

Process: Business Warehouse reports can be modified to meet the specific needs of the users. The following steps will show you how you can export reports to Excel or as a CSV (comma-delimited) file. This is handy if you want to use the data in Access, Crystal, or Brio. **Suggestion:** Export large reports to CSV, since Excel has a limit, especially if using Excel 2003.

The techniques described may be used on any BW report. See related BW Web Reporting Quick Reference Cards (QRCs) for more information: **Entering Variables, Using Context Menus, Saving A View, Opening A Saved View,** and QRCs covering the details of various reports.

Role: Authorized Users

Frequency: When needed

Entering BW Web Reporting

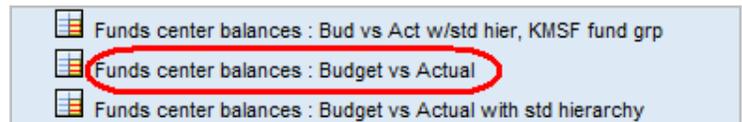
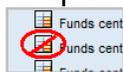
After logging into the myUK portal, click on the **BW Web Reporting** icon



Click on the triangle next to the report group and any subsequent groups to get to the reports



Click on the name of the report, **not** the icon to the left of it



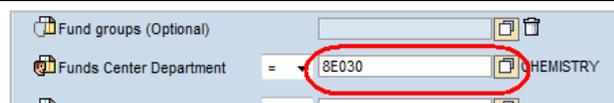
Entering Variables

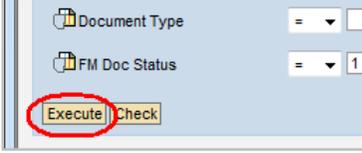
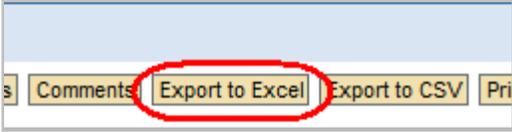
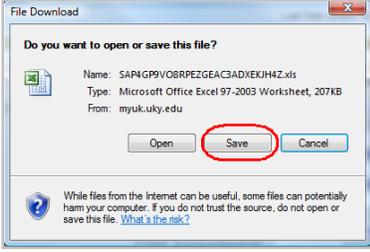
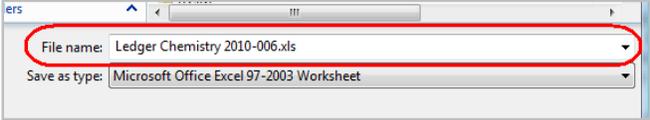
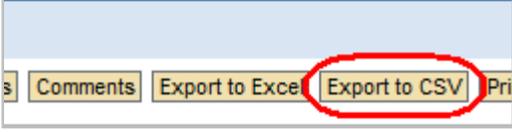
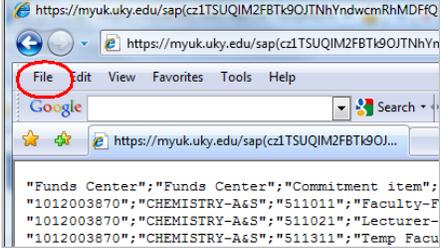
Note: For details on entering variables, see the **Entering Variables** Quick Reference Card on *myHelp*.

Enter any required variables



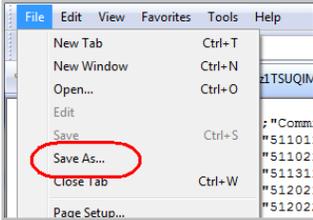
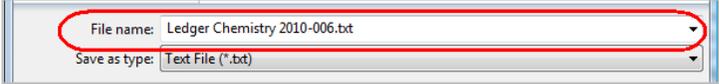
Enter any optional variables



<p>Click Execute</p>	
Exporting to Excel	
<p>Click on the Export to Excel button.</p>	
<p>Click Save</p>	
<p>Select desired folder</p>	
<p>Enter name for report</p>	
<p>Click Save</p>	
Exporting to CSV	
<p>Click Export to CSV</p>	
<p>To save, click File</p>	

Quick Reference Card – Business Warehouse BW Report – Exporting Reports



<p>Click Save As</p>	
<p>Select desired folder</p>	
<p>Enter name for report</p> <p>Note: Save as Type should default to Text file. If not, change to Text file (*.txt) as the extension.</p>	
<p>Click Save</p>	