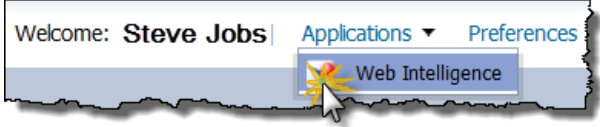
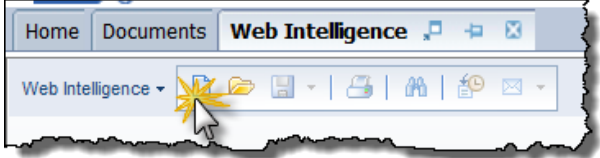


Step-by-Step Instructions	HINTS
Log on to BI Launch Pad and open the Web Intelligence application.	
Click on the new document icon in the toolbar.	
Select Universe from the Create a Document box that displays (Figure 1) and then click the OK button.	This opens the Universe selection box. . (Figure 2)
Select the specific universe that you need for your report and click on the Select button.	<ul style="list-style-type: none"> • At the bottom of the Universe box, you will often see an explanation of the universe selected. • The Query Panel then opens. (See Figure 5 for sample Query Panel.)
Select the desired Objects from the left Universe outline panel and drag them to the Result Objects panel.	Double-clicking moves them there too!
Select the Objects that you want to use in query conditions and drag them either from the Universe outline panel or from the Result Objects panel into the Query Filters panel.	
Select an Operator from the drop-down menu for each Object in the Query Filters panel.	Figure 3 shows the drop down with the usual options: In list, Not in list, Equal to, Not Equal to, etc.
Enter your value for the Object in the second text box.	Figure 4 shows where to enter your value. (You can choose Prompt in order to display a question every time you refresh your report and you can then select values that you want to limit the data retrieved by the query.)
Review Query Panel information.	<ul style="list-style-type: none"> • See Figure 5 for sample Query Panel. • Note the bottom third pane of the Query Panel – Data Preview. Using this to preview your query is a quick way to validate your query filters prior to actually generating the report.
Click Run Query to retrieve your data in a report.	See Figure 6 for a sample report.

How to Create a New Document / Report

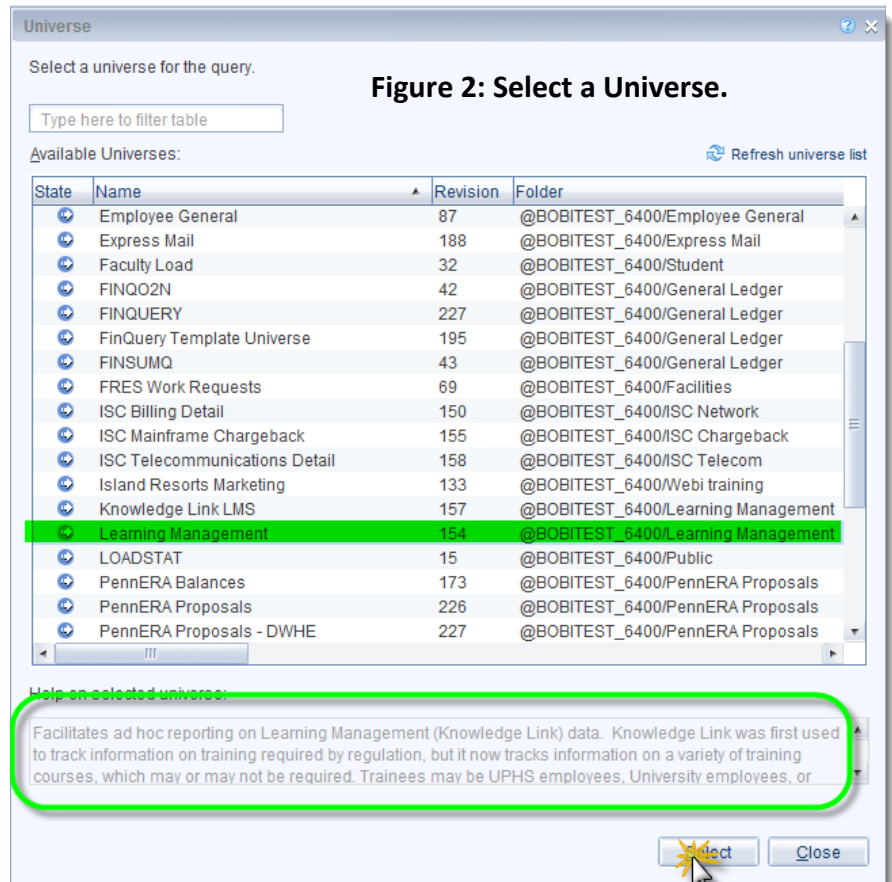
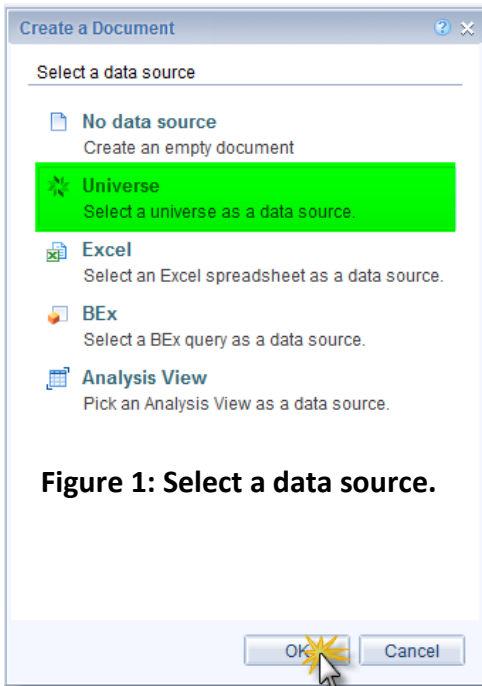


Figure 3: Select an Operator for your Query Filter object.

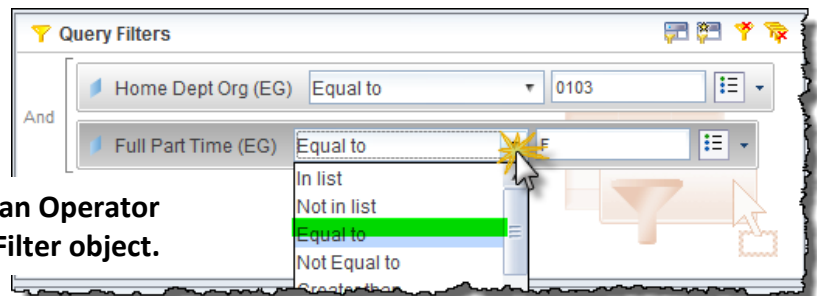
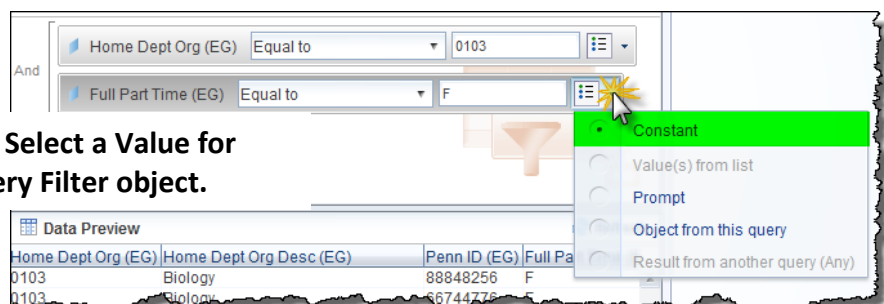


Figure 4: Select a Value for your Query Filter object.



How to Create a New Document / Report

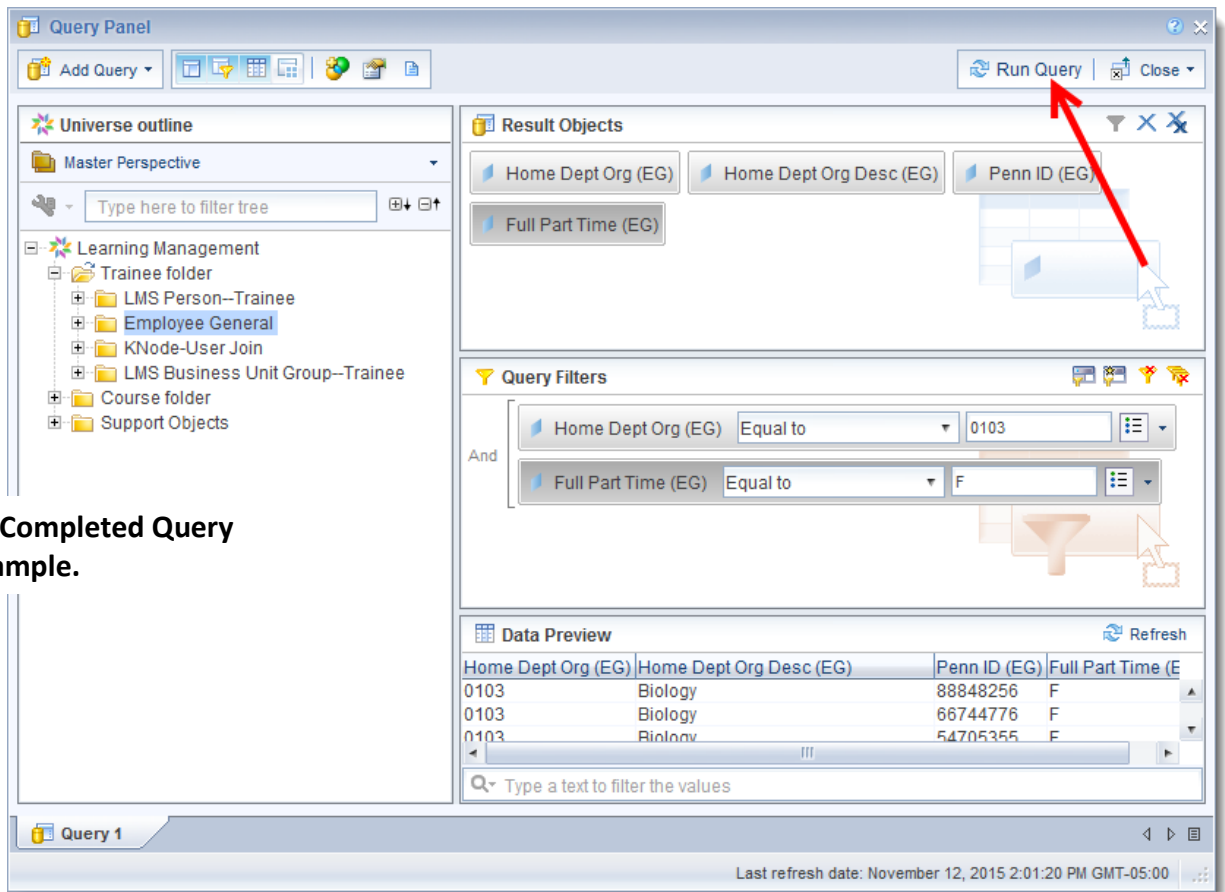


Figure 5: Completed Query Panel example.

Report 1

Home Dept O	Home Dept O	Full Part Time	Penn ID (EG)
0103	Biology	F	10000072
0103	Biology	F	10000179
0103	Biology	F	10000472
0103	Biology	F	10000587
0103	Biology	F	10000890
0103	Biology	F	10001125
0103	Biology	F	10001131
0103	Biology	F	10001277
0103	Biology	F	10003141
0103	Biology	F	10005036
0103	Biology	F	10005109
0103	Biology	F	10006032
0103	Biology	F	10007653

Figure 6: Report example.