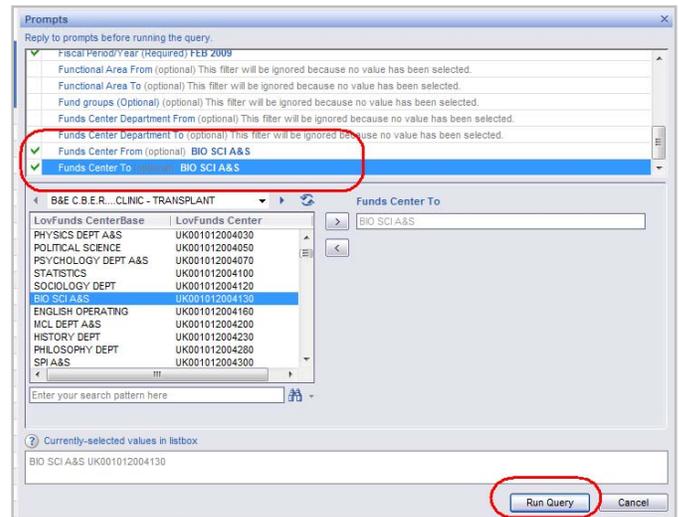
Double-click on the value

OR

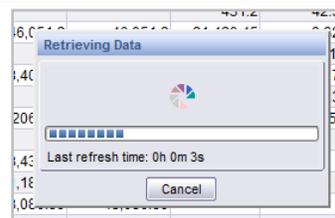
Single-click, click **Add from list of values** to move the value to the right



Click **Run Query**



A system message will display

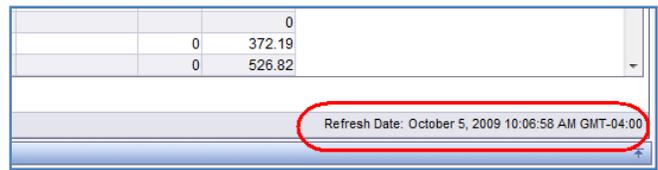


**Note:** The time indicated is the time it took for the last refresh. Since you did not change the variable values, it should take approximately the same time for this refresh.

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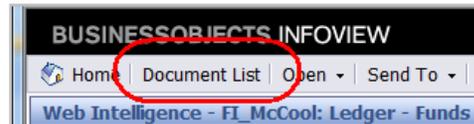


The new refresh date will display

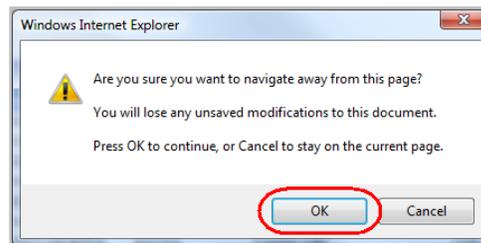


## Exiting the Report and Business Objects

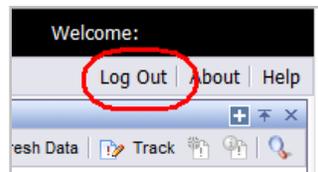
To select a different report, click **Document List**



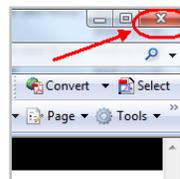
**Note:** If you have made any changes to the report, you will receive a system message. Click **OK** to continue without saving changes. Click **Cancel** to return to the document and save your changes.



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

