
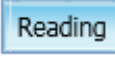

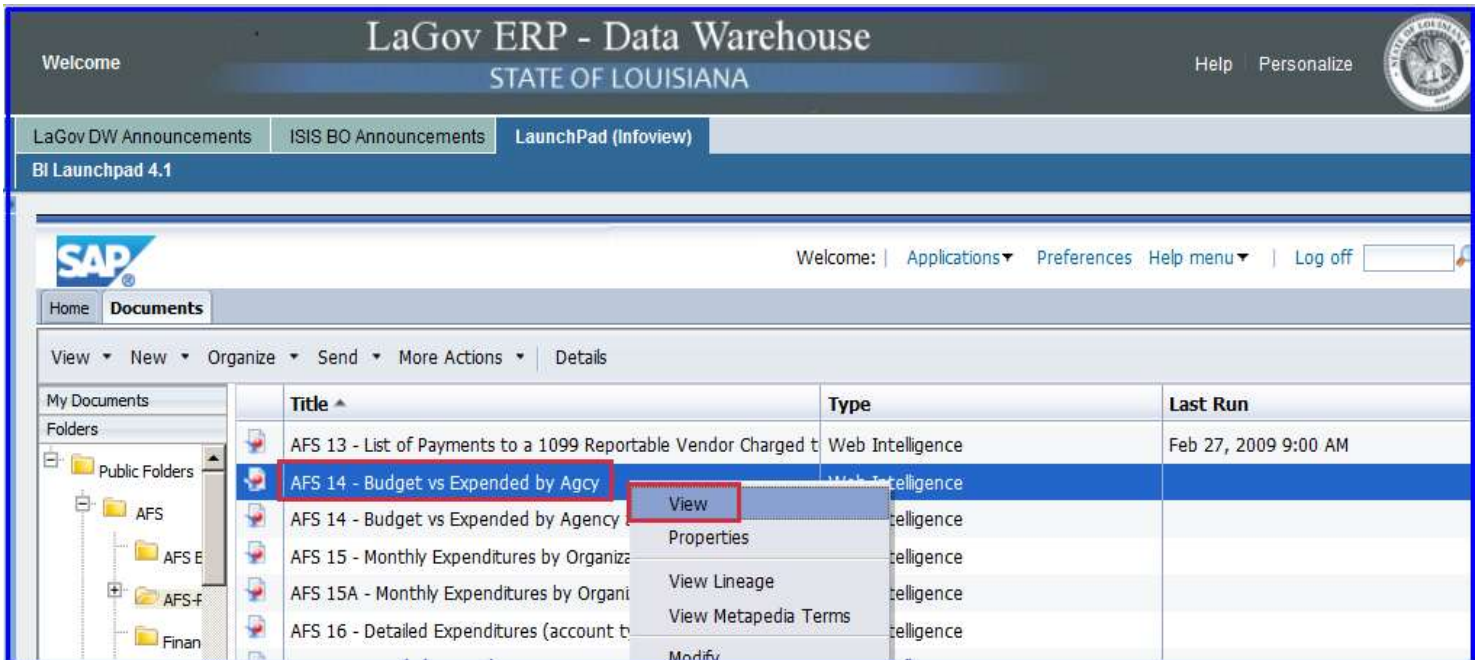


The 'refresh' icon, , is in multiple locations in both  and  modes. Also, there are different types of prompts. Some allow values to be selected from a list and others require values to be manually entered.

Open the report to be refreshed...

Double click left on the report tile to open it in 'View' mode, OR single click right on the report title and click 'View' from the pop-up menu of options.



The screenshot shows the 'LaGov ERP - Data Warehouse' interface for the 'STATE OF LOUISIANA'. It features a navigation bar with 'Welcome', 'Help', and 'Personalize' options. Below this is a 'BI Launchpad 4.1' section with tabs for 'LaGov DW Announcements', 'ISIS BO Announcements', and 'LaunchPad (Infoview)'. The main content area displays a 'SAP' logo and a 'Documents' view. A table lists several reports, with 'AFS 14 - Budget vs Expended by Agcy' selected. A context menu is open over this report, showing options like 'View', 'Properties', 'View Lineage', and 'View Metapedia Terms'.

Title	Type	Last Run
AFS 13 - List of Payments to a 1099 Reportable Vendor Charged to	Web Intelligence	Feb 27, 2009 9:00 AM
AFS 14 - Budget vs Expended by Agcy	Web Intelligence	
AFS 14 - Budget vs Expended by Agency	Web Intelligence	
AFS 15 - Monthly Expenditures by Organization	Web Intelligence	
AFS 15A - Monthly Expenditures by Organization	Web Intelligence	
AFS 16 - Detailed Expenditures (account to	Web Intelligence	

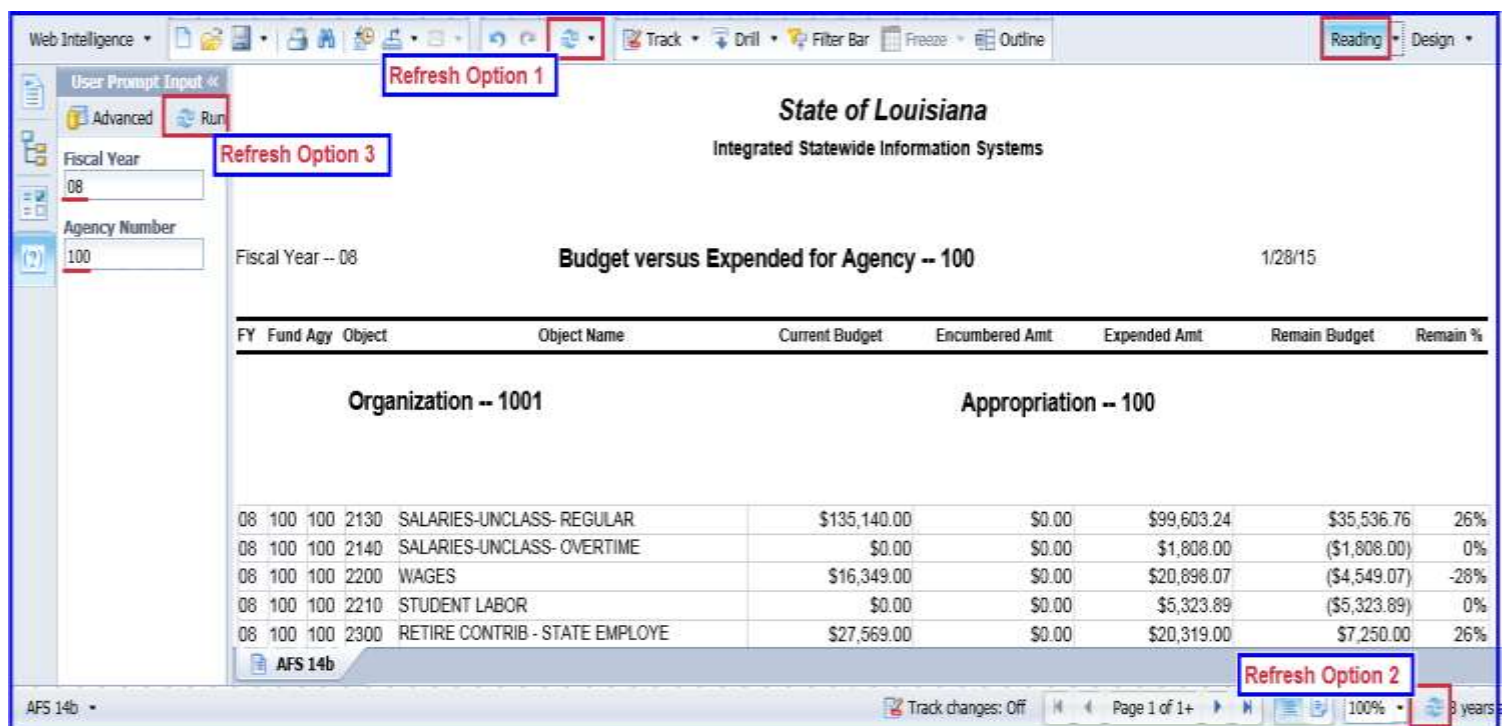
In 'Reading' Mode ...

Refresh Option 1 Click the 'refresh' icon, , in the **Web Intelligence** tool bar at the top of the screen.

Refresh Option 2 Click the 'refresh' icon, , in the tool bar at the bottom of the screen, to the far right.

Refresh Option 3 In the **User Prompt Input <<** panel on the far left, enter the values and click the 'refresh' icon, .


Note: Not all reports have User Prompts.



The screenshot shows the Business Objects interface for a report titled "State of Louisiana Integrated Statewide Information Systems". The report is titled "Budget versus Expended for Agency -- 100" and is dated 1/28/15. The report is displayed in "Reading" mode. The interface includes a "User Prompt Input <<" panel on the left with fields for "Fiscal Year" (08) and "Agency Number" (100). The main report area shows a table with columns: FY, Fund, Agy, Object, Object Name, Current Budget, Encumbered Amt, Expended Amt, Remain Budget, and Remain %. The table data is as follows:

FY	Fund	Agy	Object	Object Name	Current Budget	Encumbered Amt	Expended Amt	Remain Budget	Remain %
Organization -- 1001					Appropriation -- 100				
08	100	100	2130	SALARIES-UNCLASS-REGULAR	\$135,140.00	\$0.00	\$99,603.24	\$35,536.76	26%
08	100	100	2140	SALARIES-UNCLASS-OVERTIME	\$0.00	\$0.00	\$1,808.00	(\$1,808.00)	0%
08	100	100	2200	WAGES	\$16,349.00	\$0.00	\$20,898.07	(\$4,549.07)	-28%
08	100	100	2210	STUDENT LABOR	\$0.00	\$0.00	\$5,323.89	(\$5,323.89)	0%
08	100	100	2300	RETIRE CONTRIB - STATE EMPLOYE	\$27,569.00	\$0.00	\$20,319.00	\$7,250.00	26%


The interface also shows a "Web Intelligence" toolbar at the top with a "Refresh" icon highlighted as "Refresh Option 1". The "User Prompt Input <<" panel has a "Run" button highlighted as "Refresh Option 3". The bottom toolbar has a "Refresh" icon highlighted as "Refresh Option 2".

In **Reading** mode, for **Refresh Option 1** and **Refresh Option 2**, after clicking the  icon, the **Prompts** window will display.

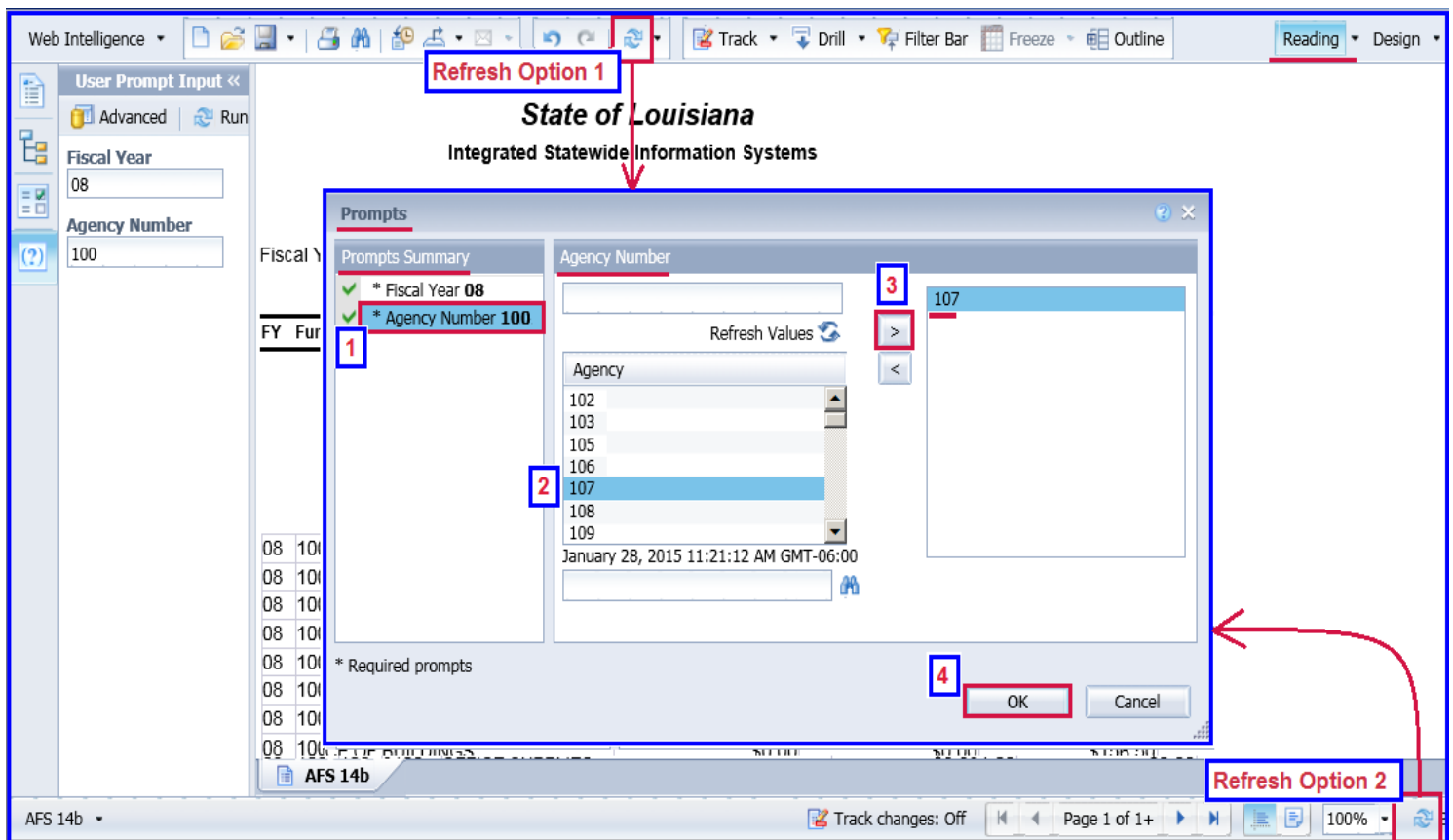
1 Click the object in the **Prompts Summary** panel (example: *** Agency Number 100** - Note: the previous value will display, **100**).

2 Click the new value (example: **107**) for the object.

Repeat **1** and **2** to change the value of other objects.


3 Click the right pointing arrowhead button, .


4 Click the **OK** button.



In 'Design' Mode'...

Note: If the **Design** button is greyed out, you do not have security to modify the report in that folder, but you have the option to copy the report to your personal folder where you will have security/permission to manipulate and save the report as needed.

Refresh Option 1 Click the 'refresh' icon, , in the tool bar under **File** tab (upper left side, see **2a** below).

Refresh Option 2 Click the 'refresh' icon, , in the tool bar at the bottom of the screen (to the far right, see **2b** below).

