

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.

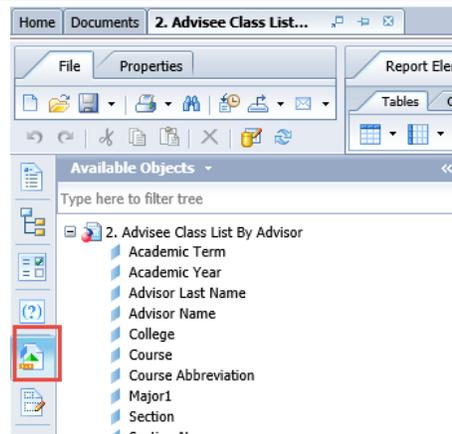
Note: For details on other Business Object report processes, check out other BOBJ (Business Objects) QRCs or course manuals on the *myHelp* web site.

Role: Authorized Users

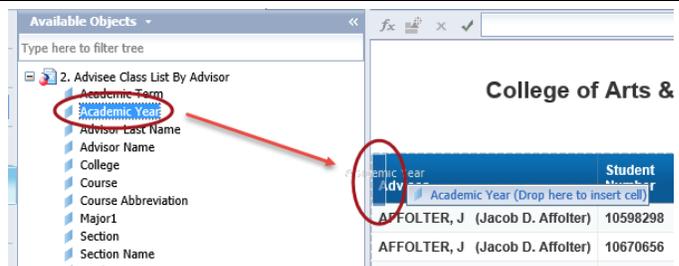
Frequency: When needed

Add a Column to a Table – Design Mode Only

Select **Available Objects (Design Mode Only)** to display the Infoobjects available to add to the report

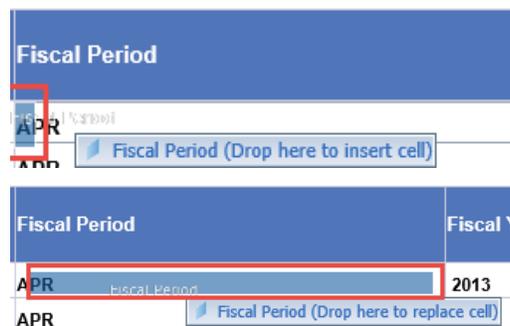


Drag and drop the field to the column where you want the new column to be



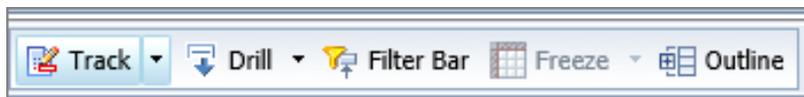
Note: Be careful where you drag the column to! Put it in the first row of the column.

- The column will be placed to the left of the current column
- The column will replace the current column



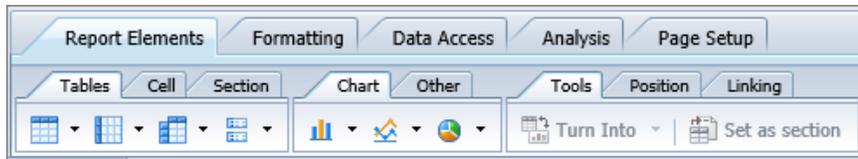
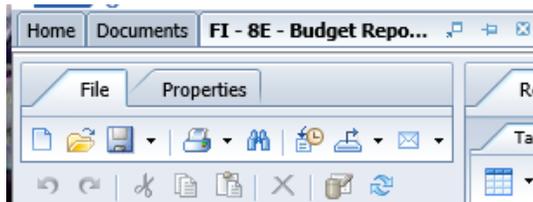
Toolbar – Reading Mode Only

To learn more about the tools available refer to document **QRC_Business_Objects_Display_Report_Toolbar_2018_Reading**



Toolbar – Design Mode Only

To learn more about the tools available refer to document **QRC_Business_Objects_Display_Report_Toolbar_2018_Design**



Exiting the Report and Business Objects	
<p>To exit the report and Business Objects, click Log Off</p>	
<p>If you receive this message window:</p> <ul style="list-style-type: none"> Select Leave this page 	
<p>Click X to close the window</p>	
<p>Click Launch Pad to return to the main <i>myUK</i> tab</p>	