

Data Access

Tips on accessing data and on building queries in BusinessObjects and WebIntelligence.

- **Building queries**
- **Download or saving file names**
- **Export to Excel file**
- **Export chart to PowerPoint**
- **Filters on pick lists for different fields**
- **Making reports from raw data**
- **Pointing to History Tracking**
- **Secondary Queries**
- **Sort Document types on IMAP for easy access**

Reports

This section has basic tips on building and analyzing reports using BusinessObjects and WebIntelligence. Choose a tip from the list below.

- **Adding and Deleting columns in the report**
- **Charts 1 – Pivot Tables**
- **Charts 2 - Editing information**
- **Controlling the Text Wrap of a Cell**
- **Customizing Charts to Avoid Data Overlap**
- **Duplicate Entries**
- **Format Cell**
- **Run Date**
- **Stopping the query early**
- **Using DATETIME objects in BusinessObjects reports**
- **Values for Querying**

Sharing Documents

Tips on sharing BusinessObjects and WebIntelligence Documents.

- **Sharing documents/reports with BO users**
- **Sharing documents/reports with Non-BO users – HTML, PDF (recommended fmt)**
- **Refresh Access for Shared Reports**

FAQs

Facts and Questions: BusinessObjects and WebIntelligence Documents

- **How do I know if I am connected to the database correctly?**
- **Why are my column headings incorrect when I add or delete a column?**
- **Why did I get incorrect data in my report when I used the “CR Master Number” object?**
- **Why does my report not save when exporting to Excel?**
- **How can I access my data when it is greyed out after export to Excel?**
- **How can I bring my chart into a PowerPoint slide?**
- **Why does BO crash when I try to change a search value in the Conditions field when I’m in the Data Provider?**
- **Why is my report coming back with no data?**
- **How do I create a customized variable?**
- **Why can’t I get BO to connect?**
- **Why is my BO report timing out when running a query?**

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