

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



Input panel is displayed on the left side of the screen





Select (Show List of Values)	Funds Center From (optional) Uk GEOGRAPHY Uk GEOGRAPHY Uk GEOGRAPHY Uk Uk Uk
Click the down arrow a second time	Funds Center Department To (optional) Funds Center From (optional) GEOGRAPHY Funds Center To (optional)
Double-click on the value	POLITICAL SCENCE PSYCHOLOGY DEPT A&S STATISTICS SOCIOLOGY DEPT HIO SCIA&S ENGLISH OPERATING MCL DEPT A&S HISTORY DEPT PHILOSOPHY DEPT SPI A&S Note: If the variable has a From and To range, and you just want the results from this selection; enter the same selection in both the From and the To fields.
Click Refresh Data	Welcome: Log Out Abo
A system message will display	07,291.98 1,007,291.98 728,969.23 132,673 5 Refreshing Data 84 4 92 4 8 206,250 206,250 131,093,75 22,46





When the Prompt window displays, click Run Query	Prompts X Rety to prompts before running the query. Business Area From Business Area from Image: Constraint of the will be ignored because no value has been selected. Commitment tem To (optional) This filter will be ignored because no value has been selected. Image: Constraint of the last, please clock the Commitment tem To (optional) This filter will be ignored because no value has been selected. Image: Constraint of the last, please clock the Commitment tem To (optional) This filter will be ignored because no value has been selected. Image: Constraint of the last, please clock the Commitment tem To (optional) This filter will be ignored because no value has been selected. Image: Constraint of the last, please clock the Commitment tem To (optional) This filter will be ignored because no value has been selected. Image: Constraint of the last, please clock the Commitment tem To (optional) This filter will be ignored because no value has been selected. Image: Constraint of the last, please clock the Image: Enter your search pattern here Image: Constraint of the last, please clock the Image: Constraint of the last, please clock the Image: Enter your search pattern here Image: Constraint of the values you want to return to reports for each prompt displayed here. Image: Constraint of the values you want to return to reports for each prompt displayed here. Image: Constraint tem to reports for each prompt displayed here.	
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	79,095.53 -69,997.19 -8,220.6 -3,078 2,292.02 Refresh Date: October 5, 2009 7:55:08 AM GMT-04:00	
Changing Variables – Prompt Window		
Use these steps, if you prefer to select the values for your variables using the Prompt window.		
Click Refresh Data	Welcome: Log Out Abo	



A system message will display	07,291.98 1,007,291.98 728,969.23 132,673 84 92 5 92 4 92 4 92 4 92 4 92 4 92 4 92 4 92 4 92 4 92 4 93 200,250 200,250 131,093,75 22,46 206,250
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Use the scrollbar to scroll to the variable for which you want to select the value	Prompts Refly to prompts before running the query. Business Area To (optional) This fifter will be ignored because no value has been selected. Commitment them From (optional) This fifter will be ignored because no value has been selected. Commitment them To (optional) This fifter will be ignored because no value has been selected. Commitment them To (optional) This fifter will be ignored because no value has been selected. Commitment tem To (optional) This fifter will be ignored because no value has been selected. Company Code (Required) From University of Kentucky Refresh Values The Business Area From Note: Variables with values will display with a greeen checkmark. Required variables without a value will display with a red arrow. FOTH Person roop To (optional) This fifter will be fiscal Period/Year (Required) Functional Area To (optional) This fifter will be ignored because no value has been selected.
Single-click on the variable	Reply to prompts before running the query. Fundscrutz From (optional) (optional) This filter will be ignored because no value has been selected. Funds Center Department From (optional) This filter will be ignored because no value has been selected. Funds Center Department To (optional) This filter will be ignored because no value has been selected. Funds Center Department To (optional) This filter will be ignored because no value has been selected. Funds Center From (optional) GEOGRAPHY Funds Center To (optional). GEOGRAPHY
Click Refresh Values	Funds Center Department To (optional) This filter will be ignored bed Funds Center From (optional) GEOGRAPHY Funds Center To (optional) GEOGRAPHY GEOGR Funds Center To (optional) GEOGR Funds Center To (optional) GEOGR GEOGR



There are several ways to search for a value.	
Use the search field to search for a value	Image: Second Secon
Use the scrollbar to find the value	Image: State in the state
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.	Y Funds Center To (optional) GEOGRAPHY B&E C.B.E.RCLINIC - TRANSPLANT B BBE C.B.E.RCLINIC - TRANSPLANT PET DEPT - TRANSPLANTPAT-405 BA PAT-406CS PREDOCTORAL FELLOWS CL CS MECHANISMS OF ABDOMINAL AORT ED MST MEDIA CT INC UK001011653550 ED NST MEDIA CT INC UK001011653550 ED STU TCH AND CT INC UK001011653820 UNIVERSITY-GENERAL UK001011653840 ✓ III Enter your search pattern here A
Note: You also can choose a different group by clicking on Go to previous chunk or Go to next chunk	Image: Second



Double-click on the value OR Single-click, click Add from list of values	Image: Sector
to move the value to the right	HIS JOKY DEP1 UK001012004230 PHILGSORPY DEPT UK001012004230 SPIAS UK001012004300 ADIMI B&E UK001012004330 GRAD CTR B&E UK001012004330 GRAD CTR B&E UK001012004300
Click Run Query	Prompts X Reply to prompts before running the query. Inclaimed to prove the 2000 Image: transmission of the provided to prove the provement of the pr
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.





The new refresh date will display	0 372.19 0 526.82 Refresh Date: October 5, 2009 10:06:58 AM GMT-04:00	
Exiting the Report and Business Objects		
To select a different report, click Document List	BUSINESSOBJECTS INFOVIEW	
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	
To exit the report and Business Objects, click Log Out	Welcome: Log Out bout Help Track Track	
Click to close the window	Convert ▼ ∑ Select Page ▼ ③ Tools ▼	
Click Launch Pad to return to the main <i>myUK</i> tab	Launch Pad St Ident Services Stuc mvReports myReports	

