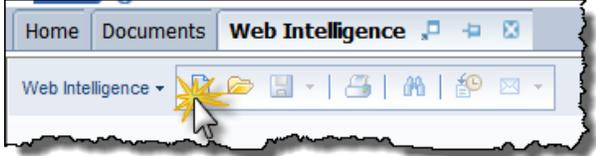
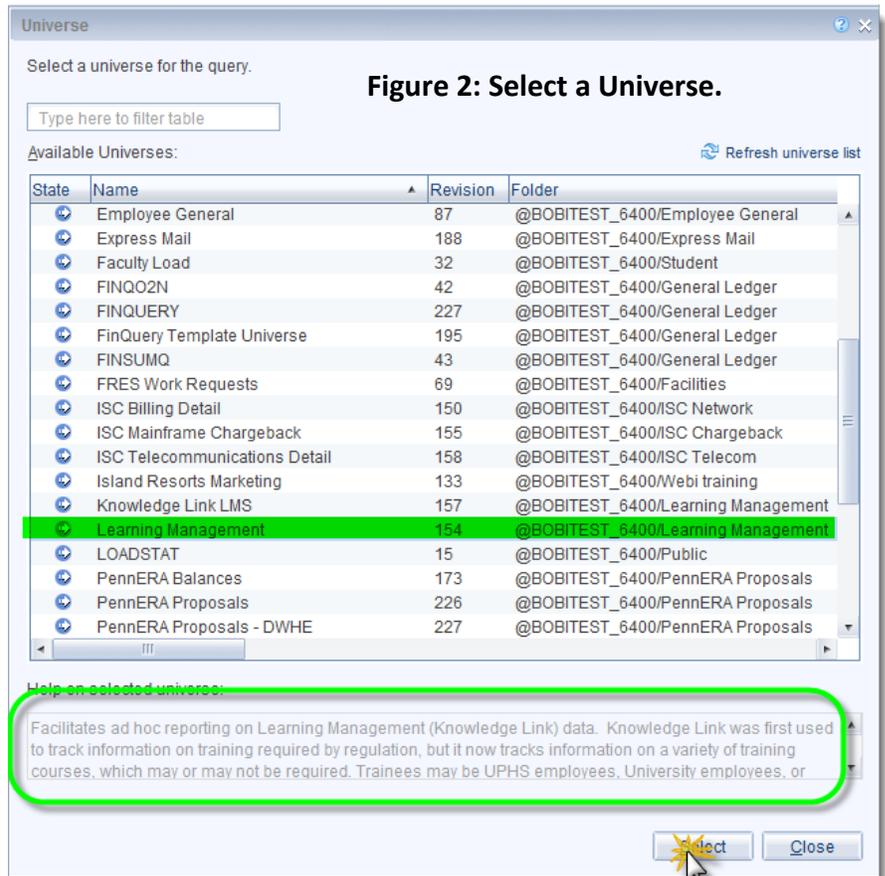
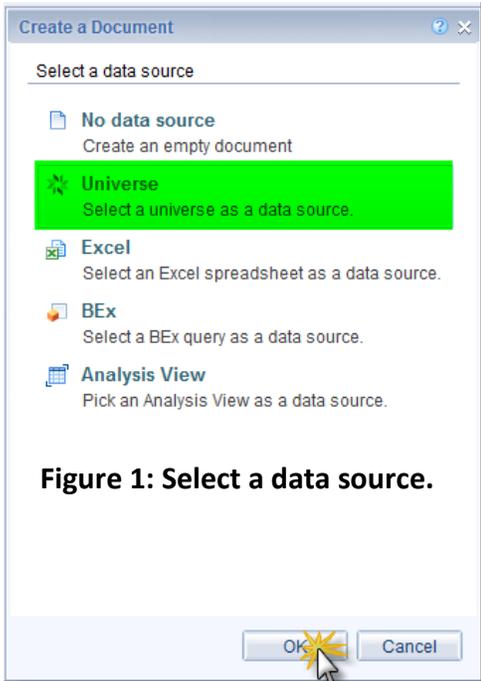
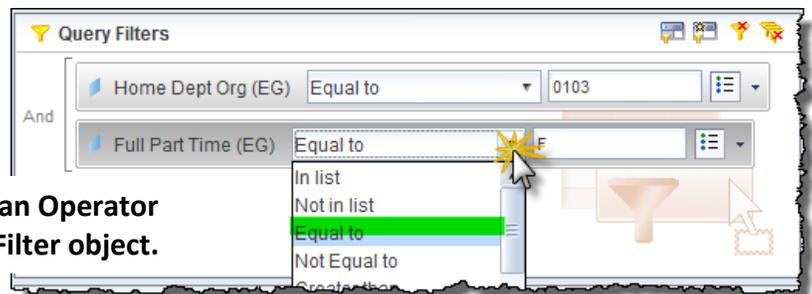


Step-by-Step Instructions	HINTS
Log on to BI Launch Pad and open the <b>Web Intelligence</b> application.	
Click on the new document icon in the toolbar.	
Select <b>Universe</b> from the <b>Create a Document</b> box that displays ( <b>Figure 1</b> ) and then click the <b>OK</b> button.	This opens the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

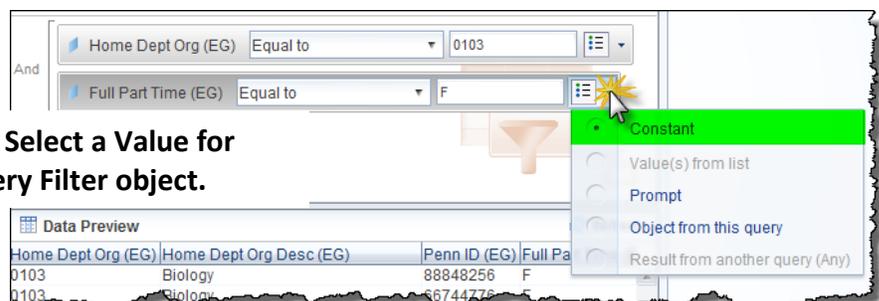
# How to Create a New Document / Report



**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

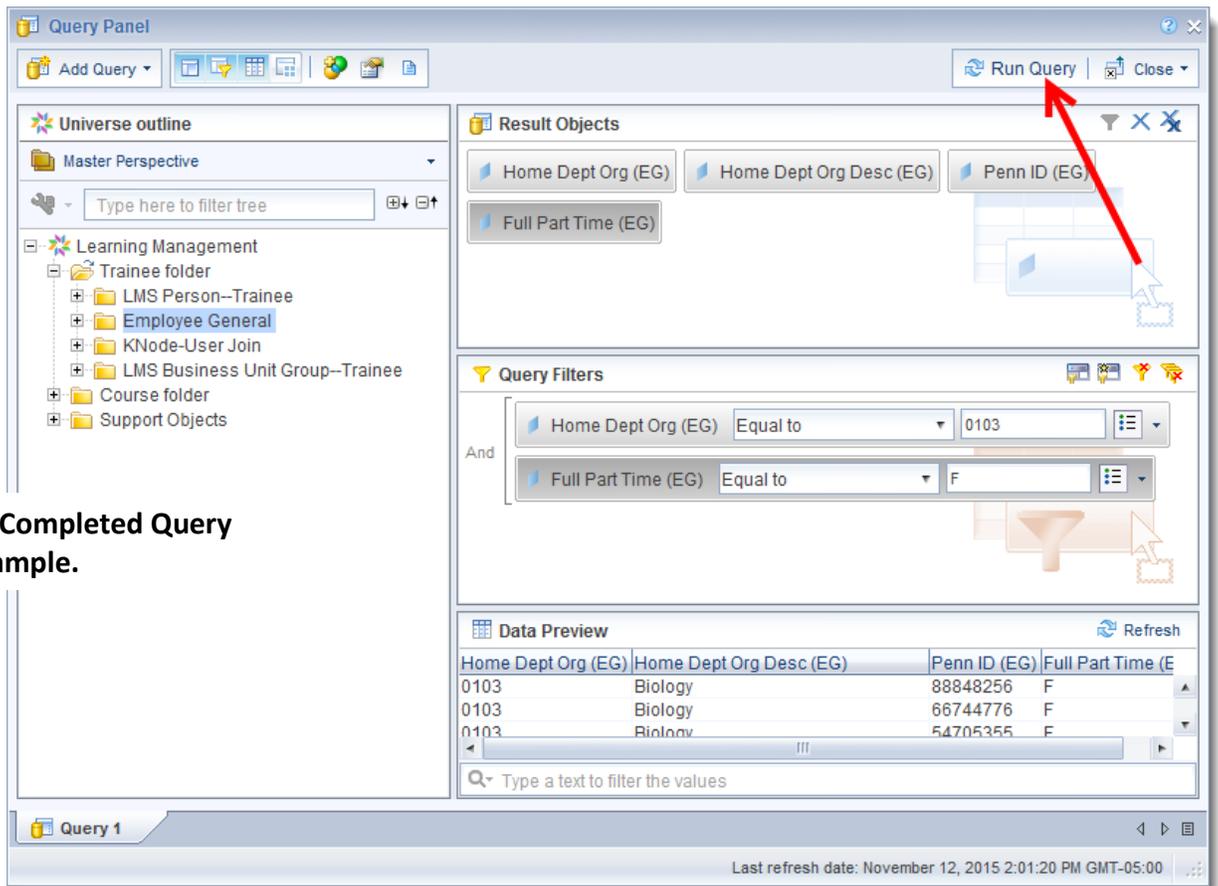


Figure 5: Completed Query Panel example.

## 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.