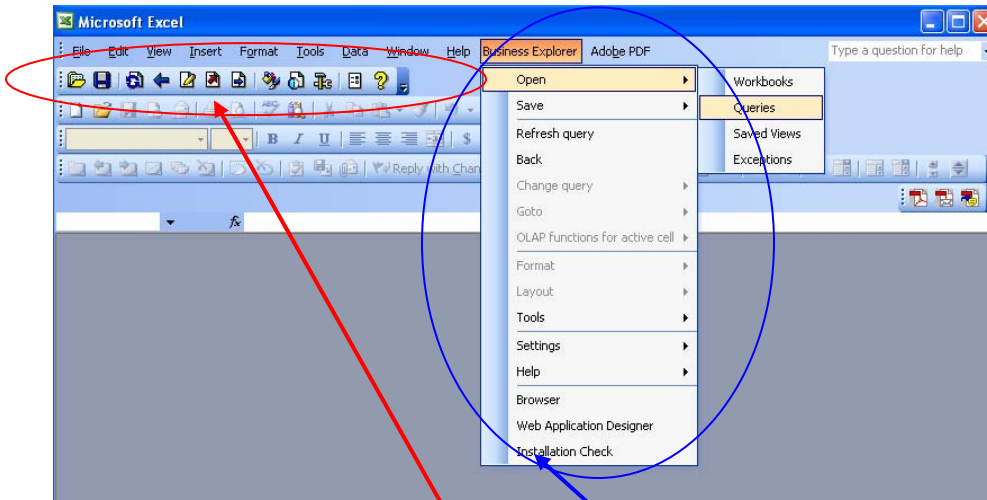


POWER USERS: Change/Delete Instructions

- Logon myUK, <https://myuk.uky.edu/irj/portal>
- Key in your Active Directory Services User ID and Password
- Press Enter or select **Log on**
- Select *BW BEx Reporting*

BEx Analyzer opens up Microsoft Excel



From the Business Explorer **Toolbar** or **Menu**:

	CHANGE	DELETE
QUERY REPORT VIEW (created by ENDUSERS)	<ul style="list-style-type: none"> • Open • Saved views • Find the view <ul style="list-style-type: none"> ○ By drilling-down OR select binocular icon ○ Enter the Technical Name or part of the Description, using '*' as a wild card, in the box next to Description / Technical Name • Double-click on the Query Report View • Make changes • Save view global • If using the same Technical Name – when prompted to overwrite, select Yes. 	<ul style="list-style-type: none"> • Open • Saved views • Find the view <ul style="list-style-type: none"> ○ By drilling-down OR select binocular icon ○ Enter the Technical Name or part of the Description, using '*' as a wild card, in the box next to Description / Technical Name • Delete Query Report View <ul style="list-style-type: none"> ○ Right-click and select Delete OR ○ Click on the trash can icon <p><i>Notify requestor when Query Report View is deleted so they can reuse the Technical Name.</i></p>
QUERY	<ul style="list-style-type: none"> • Open • Queries • Drill-down to a query OR select binocular icon • Single-click the query • Change the query <ul style="list-style-type: none"> ○ Right-click and select Change OR ○ Click on the pencil icon • Note: This will put you in Query Designer 	<ul style="list-style-type: none"> • Open • Queries • Drill-down to a query OR select binocular icon • Single-click the query • Delete the query <ul style="list-style-type: none"> ○ Right-click and select Delete OR ○ Click on the trash can icon