04-26-18

Prompt Values

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How to Copy a List of Values to Prompt

A list of values in an Excel spreadsheet may be copied and pasted in the **'Type values here'** field if available on a Prompts box. There are three programs involved when completing this process -Excel, Word, and Business Objects.

This functionality should only be used for data selection of less than 300 values. Anything over that limit can cause poor performance on the report and impact others. **CRITICAL!**

Excel

1. Copy the list of values included in the Excel spreadsheet to the clipboard using Ctrl-C.

	А	
1	30009718	
2	30000586	
3	30013040	
4	30005459	
5	30012947	
6		

Word

- 2. Open a new Word document.
- 3. Click the Paste drop-down arrow and select Paste Special.



- 4. Select Paste as **Unformatted Text** to insert the list of values on the Clipboard as text without any formatting.
- 5. Click **OK**.

Paste Special		?	×
Source: Micro Sheet	soft Excel Worksheet 1!R1C1:R5C1		
● <u>P</u> aste: ○ Paste <u>l</u> ink:	As: Microsoft Excel Worksheet Object Formatted Text (RTF) Unformatted Text Bitmap Picture (Enhanced Metafile) HTML Format Unformatted Unicode Text	Display as icon	
Result ir	nserts the contents of the Clipboard as text without a	ny formatting.	ancel

- 6. Highlight the list of values pasted in Word. The list must be converted to text separated with ; (semi-colons).
- 7. Press Ctrl H (Find & Replace) or click "Replace" located on the Home ribbon.



- 8. In the "Find what" field, type **^p** which is the special symbol for Paragraph Mark.
- 9. In the "Replace with" field, type a semi-colon **;**.
- 10. Click Replace All.

Find and Replace	?	×
Fin <u>d</u> Re <u>p</u> lace <u>G</u> o To		
Find what: ^p		\sim
Replace with: ;		~
<u>More >></u> <u>Replace</u> Replace <u>All</u> <u>Find Next</u>	Cance	el

11. Click **Yes** to search the rest of the document.

Find and Replace		?	×
Fin <u>d</u> Replace Find wr	Go To t Word X		~
Option: Replace	We made 5 replacements in your selection. Do you want to search the rest of the document? Yes No		~
<u>M</u> ore >>	Replace Replace All Find Next	Canc	el

12. Click **OK**.

13. Click Close.

Find and Replac	e	?	\times
Fin <u>d</u> Repl	ace <u>G</u> o To ³ Microsoft Word X		~
Options: Replace w <u>i</u> th:	All done. We made 5 replacements.		~
<u>M</u> ore >>	<u>R</u> eplace <u>Replace All</u> <u>Find Next</u>	Cance	1

14. Press Ctrl-C to copy the values which have been converted to text separated by ;.

30009718;30000586;30013040;30005459;30012947;¶

Business Objects - Prompts Box

15. Press Ctrl-P to paste the values in the 'Type values here' field on the Prompts box for the report selected to run.

Prompts	1	\times		
Available prompt variants				
Prompts Summary	Job(s) (Mandatory)			
 * Job(s) (Mand Exclude Emp 	09718;30000586;30013040;3000545			
2	Refresh Values 🧐 📄	_		
< >				
* Required prompts	OK Cancel			

16. Click the arrow pointing to the right field.

to move the list of values to the selected values

Prompts		3 ×
Avail le prompt varia	ents 🔹 🗄	🗒 🗙
Prompts Summary	Job(s) (Mandatory)	
 * Job(s) (Mand Exclude Emp 	Refresh Values 30 To see the content of the list, click 30 the Refresh values button. 30	009718 000586 013040 005459 012947
* Required prompts		OK Cancel

- 17. Once values have been selected for the appropriate prompts, click OK.
- 18. The report will load and appear in the work space.