IRIS
Integrated Resource
Information System

Process: Business Objects (BOBJ) Web Intelligence can be used to create 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 how to save a report.

Note: For details on creating, exporting, or editing reports, please review other BOBJ Reporting QRCs or course manuals.
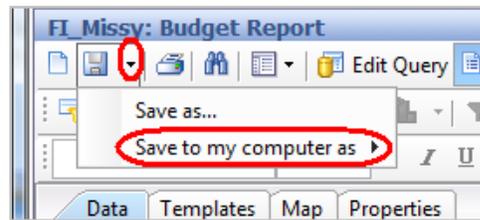
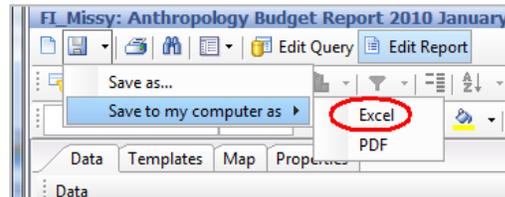| **Role:** Authorized Users	**Frequency:** When needed

Using Save To My Computer As

Make any modifications to the report.

Note: You will not be able to upload the file back to Business Objects once you have saved it to your computer.
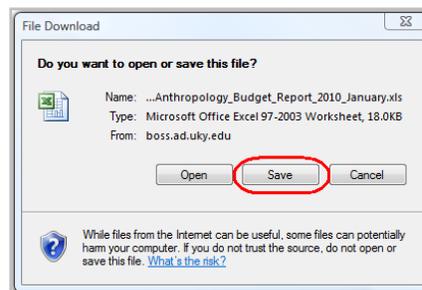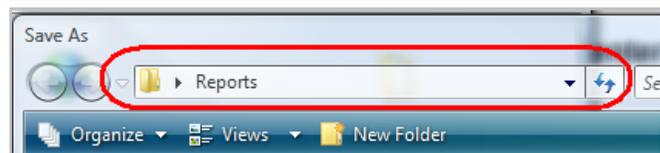
Select **Save To My Computer As**	
To save to Excel, select **Excel**	
Click **Save**	
Select folder	

Keep or change file name	File name: _Anthropology_Budget_Report_2010_January.xls Save as type: Microsoft Office Excel 97-2003 Worksheet Hide Folders Save Cancel
Click **Save**	Worksheet Save Cancel
Click **Open** to open the file	Download complete Download Complete cdzServlet from boss.ad.uky.edu Downloaded: 18.0KB in 1 sec Download to: ..._Anthropology_Budget_Repo... Transfer rate: 18.0KB/Sec Close this dialog box when download completes Open Open Folder Close
Note: The file will open in Excel	
To save to Adobe pdf, select **PDF**	FI_Missy: Anthropology Budget Report 2010 January Edit Query Edit Report Save as... Save to my computer as Excel PDF Data Templates Map Prop... Data
Click **Save**	File Download Do you want to open or save this file? Name: ...nthropology_Budget_Report_2010_January.pdf Type: Adobe Acrobat Document, 87.7KB From: boss.ad.uky.edu Open Save Cancel While files from the Internet can be useful, some files can potentially harm your computer. If you do not trust the source, do not open or save this file. What's the risk?

Saving a Report

IRIS
Integrated Resource
Information System

Select folder	
Keep or change name of file	
Click **Save**	
Click **Open** to open the file	
Note: The file will display in Adobe Reader.	

Using Save As

Make any modifications to the report.

Important! Be sure to use the Business Objects Naming Standards in saving the report.

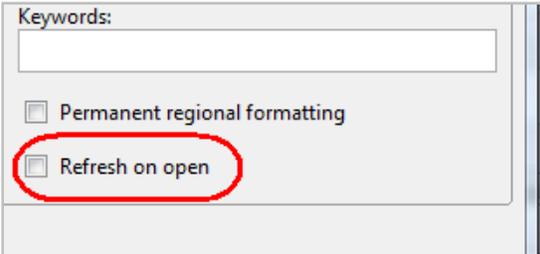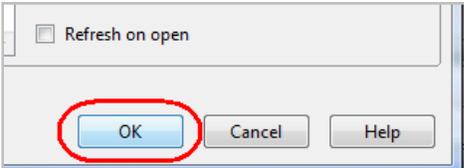|	
Select **Save As**	

myHelp Website:

http://myhelp.uky.edu/rwd/HTML/index.html

Select the folder in which you want to save the report **Note:** Saving the report in **My Favorites** will prevent the report from being seen by others. Saving the report in one of the **Public Folders** to which you have access will allow others to display and use the report.	
Enter **Name** **Note:** Be sure to begin with the Module_UserID: and then the name of the report. Example: FI_UserID: Budget Report March 2010	
Click **Advanced**	
Enter **Description** **Note:** Enter a brief description of the report. In parenthesis, enter the name of the Universe, such as (FI Funds Center Balances – Budget vs Actuals)	
Enter **Keywords** **Note:** This step is optional, but entering keywords can be helpful when searching for a report.	

Note: It is highly recommended to **NOT** select **Refresh on Open**, since as a Power User you are able to refresh a report on demand.	Keywords: ☐ Permanent regional formatting ☐ Refresh on open
Click **OK**	☐ Refresh on open OK Cancel Help
Note: The name of the report will display in the title bar.	BUSINESSOBJECTS INFOVIEW Home | Document List | Open ▾ | Send To ▾ | Dashboards ▾ FI_Missy: Anthropology Budget Report 2010 January Edit Query Edit Report