

Quick Reference Card – Business Warehouse BW Reporting – Using Exceptions



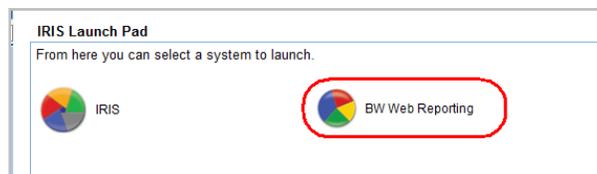
Process: Business Warehouse reports can be modified to meet the specific needs of the users. The following steps will show you how you can create and use conditions to design a very specific report. The techniques described may be used on any BW report. See related BW Web Reporting Quick Reference Cards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

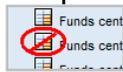
After logging into the myUK portal, click on the **BW Web Reporting** icon



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*.

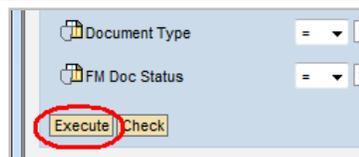
Enter any required variables



Enter any optional variables



Click **Execute**



Using Exceptions

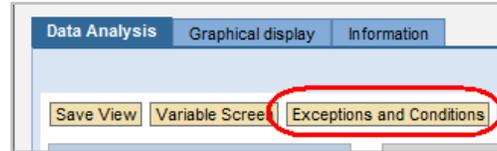
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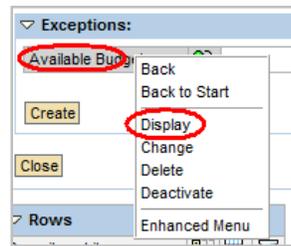
Exceptions allow you to color-code cells that meet specified criteria; Example, you can use an exception to alert you that a dollar figure has exceeded a certain amount.

To view existing **Exception**:

Click **Exceptions and Conditions**



Right-click **Exception** name and select **Display**

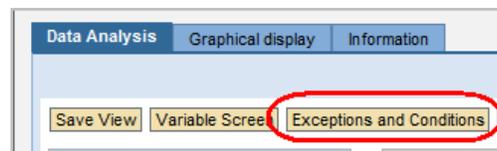


Turn **Exception** on or off by clicking **Activate/Deactivate Toggle**



To create an **Exception**:

Click **Exceptions and Conditions**



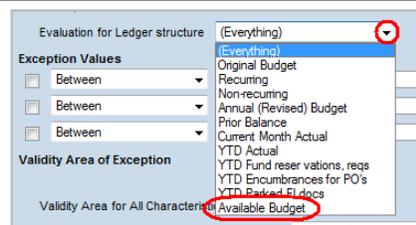
Click **Create**



Enter brief, but recognizable **Description**



Select field value for which the **Exception** is to be applied (and color-coded)

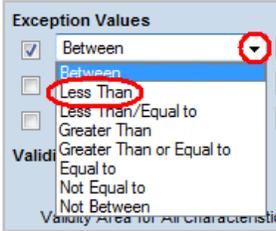
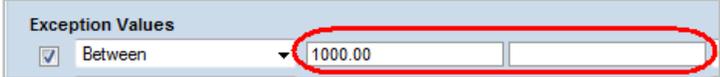
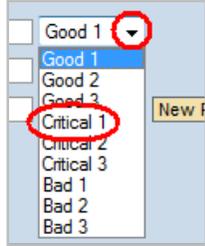
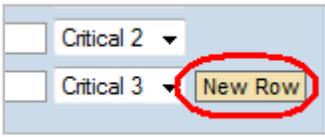
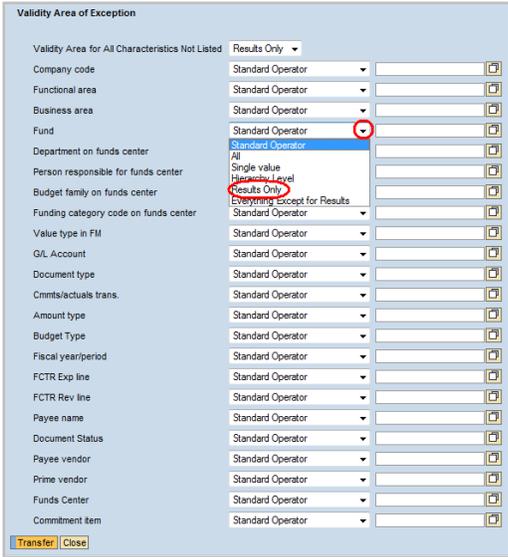


Click in first box preceding each row to activate that row's values



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<p>Select Operator to be used for evaluating field values or amounts</p>			
<p>Enter the number(s) that fits the comparison, e.g., Greater Than 100, Between 50 and 100, etc.</p>			
<p>Select Severity</p>			
<p>Severity - indicated by varying degrees of color-codes</p> <ul style="list-style-type: none"> • Good-shades of green • Critical-shades of yellow/orange • Bad-shades of red 	<p>Good 1</p>	<p>Good 2</p>	<p>Good 3</p>
	<p>Critical 1</p>	<p>Critical 2</p>	<p>Critical 3</p>
	<p>Bad 1</p>	<p>Bad 2</p>	<p>Bad 3</p>
<p>The system provides three rows for Exception Values, and more rows can be added by clicking New Row button.</p>			
<p>Change Validity Areas of Exception by using the drop-down menus to the right of the validity area or changing the Standard Operator.</p>			

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<p>Click the Transfer button and double-check for accuracy based on the colors for values.</p>	
<p>To keep Exceptions, click Save View</p> <p>See QRC Saving a View for more details.</p>	