# Business Objects Reporting - Prompts

## Purpose
Each Business Objects Report requires prompts or values to be entered to yield report data. This document explains how to enter prompts to get the chosen report to produce the data you are seeking.

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

## Process
Follow the steps below to enter prompts and run a report.

1. Navigate to Business Objects Reporting by selecting the **Bi Launchpad** tile under **Bi Reports**.
2. Select **Documents** then select **Folders**.
3. Double click the **University of Cincinnati** folder
4. Select the folder that contains the report you want and double click to open the report.
5. Every report in Business Objects Reporting will require prompts. The requested prompts may differ from report to report, but the screen will look like this:

```
<table>
<thead>
<tr>
<th>Prompt</th>
<th>Example</th>
</tr>
</thead>
<tbody>
<tr>
<td>Select variant</td>
<td>1007017; 1007018; 1007466</td>
</tr>
<tr>
<td>Fiscal Period/Year</td>
<td>Q00112 – Q00116</td>
</tr>
<tr>
<td>Fund</td>
<td></td>
</tr>
<tr>
<td>Cost Center</td>
<td></td>
</tr>
<tr>
<td>Functional Area</td>
<td></td>
</tr>
</tbody>
</table>
```

**NOTE:** Required prompts are indicated by an asterisk (*). The format of these prompts is very specific. Incorrect prompt/value entry will prevent the report from producing desired results.

6. Format your prompt entries as follows:
   a. Multiple Values: 1007017; 1007018; 1007466
   b. Ranges: Q00112 – Q00116
   c. Org Unit Hierarchy: 60000828 (This example is the highest org unit for CAHS)
   d. Exclude Values: !S1
7. You can also bring up a list of available entries utilizing the Matchcode buttons at the end of each prompt.

8. Additionally, you can copy and paste entries into the Prompt boxes from either Word or Excel.

9. Once you have entered the prompts that you want, select OK to run the report.

NOTE: In the example below, the report selected has the required entries as well as additional entries to drill down on the report data.

Contact Business Objects Support for questions: ucflexbw@ucmail.uc.edu