

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.

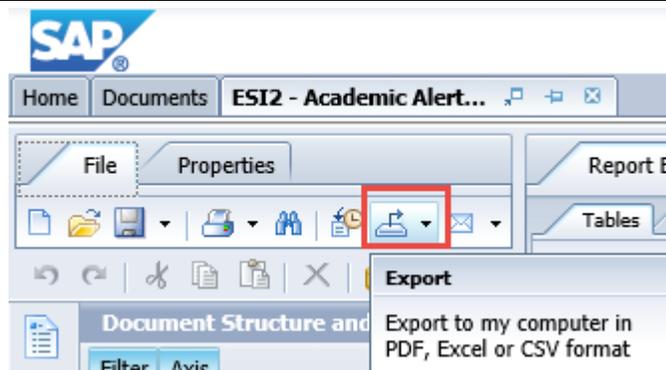
Role: Authorized Users

Frequency: When needed

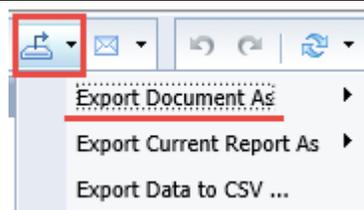
Exporting as an Excel Document

Open the Business Objects report

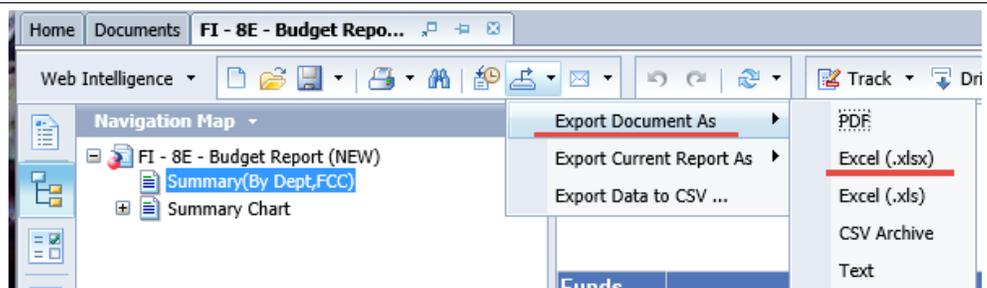
Select **Export**

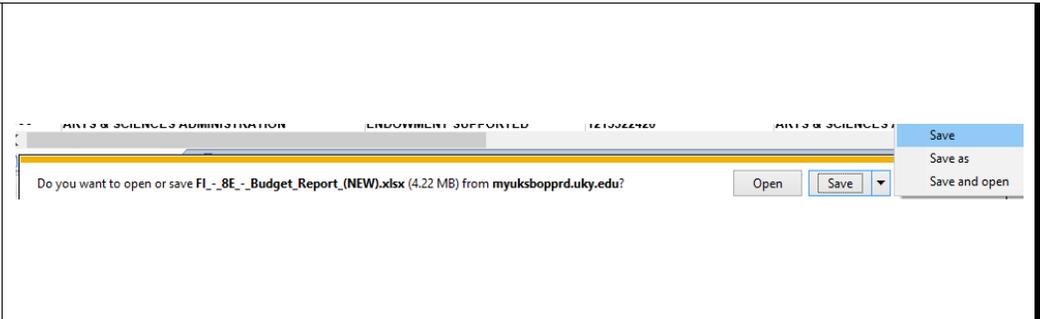
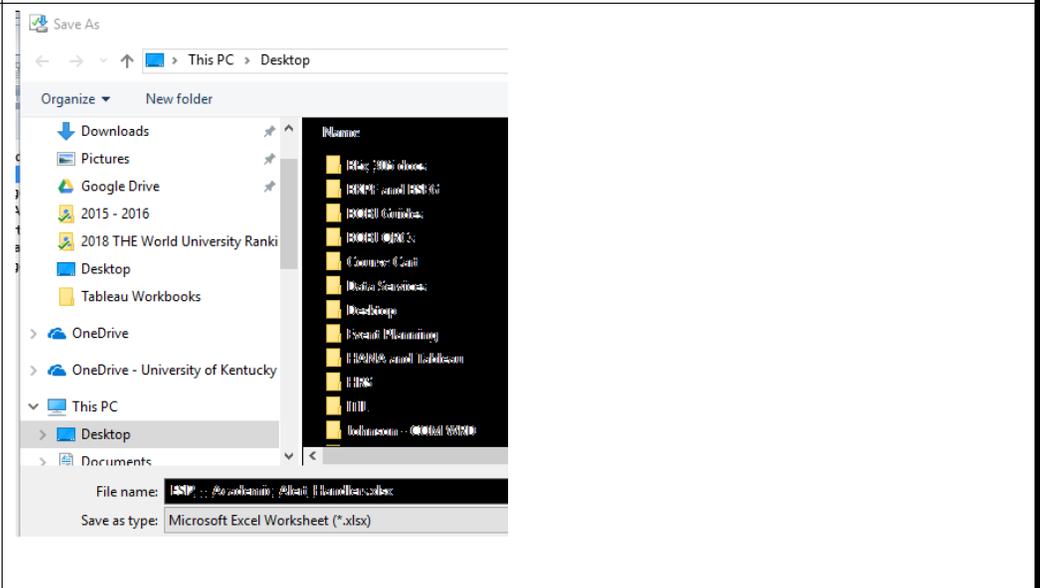
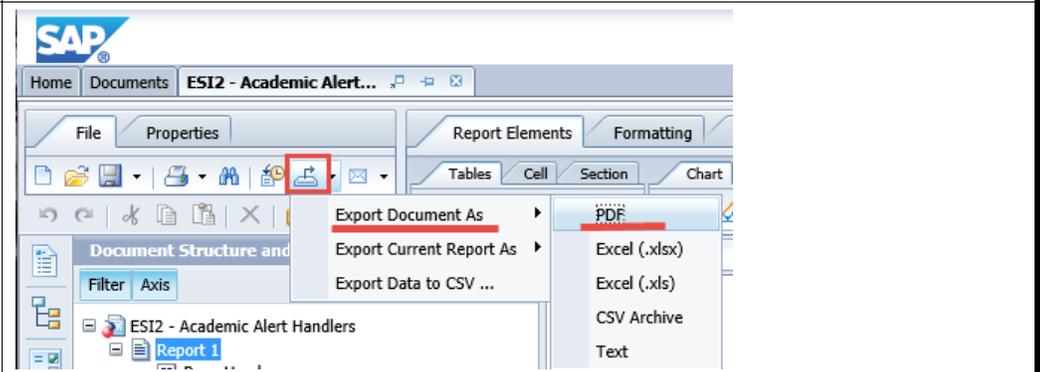


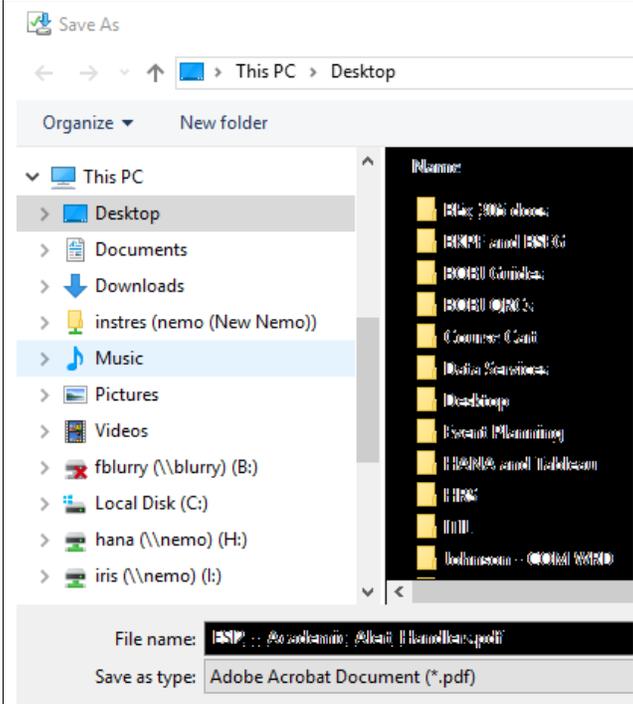
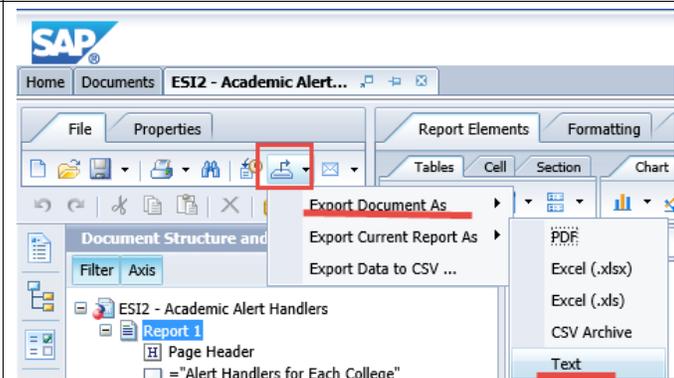
Select **Export Document As**



Select **Excel (.xlsx)**



<p>From the memo bar at the bottom of the report</p> <p>Select Save</p> <p>Select Save as</p>	
<p>Navigate to where you want to save the document</p> <p>Give the document a File name</p> <p>Select Save</p>	
<h2>Exporting as a PDF</h2>	
<p>Open the Business Objects report</p>	
<p>Select Export</p> <p>Select Export Document As</p> <p>Select PDF</p>	

<p>From the memo bar at the bottom of the report</p> <p>Select Save</p> <p>Select Save as</p>	
<p>Navigate to where you want to save the document</p> <p>Give the document a File name</p> <p>Select Save</p>	
<p>Export as a CSV</p>	
<p>Open the Business Objects report</p>	
<p>Select Export</p> <p>Select Export Document As</p> <p>Select Text</p>	

From the memo bar at the bottom of the report

Select **Save**

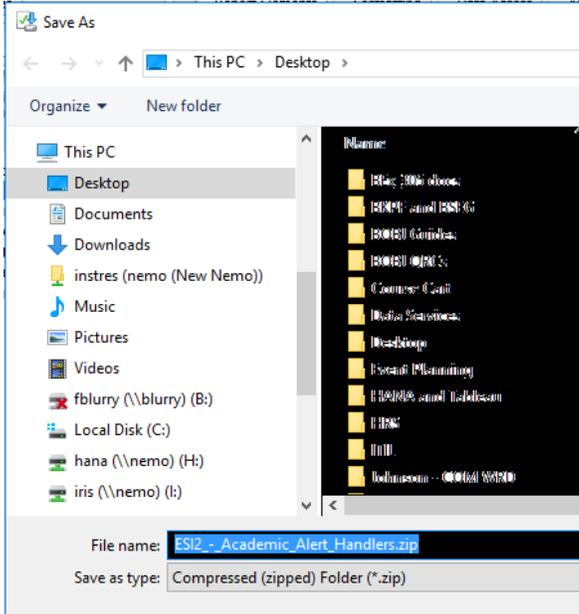
Select **Save as**



Navigate to where you want to save the document

Give the document a File name

Select **Save**



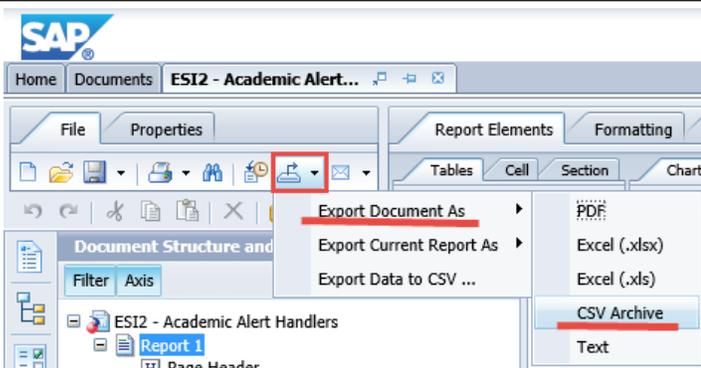
Export as a CSV Archive

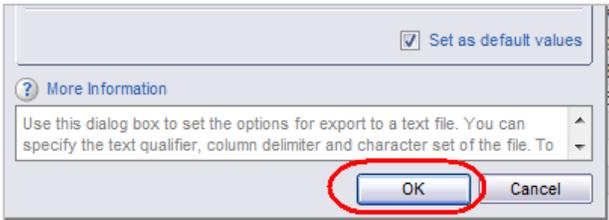
Open the Business Objects report

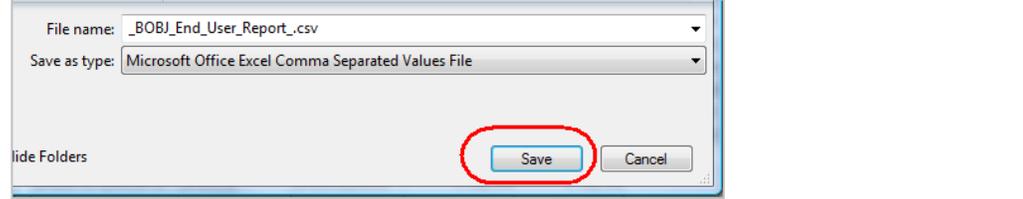
Select **Export**

Select **Export Document As**

Select **CSV Archive**



<p>Select either a double quote or single quote as the Text qualifier</p>	
<p>Select a comma, semi-colon, or tab as the Column delimiter</p>	
<p>Leave Charset: as UTF-8</p>	
<p>Click to add a checkmark to Set as Default Values</p>	
<p>Click OK</p>	
<p>From the memo bar at the bottom of the report</p> <p>Select Save</p> <p>Select Save as</p>	

<p>Navigate to the folder where you want to save the file</p>	
<p>Keep or change the file name</p>	<p>File name: <input type="text" value="ESI2_-_Academic_Alert_Handlers.zip"/></p> <p>Save as type: <input type="text" value="Compressed (zipped) Folder (*.zip)"/></p>
<p>Keep the file type/extension (.zip)</p>	<p>Save as type: <input type="text" value="Compressed (zipped) Folder (*.zip)"/></p>
<p>Click Save</p>	



Exiting the Report and Business Objects

To exit the report and Business Objects, click **Log Off**



Click **X** to close the window



Click **Launch Pad** to return to the main *myUK* tab

