Business Objects - Changing Variables

IRIS
Integrated Resource
Information System

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 changing the variables used to run a Business Objects (BOBJ) report by entering a new value.

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

Basic Information

Required variables must have a value entered before the report will run.

Variables listed with ranges display with a **From** and **To** field. An entry must be made in both fields or you may pull more data than you intend. For example, if you enter the **Fiscal Year/Period From** 002/2015 with no **Fiscal Year/Period To** entry, you will pull data from August 2015 to the current date.

Changing Variables

Use these steps to change report variables.

Open the Business Objects report by drilling down in the folders and double-clicking on the report.
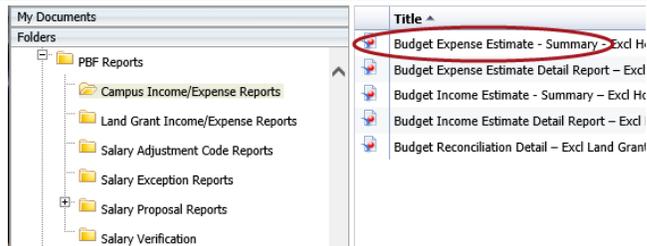
Click **Refresh Data**	Upper left-hand corner **OR** Lower right-hand corner
A system message will display	Refreshing Data
The Prompts window opens The available prompts are on the left-hand side of the window Select the prompt you want to change	Prompts Available prompt variants Prompts Summary — Fiscal Year (Required) * Fiscal Year (Required) 2018 * Projection ID Latest 154 Fund Ctr Dept Business Area Available prompts * Required prompts OK Cancel
If there are no values shown on the right-hand side, select Refresh Values.	Fiscal Year (Required) Type values here Refresh Values To see the content of the list, click the Refresh values button.

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Select the value(s) you want and transfer it to the right-hand side.

Select OK to continue.
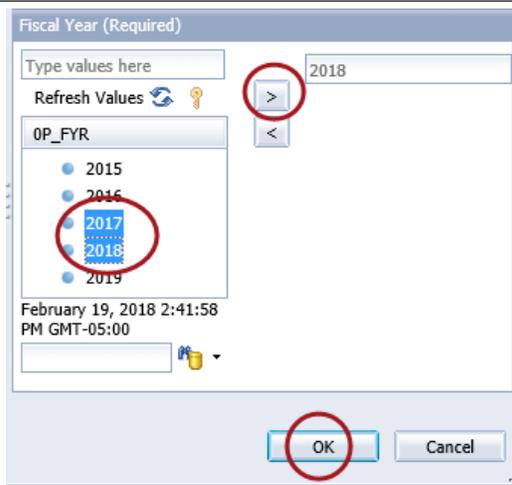
There are several ways to search for a value.

Use the search field to search for a value	
Use the scrollbar to find the value	
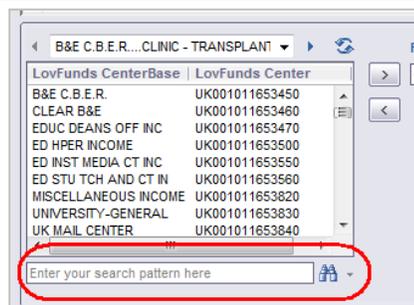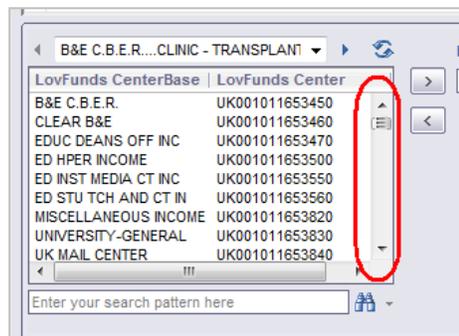
Double-click on the value **OR** Single-click and select [>] to move the value to the right Select OK to run the report	
A system message will display	 **Note:** The time indicated is the time it took for the last refresh. The time for this refresh may change depending on how much data is being pulled.
The new refresh date will display	
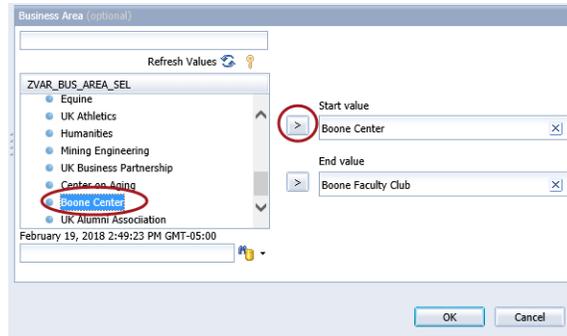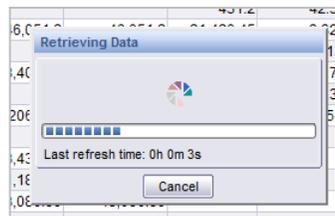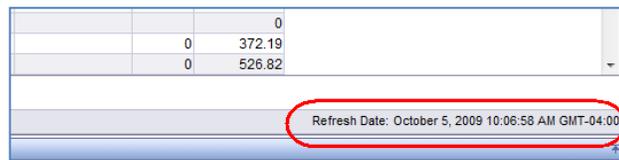
Exiting the Report and Business Objects

To exit the report and Business Objects, click **Log Off**	Welcome: Applications ▼ Preferences Help menu ▼ | Log off
If you receive this message window: Select Leave this page	Windows Internet Explorer ⓘ Are you sure you want to leave this page? Message from webpage: You will lose any unsaved modifications to this document. → Leave this page → Stay on this page
Click "X" to close the window	BI launch pad ×
Select **Launch Pad** to return to the main *myUK* tab	myUK Launch Pad Employee Self Service Student Services Studer myReports Overview | myReports myReports Overview