

Reports with Prompts

Some reports contain Prompts. A report may be set to refresh and prompt the user upon opening, or the user may have to refresh the report manually to trigger the prompts.

When you open a report and a pop-up window appears that says Prompts, then you will either be required to enter information before the report runs, or the prompt may be optional. To determine if a report includes prompts, you can use the right-hand panel and click 'Show main panel,' and then select the prompts icon. Additionally, you can select the 'Show filter bar' in the Analyze section of the toolbar at the top of the report to display any prompts.

Prompts requiring additional information involve identifying what information you want to pull for the prompt.

The screenshot shows the SAP BusinessObjects interface for a report titled "Enrollment Analysis P v2 (Taylors test)". The interface includes a top toolbar with various icons and a right-hand panel. Red dashed boxes and arrows highlight specific features:

- Refresh:** A circular refresh icon in the top toolbar.
- Prompts:** A gear icon with a lightning bolt in the top toolbar, and a "Prompts" button in the right-hand panel.
- Show Filter Bar:** A funnel icon with a lightning bolt in the top toolbar.
- Show Main Panel:** A "Design" button in the top right corner.
- Prompts (Panel):** A "Prompts" button in the right-hand panel, which is currently open, showing a prompt for "Enter value(s) for Term (1) Mandatory".

The report content area displays the "Enrollment Comparison" report with the following data:

Report Date	Term
2/25/22	2022/SP

Below the report content is the Montgomery County Community College logo and the text "Enrollment Comparison".

Prompts requiring additional information involve identifying what information you want to pull for the prompt.

1. Refresh the report to make changes to the prompts.
2. Move over to the Search or enter value(s) manually search box. You can enter your value manually, but it will give you zero results if you do not type it correctly.
3. Check off each box for the values that you wish to select as your prompt options.

i Note: Sometimes you can add more than one value to a prompt, other times you can only add one.

4. When you are finished, click run. This will run the report.
5. The report will now open in a Reading View.

The screenshot shows a software interface with a 'Prompts' dialog box. The dialog has a title bar with 'Prompts' and a dropdown arrow. Below the title bar is a search bar labeled 'Search' with a magnifying glass icon. To the right of the search bar is a checkmark icon with the number '1' and a refresh icon. The main area of the dialog is titled 'Enter value(s) for Term' and contains a search input field with '2023/' entered. Below the input field is a dropdown menu showing search results: '2023/ (search)' and '+ 2023/ (manual entry)'. To the right of the dropdown are a plus sign, a magnifying glass, and a menu icon. Below the dropdown are two radio button options: '2023/SP' and '2023/SR'. At the bottom of the dialog, there is a dark grey bar with a 'Reset All' button on the left and a 'Run' button on the right, which is highlighted with a red box. A 'Cancel' button is also visible to the right of the 'Run' button.