

Quick Reference Card - Basic

BW Exporting Reports



Process: Business Warehouse reports can be modified to meet the specific needs of the users. The following steps will show you how you can export reports to Excel or as a CSV (comma-delimited) file. This is handy if you want to use the data in Access, Crystal, or Brio. **Suggestion:** Export large reports to CSV, since Excel has a limit of around 65,000 lines.

The techniques described may be used on any BW report. See related Quick Reference Cards (QRCs) for more information: **BW Reports – Entering Variables**, **BW Using Context Menus**, **BW Saving A View**, **BW Opening A Saved View**, and QRCs covering the details of various reports.

Role: Authorized Users

Frequency: When needed

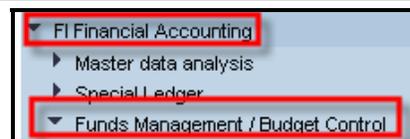
BEGINNING STEPS

After logging into the myUK portal, click on the **BW Web Reporting** icon.

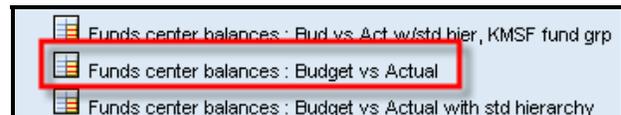


BW REPORT (WELCOME SCREEN)

Click on the triangle next to the report group and any subsequent groups to get to the reports.



Click on the name of the report, **not** the icon  to the left of it.



VARIABLES (REPORT PARAMETER SCREEN)

Enter the variables you wish to use for the report along with any required variables.

When you have set all the variables, click on the **Execute** button.



EXPORTING

To export to Excel:

Click on the **Export to Excel** button.



The following tools to help you are on the myHelp website.

Course Material • Transaction Procedures • Transaction Simulations • Online Feedback Form

<http://myhelp.uky.edu/>

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<p>When the File Download box appears, click on the Save button.</p>	
<p>Select where you want to save the file using the Save in field.</p>	
<p>Enter a name for your report in the File Name: field.</p>	
<p>Click on the Save button.</p>	
<p>To export to CSV:</p>	
<p>Click on the Export to CSV button.</p>	
<p>When the file appears, click on File in the browser menu.</p>	
<p>Click on Save As.</p>	
<p>Select where you want to save the file using the Save in field.</p>	
<p>Enter a name for your report in the File Name: field.</p>	
<p>Change Save as Type: to Text File (*.txt)</p>	
<p>Click on the Save button.</p>	

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