Quick Reference Card Business Objects -Add/Remove Columns



Process: Business Objects (BOBJ) Web Intelligence is used to display reports. Reports can contain data from databases, such as Business Warehouse, GRADS, HANA, PBF (Public Budget Formulation) etc. Reports can contain data tables, graphs, charts, and sub-reports. The following steps will show you the basics of adding and removing columns from a table in a report.

Note: For details on other Business Object report processes, check out other BOBJ (Business Objects) QRCs or course manuals on the *myHelp* web site.

Role: Authorized Users

Frequency: When needed



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Remove a Column from a Table – Design Mode Only	
To remove a column, right-click on the column and select Delete .	Report Elements Image: Section and
Note: The column will be removed from the report.	Advisor NFFOLTER, AFFOLTER, ATKIN, K ATKIN, K ATKIN, K ATKIN, K ATKIN, K ATKIN, K ATKIN, K ATKIN, K ATKIN, K ATKIN, K

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Toolbar – Reading Mode Only To learn more about the tools available refer to document QRC_Business_Objects_Display_Report_Toolbar_2018_Reading FI - 8E - Budget Repo... 🔎 😐 🖾 Home Documents 🗅 🧀 🔚 ד | 📇 ד 🎢 | 🍄 📥 ד 🖂 ד Web Intelligence 🔻 io ei 👌 🕇 🔀 Track 💌 Ţ Drill 💌 🍞 Filter Bar 🏢 Freeze 🔻 🖽 Outline Toolbar – Design Mode Only To learn more about the tools available refer to document QRC_Business_Objects_Display_Report_Toolbar_2018_Design Home Documents FI - 8E - Budget Repo... 🔎 😐 🖾 File Properties Re 🗅 🧀 🔚 • | 遇 • 🧥 | 🍄 📥 • 🖂 • Tab 🔊 🍋 🗶 🛐 🖓 🔊 -Formatting Data Access Report Elements Analysis Page Setup Cell Section Chart Other Tools Position Linking Tables -- -🔟 ㅋ 🏑 ㅋ 🕓 ㅋ 🖺 Turn Into 💌 🛛 E Set as section

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Exiting the Report and Business Objects To exit the report and Business Objects, Welcome Applications Preferences Help menu Log off click Log Off Windows Internet Explorer Are you sure you want to leave this page? If you receive this Message from webpage: message window: You will lose any unsaved modifications to this document. Select Leave \rightarrow Leave this page this page \rightarrow Stay on this page Click X to close the 妤 Bl launch pad window myUK Click Launch Pad to return to the main h Pad Stud nt Services St myUK tab myReports