

BW Report – Using Conditions



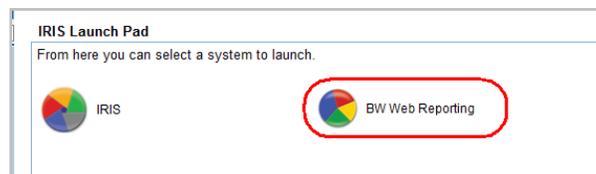
Process: Business Warehouse reports can be modified to meet the specific needs of the users. The following steps will show you how you can create and use conditions to design a very specific report. The techniques described may be used on any BW report. See related BW Web Reporting Quick Reference Cards (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

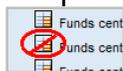
After logging into the myUK portal, click on the **BW Web Reporting** icon



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*.

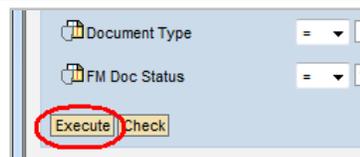
Enter any required variables



Enter any optional variables



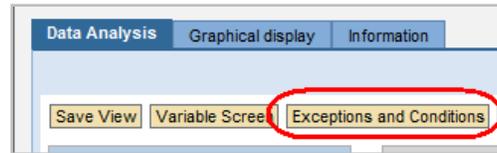
Click **Execute**



Using Conditions

Conditions provide a way to change a report so that only the data that meets certain criteria, defined by the user, is selected and displayed.

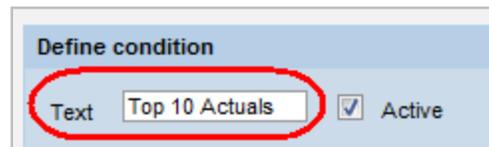
Click **Exceptions and Conditions**



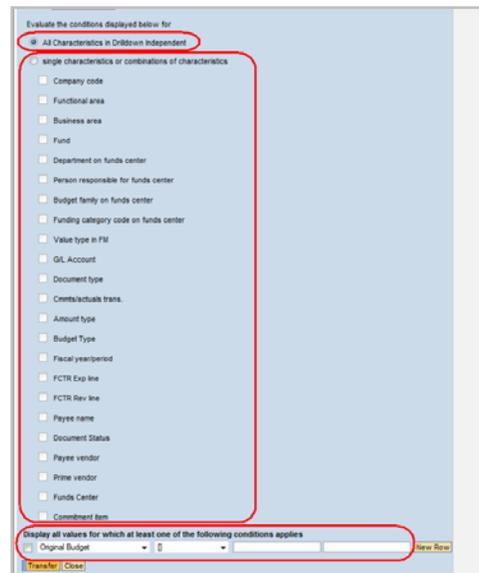
Click **Create**



Enter name for **Condition** in **Text**, such as **Top 10 Actuals**.



Select either **All Characteristics in Drilldown Independent**, **Single Characteristics or combinations of characteristics**, or **Display all values for which at least one of the following conditions applies**



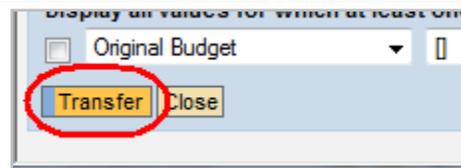
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<p>If Single characteristics or combinations of characteristics chosen, select desired characteristics</p>	
<p>If Display all values for which at least one of the following conditions applies chosen, click in first box to insert checkmark</p>	
<p>Select desired condition</p>	
<p>Select appropriate condition value</p>	
<p>Enter appropriate number or amount</p>	
<p>If needed, click New Row to add another row</p>	

BW Report – Using Conditions

Click **Transfer**



To keep **Conditions**, click **Save View**

