Quick Reference Card
Business Objects – Toolbar Reading Mode



Icon	Description
Home Documents FI - 8E - Budget Repo	Open in a new window
Home Documents FI - 8E - Budget Repo , 3	Pin/Unpin this tab
Home Documents FI - 8E - Budget Repo ,	Close this tab

Toolbar		
Web Intelligence 🔻 🗋 🧀 🔛 🕇 🏭 🕈 📇 🐨 🛤 🛛 🍄 📥 💌) (? 🗞 🔹 🔀 Track 🔹 🐺 Drill 🔹 🏹 Filter Bar 🏢 Freeze 🝸 🔃 Outline	
Web Intelligence 🔻		
🖓 Filter Bat		
Outline	Change the view mode or modify the current	
Side Panel 🔸	view	
Report Tabs		
Status Bar		
🙀 Filter Bar	Show or hide Report Filter toolbar	
0utline	This option shows or hides the Outline	
Side Panel Normal Alt+F1 Report Tabs Minimized Status Bar Off	Indicates if the Side Panel is normal, minimized, or off	
Report Tabs	Show or hide Report Tabs	
Status Bar	Show or hide the Status Bar	

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	New – create a new document
	 Open – Open a document Select a Folder Select a Document Select Open
	Save – Click the icon to save the document Save As – Click the arrow to display more save options
	Print – Click the icon to print the document Select the arrow to display more print options
*	Find – Find text in tables and cells on this page
1	History – List of dates corresponding to the instances of the scheduled document
<u></u> ∠ •	Export – Export to my computer in PDF, Excel or CSV format.
Export Document As PDE Export Current Report As Excel (.xlsx) Export Data to CSV Excel (.xls) On funds center CSV Archive Text Text	Export Document As – a document can include multiple reports shown as tabs in the document
Export Document As PDF Export Current Report As Excel (.xlsx) Export Data to CSV Excel (.xls) on funds center CSV Archive Text Text	Export Current Report As – a report is an individual tab on the document

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Quick Reference Card		
Business Objects – Toolbar Reading Mode		
Export Document As Export Current Report As Export Data to CSV		
Save as CSV Options When saving as CSV, use the following values: Text qualifier Column delimiter , Charset: UTF-8 Enter a new charset Set as default values OK Cancel	Export Data to CSV – select your options	
Send to Mail Send to User Send to Ftp	Send to – options are not enabled	
5	Undo previous actions	
Ca	Redo previous actions	
2	Refresh all the queries and document	
Refresh All	Refresh one or all data providers	
🔀 Track 🔻	Activate or deactivate data tracking mode	
▼ Ţ Drill ▼	Navigate the report by hierarchy	
Ÿ _∓ Filter Bar	Show or hide Report Filter toolbar	
Freeze 🔻	Keep the header or a portion of the table visible while the rest of the table scrolls.	
te Outline	Show or hide the Outline	

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