Process: Business Objects (BOBJ) Web Intelligence can be used to display a report. Reports can contain data from databases, such as Business Warehouse, Oracle, GRADS, Remedy, etc. Reports can contain data tables, graphs, charts, and sub-reports. The following steps will show you the basics of adding and removing columns from a table in a report.

Note: For details on other BOBJ processes, please review the BOBJ Reporting QRCs or course manuals on the myHelp web site.

Role: Authorized Users

Frequency: When needed

Adding a Column to a Table

Click **Available Objects** to select the Infoobject you want to add to the report

Drag and drop the Infoobject in the new column where you want the new column to go

Note: Be careful where you place the column!
- The column will be placed to the left of the current column
- The column will replace the current column
- The column will be placed to the right of the current column
Quick Reference Card – Business Objects Infoview
Add/Remove Columns

**Note:** The column and data will be displayed

**Removing a Column from a Table**

To remove a column, right-click on the column and select **Remove**, then **Column**

**Note:** The column will be removed from the report.

**Exiting the Report and Business Objects**

To select a different report, click **Document List**

**Note:** If you have made any changes to the report, you will receive a system message. Click **OK** to continue without saving changes. Click **Cancel** to return to the document and save your changes.
| **Quick Reference Card – Business Objects Infoview**
<table>
<thead>
<tr>
<th><strong>Add/Remove Columns</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>To exit the report and Business Objects, click <strong>Log Out</strong></td>
</tr>
<tr>
<td>Click to close the window</td>
</tr>
<tr>
<td>Click <strong>Launch Pad</strong> to return to the main <strong>myUK</strong> tab</td>
</tr>
</tbody>
</table>