




## Oracle Business Intelligence Helpful Tips

### Report Sorting


- Within each report folder, reports are sorted first by report type and then alphabetically.
- Answers reports (  ) will be listed before BI Publisher reports (  ).

### Required vs. Optional Prompts

- Some report prompts are required to run the report, and others are optional.
- In Answers reports (  ), required prompts are preceded with an asterisk (\*) and contain the text: “Select a Value”. For example: \* Term Short Descr

Optional prompts typically contain the text “(All Column Values)”.


For example: Academic Group Code

- In BI Publisher reports (  ), required prompts are preceded with an asterisk (\*) and contain the text: “Select a Value”. For example: \* Term

Optional prompts typically contain the text “All”. For example: Academic Group



- In both Answers and BI Publisher reports, report results will not be affected by not selecting anything from an optional prompt.

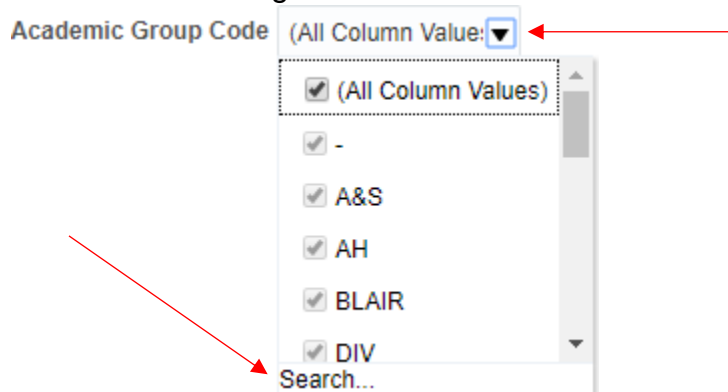
### Prompt Predictive Searching

- In Answers reports (  ), prompt values can be searched by typing directly into the prompt. Answers will use your input to predict the values you want, and available values that match your input will be displayed in real time. For example, typing “2017” into the term prompt below shows all potential 2017 terms.

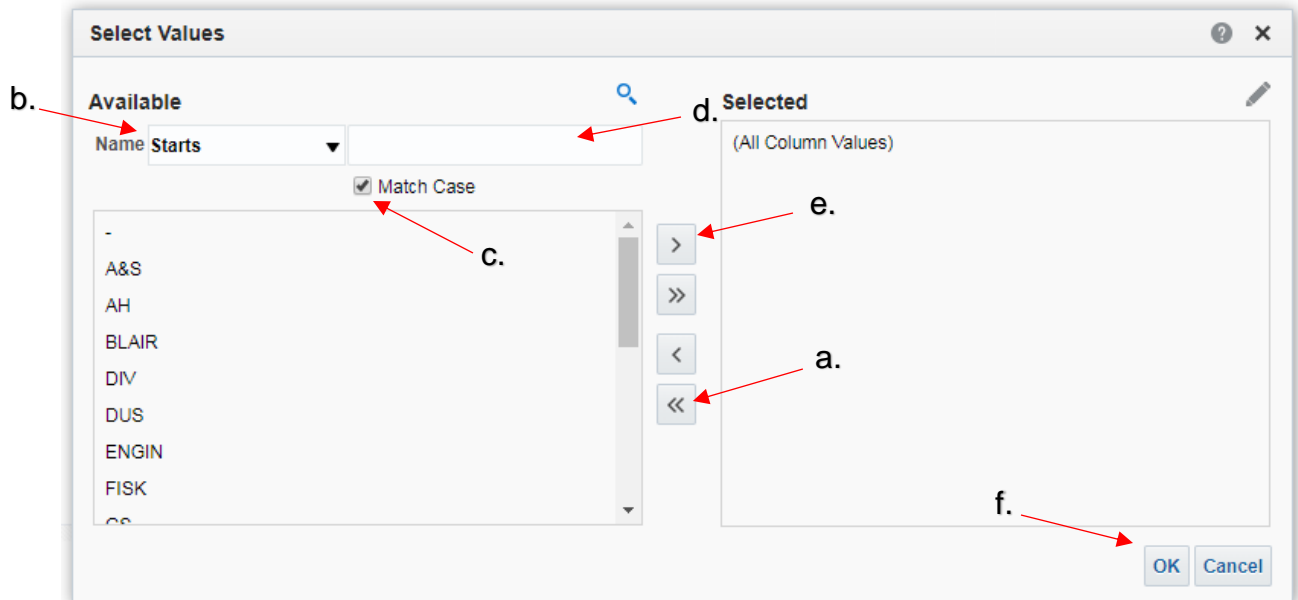


### Prompt Search Menu

- In both Answers (  ) and BI Publisher (  ) reports, prompt values can be selected using the search menu. This menu is accessed by clicking the prompt’s drop-down arrow and selecting “Search...” at the bottom of the menu.

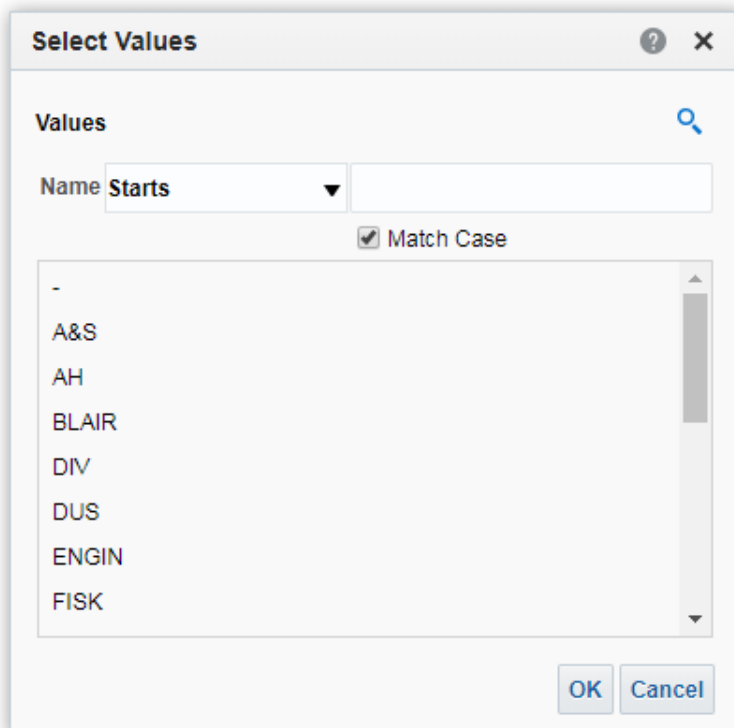


- A menu like this should appear:



- Before selecting new prompt values, remove the existing values by clicking the double arrows that point left.
- You can change your search to find items that *Start* with, *Contain*, or *End* with the searched item.
- By default, the search matches case (upper/lowercase), but this option can be unchecked.
- Search for the item(s) you want to include.
- Click on the value in the left window and move it to the right window by clicking the single arrow pointing right. You may also just double click the value to move it right.
- Click OK to finalize the prompt selections.



- If a prompt only accepts one value at a time, the search box will look like this:



- After finding the value you want to use, select the value and click OK to accept it. You can also just double click on the value you want to use.

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## Entering a List of Values

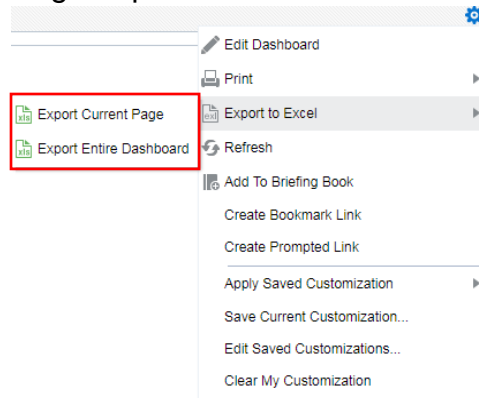
- You may want to enter a list of values into a prompt without having to select them all individually from the prompt menu. This is done by typing directly into the prompt box.
  - In Answers reports (  ), multiple values are separated with a semicolon (;).  
For example: 000123456;000654321
  - In BI Publisher reports (  ), multiple values are separated with a comma (,).  
For example: 000123456,000654321
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## Additional Prompt Tips

- Sometimes, the prompt values that you choose may not be accepted until clicking anywhere outside of the prompt box.
  - If you see results you do not expect, double check that the prompts contain the values that you chose.
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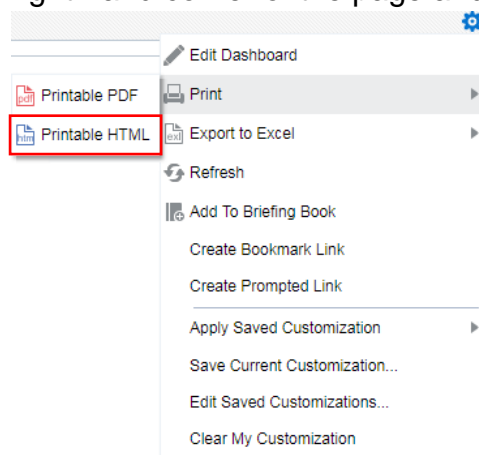
## Exporting Results of Answers Reports

- To export the results of an Answers report (  ) to Excel, click the gear in the upper right-hand corner of the page and choose Export to Excel → Export Current Page/Export Entire Dashboard.





- *Export Current Page* will export the currently visible tab of the report.
- *Export Entire Dashboard* will export all of the dashboard tabs as individual tabs in the Excel file. When using this option, make sure each tab has the prompts set to the desired values.

- To export the results of an Answers report (  ) to a PDF, click the gear in the upper right-hand corner of the page and choose Print → Printable PDF.

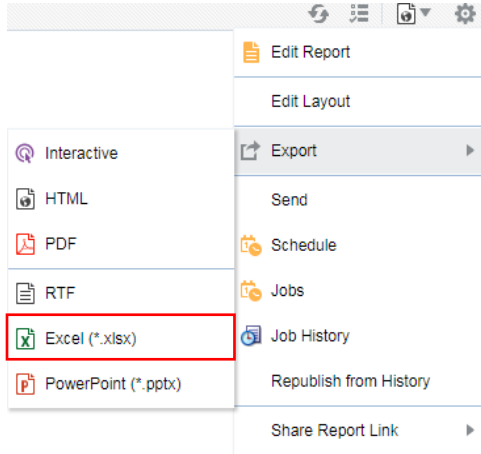


Upper right-hand side of the PDF

- To save the PDF, click the Download button (  ) in the upper right-hand corner. Note: Answers reports will only export to PDF one page at a time.
- To print the PDF, click the Print button (  ) in the upper right-hand corner.

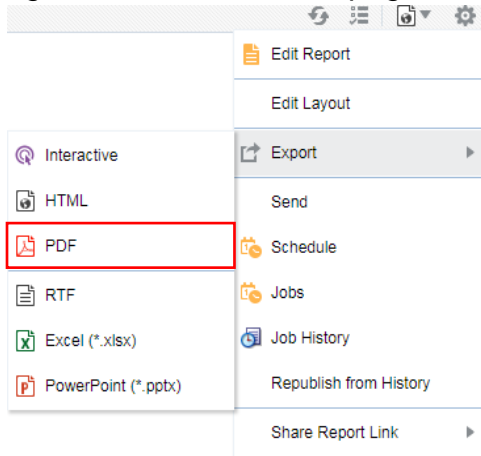
## Exporting the Results of BI Publisher Reports

- To export the results of a BI Publisher report (📄) to Excel, click the gear in the upper right-hand corner of the page and choose Export → Excel.



- The file will be saved to the default downloads location for your web browser.
- Note: All BI Publisher tabs are required to be exported individually.

- To export the results of a BI Publisher report (📄) to PDF, click the gear in the upper right-hand corner of the page and choose Export → PDF.



- The file will be saved to the default downloads location for your web browser.
- Note: All BI Publisher tabs are required to be exported individually.

- You can also export a BI Publisher report to any of the other formats by following the same steps but selecting another option, like PowerPoint.