**Process:** BEx-Analyzer is used by Power Users to generate queries for ad-hoc reporting in production. The following steps will show you how you can run a query in the web using the BEx-Analyzer tool. Both **Y** (Power User) and **Q** (Published) queries can be run.

**Note:** This QRC only covers running a BEx query in the web. For details on creating, modifying, etc., please review other BEx Reporting QRCs or course manuals.

| Role: Authorized Users | Frequency: When needed |

### Log into BW BEx Reporting

1. Log on to the *myUK* portal
2. Click **BW BEx Reporting**
3. Click **Open**

**Note:** In Excel 2007, this icon will be found on the **Add Ins** tab. In Excel 2003, it will be found on the **Business Explorer** toolbar.

4. Select **Queries**
5. Single-click on the query

**Note:** Double-check the technical name of the query to ensure that you have the correct query.
Click **Change**

**Note:** Double-clicking on the query or single-clicking and clicking on **OK** will cause the query to run in Excel.

---

**Running the Query Via the Web**

Click **Display Query on the Web**

Enter the required variables and any other variables you want to use

**Note:** Required variables are identified by an asterisk (*) on the end of the variable description.

Click **Execute**

Change report by adding **Free Characteristics**, filtering, swapping, drilling, or changing properties

**Note:** Details for making these changes can be found in the BEX_300 course material.
### Exiting the Web and Query Designer

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>Close the report</td>
<td><img src="image" alt="Close the report" /></td>
</tr>
<tr>
<td><strong>Click Exit Query</strong></td>
<td><img src="image" alt="Exit Query" /></td>
</tr>
<tr>
<td>Close Excel</td>
<td><img src="image" alt="Close Excel" /></td>
</tr>
<tr>
<td>Close SAP</td>
<td><img src="image" alt="Close SAP" /></td>
</tr>
</tbody>
</table>

**myHelp Website:**
http://myhelp.uky.edu/rwd/HTML/index.html