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.
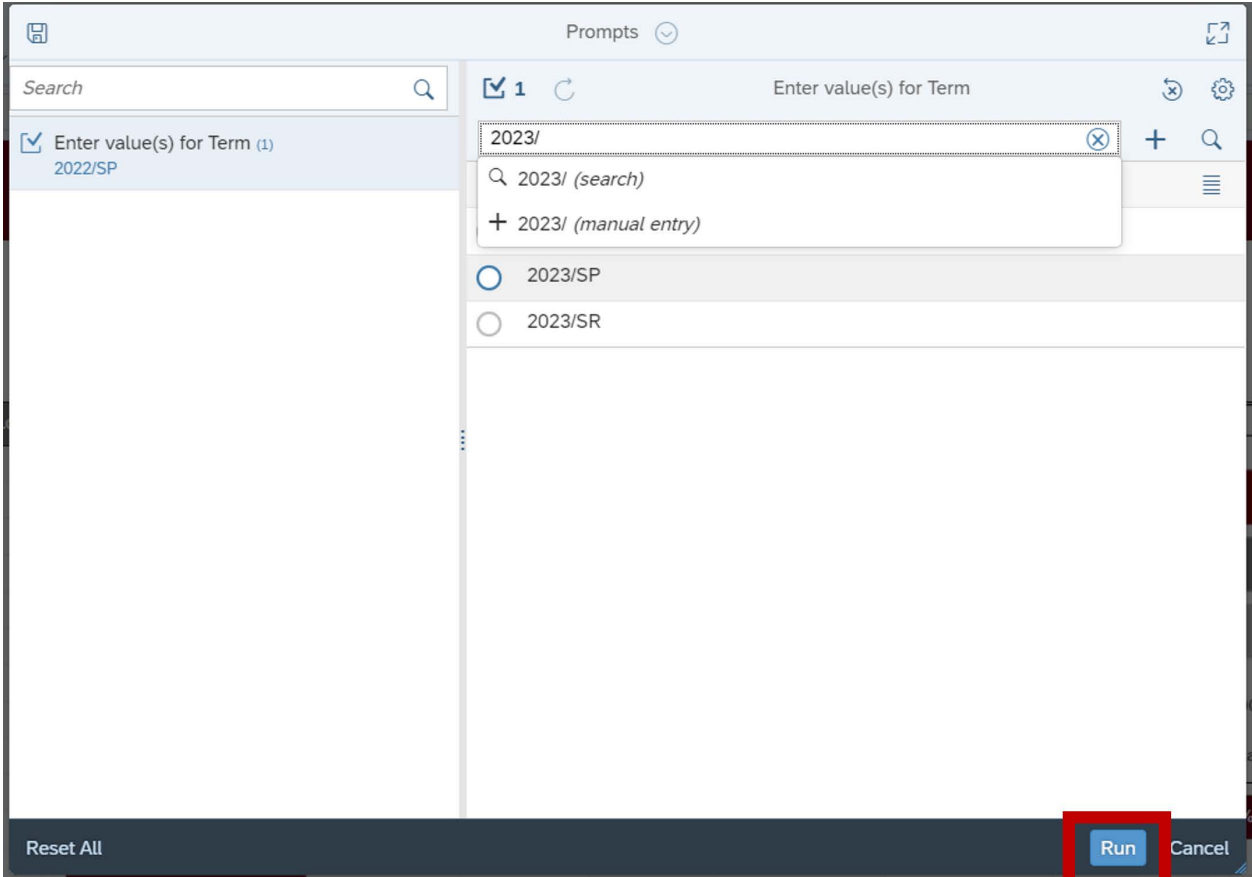
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1. Refresh the report to make changes to the prompts.

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.

   ⓘ 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.