

# Quick Reference Card – Business Objects Infoview Display 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 displaying a report.

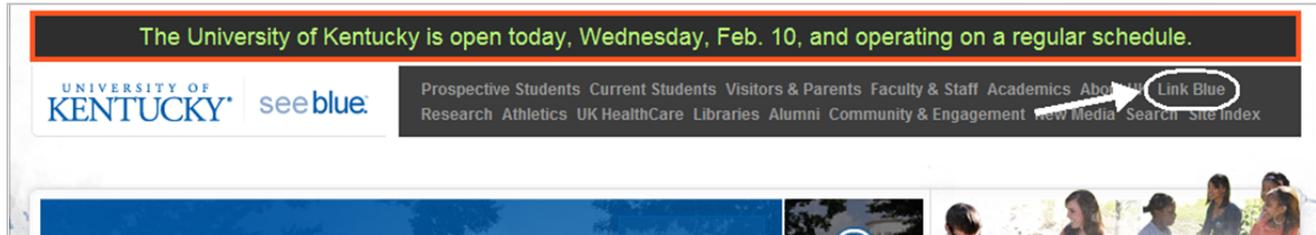
**Note:** For details on exporting, saving, or editing reports, please review other BOBJ Reporting QRCs or course manuals.

**Role:** Authorized Users

**Frequency:** When needed

## Log into Business Objects

From the UK homepage, click **link blue**



Click **myUK**



Enter your link blue **User ID** (AD or MC User ID) and **Password**



Click **Sign On**

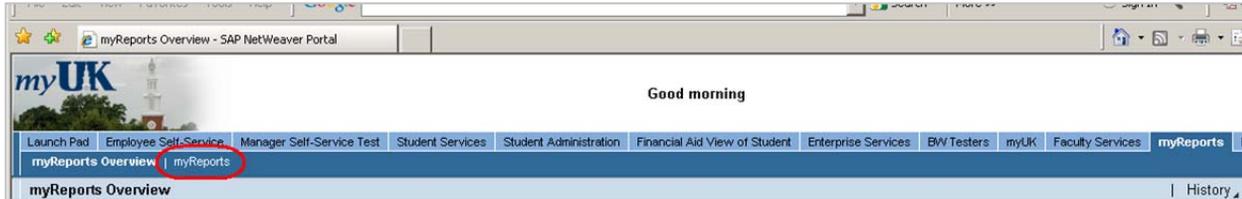


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Click **myReports**



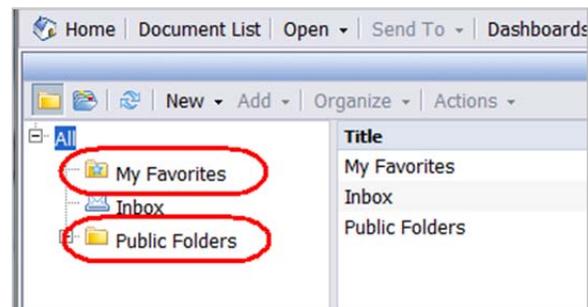
Click **myReports** subtab



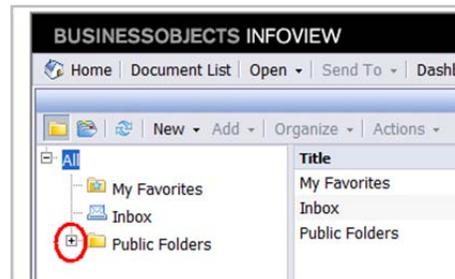
## Selecting a Report

Documents are located in two places:

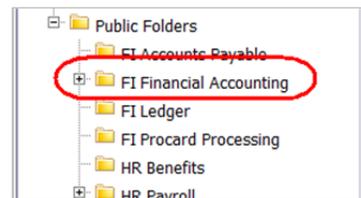
- My Favorites
  - Contains all the reports you save
  - Other users cannot access reports here
- Public Folders
  - Contains all reports to which you have access



To search for a document in the public folders, click on the **Expand/Collapse** icon to the left of **Public Folders**



Select the appropriate folder by double-clicking on it

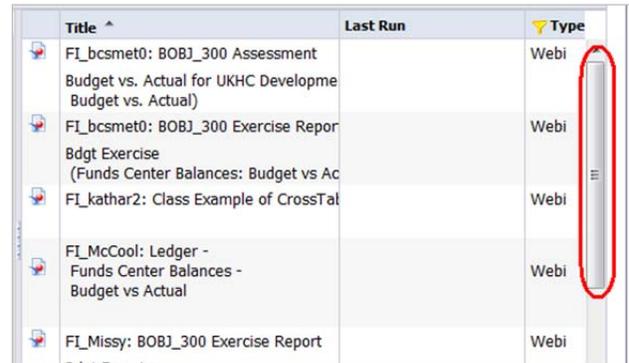
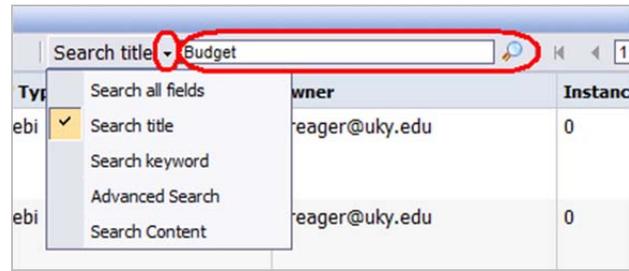


# Display Report

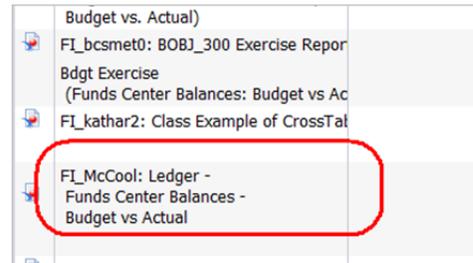
Search by the title or part of the title of the report by using the **Search** field, press **Enter**

OR

Use the scroll bar to search through the lists of reports



Double-click on the report you want to view



A system message will display while the document opens



## Report Features

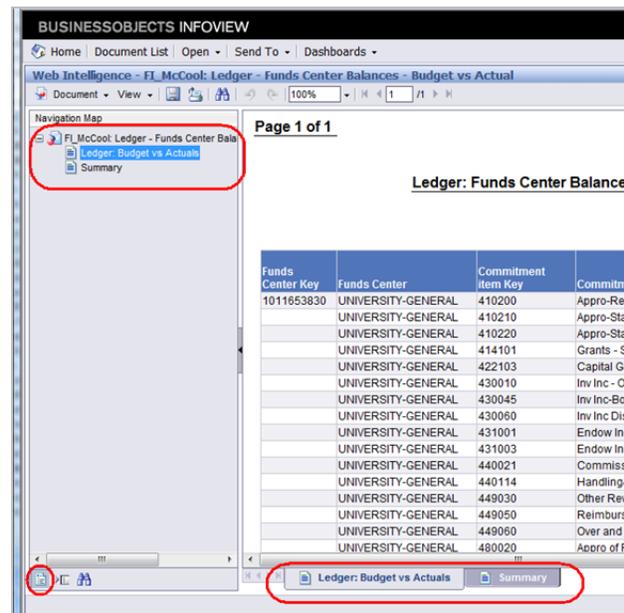
## Navigation Map

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**Navigation Map** provides a quick way to move around in the report between the various sub-reports, such as “Ledger: Budget vs Actuals” and “Summary” in this example

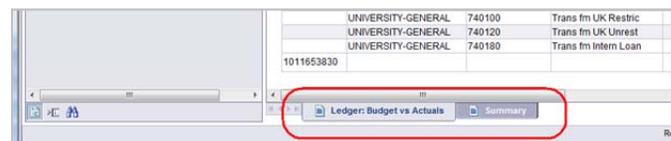
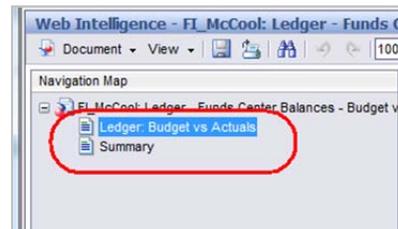
**Note:** Reports may contain two or more sub-reports consisting of tables, graphs, charts, etc.



To navigate between sub-reports, click on the report name in the **Navigation Map**

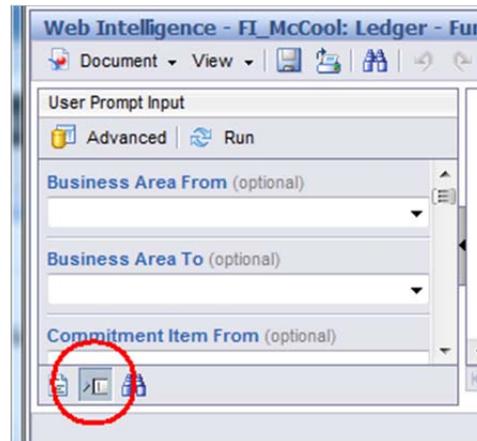
OR

Click on the report name on the **Navigation Tab**



**Changing Variable Values (User Prompt Input)**

Click **User Prompt Input**



To change the value on a variable, click the down arrow in the variable field



Select **(--Show List of Values--)**



Click the down arrow a second time



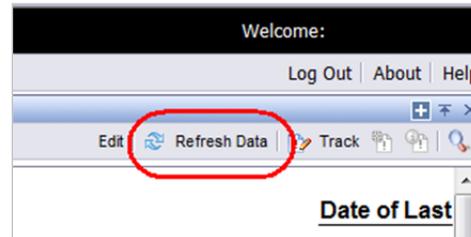
Double-click on the value



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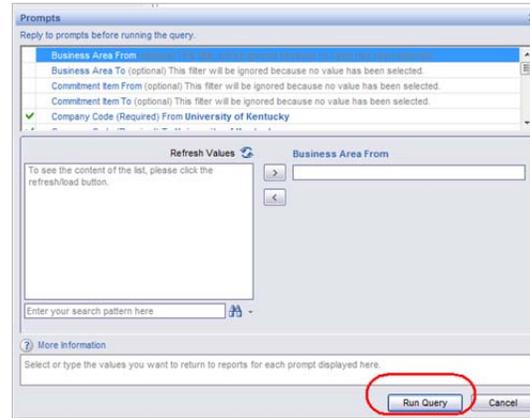
Click **Refresh Data**



A system message will display



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



A system message will display

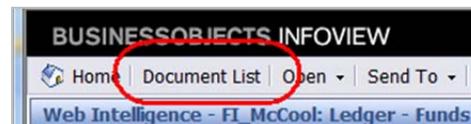


New refresh date will display in the lower right corner of the status bar



## Exiting the Report and Business Objects

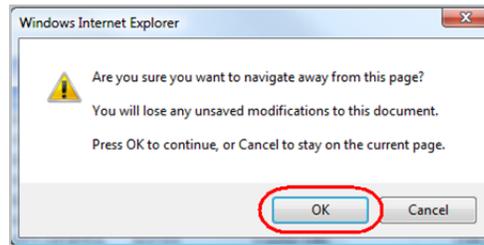
To select a different report, click **Document List** and follow the steps for opening a report



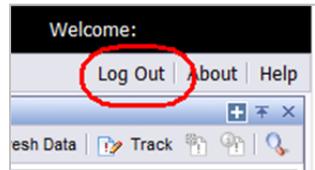
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**Note:** If you have made any changes to the report, you will receive a system message. Click **OK** to continue without saving changes. Click **Cancel** to return to the document and save your changes.



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

