

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 exporting a BOBJ report as an Excel spreadsheet, a PDF document, or a CSV (Microsoft Comma Separated Values) document with or without options.

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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Quick Reference Card Business Objects - Exporting a Report



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Exporting as a PDF	
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Select Export Document As	Image: Section Chart Image: Section Chart
Select PDF	Filter Axis Export Data to CSV Excel (.xls) Excel (.xls) CSV Archive Excel (.xls) Text

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Select either a double quote or single quote as the Text qualifier	Save as CSV - Options × When saving as CSV, use the following values: • Column delimiter • Charset: •
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Keep the file type/extension (.zip)	Save as type: Compressed (zipped) Folder (*.zip)
Click Save	File name: _BOBJ_End_User_Reportcsv Save as type: Microsoft Office Excel Comma Separated Values File Iide Folders Save



Exiting the Report and Business Objects		
To exit the report and Business Objects, click Log Off	Welcome: Applications Preferences Help menu Log off	
Click X to close the window	≫ [®] Bl launch pad ×	
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