Business Objects Reporting – Navigation Block
Add Columns

Purpose
Each Business Objects Report has preset dimensions, columns, and rows which can be added, removed, or swapped from the Navigation Block.

This document explains how to modify the dimensions, columns, and rows to produce reports specific to your needs.

Trigger
Perform this procedure every time you want to run any Business Objects Report.

Process
1. Once in the report, select the Navigation Block button.

2. At the left of the report, a window will open showing you:
   a. Dimensions – Columns available to add to the report.
   b. Rows – Columns currently in the report.

3. Left click and hold any column from the Dimensions area and drag it over to the Rows area and place where you want the new column to appear.

4. The report will refresh and the column you chose will now be in the report.

Contact Business Objects Support for questions: ucflexbw@ucmail.uc.edu
Business Objects Reporting – Navigation Block
Remove Columns

Purpose
Each Business Objects Report has preset dimensions, columns, and rows which can be added, removed, or swapped from the Navigation Block.

This document explains how to modify the dimensions, columns, and rows to produce reports specific to your needs.

Trigger
Perform this procedure every time you want to run any Business Objects Report.

Process
1. Once in the report, select the Navigation Block button.

2. At the left of the report, a window will open showing you:
   a. Dimensions – Columns available to add to the report.
   b. Rows – Columns currently in the report.

3. Left click and hold any column from the Rows area and drag it over to the Dimensions area.

4. The report will refresh and the column you chose to remove is now off the report.

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Business Objects Reporting – Navigation Block
Swap Columns

Purpose
Each Business Objects Report has preset dimensions, columns, and rows which can be added, removed, or swapped from the Navigation Block.

This document explains how to modify the dimensions, columns, and rows to produce reports specific to your needs.

Trigger
Perform this procedure every time you want to run any Business Objects Report.

Process
1. Once in the report, determine which two columns you want to swap.
2. Left click and hold the column’s header name and hover over the column header that it will be swapped with.

3. You will see a Blue Highlight appear over the column to be swapped.

4. Release and allow the report to refresh.
5. The columns will now be swapped in the report.

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