

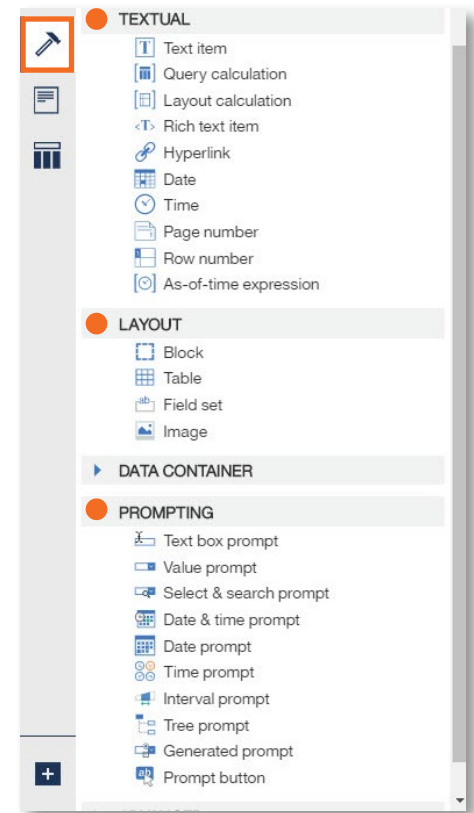


Formatting Objects in Business Intelligence

The Toolbox menu houses a variety of objects to create and present the requested business requirements. They are categorized based on their purpose in the report layout.

Textual

- **Text Item:** Used to add text to a report; insert into other objects such as a block or table cell or directly in the report pages; format by changing color, font, size, etc.
- **Query Calculation:** Adds a calculated column to a report to derive additional information from data; add calculations to lists, crosstabs, and all other data containers or directly to a page header, body, or footer (you must associate a query to the page first)
- **Layout Calculation:** Adds run-time information to the report layout such as the current date, current time, or user name; only report functions are available to you in the expression editor and executed in the report layout, as opposed to the other functions which are executed in the query
- **Rich Text Item:** Inserts an object that is used to render HTML in the layout; similar to the *HTML Item, except that rich text items also render in PDF output; useful when you want to add annotations defined in a data source to a report (Rich text items support only a restricted set of well-formed XHTML)
- **Hyperlink:** Adds a hyperlink so that users can jump to another place, such as a Web site
- **Date:** Adds the current date
- **Time:** Adds the current time
- **Page Number:** Inserts page numbers that you can customize
- **Row Number:** Numbers each row of data returned when the report is run; can only be added to lists and repeaters
- **As-of-Time Expression:** Adds an expression to show data for a specific time period



*HTML Item: a container to insert HTML code into; items can be anything that your browser will execute, including links, images, multimedia, tooltips, or JavaScript



Layout

- **Block:** Adds an empty block, which is a container to insert other objects; useful for controlling where objects appear; blocks can be used to add space between objects but empty blocks are not rendered - you must insert an object or specify the height and width
- **Table:** Adds a table, which is a container in which you can insert other objects; useful for controlling where objects appear
- **Field Set:** Adds an empty block that has a caption; similar to a block but with a caption
- **Image:** Used to insert an image in a report; insert into other objects such as a block or table cells, directly in the report pages or as the background image of another object (images must be uploaded to a web server first and either .gif or .jpg format)

Prompting

- **Text Box Prompt:** Retrieves data based on a value that users type; use this control when users know exactly what value they want to enter, such as a name or account number
- **Value Prompt:** Retrieves data based on values that users select from a list; use this control to show a list of possible values from which users can choose (the maximum number of items that can appear in a list is 5000)
- **Select & Search Prompt:** Retrieves values based on search criteria that users specify; data is then retrieved based on values users select from the search results; use this control instead of a value prompt if the list of values is very long, which can slow down performance
- **Date & Time Prompt:** Retrieves data based on a date and time that users select; use this control to filter a datetime or timestamp column; useful for specifying ranges
- **Date Prompt:** Retrieves data based on a date that users select; use this control to filter a date column; users can retrieve data for a specific day, a set of days, or a range of days
- **Time Prompt:** Retrieves data based on a time that users select; use this control to restrict a report to a particular time or time range
- **Interval Prompt:** Retrieves data based on a time interval that users specify; use this control to retrieve data that is related to the passage of time
- **Tree Prompt:** Retrieves data based on values that users select from a list. Values are organized hierarchically; useful when you are working with dimensional data sources. Data is shown from the top of a dimension hierarchy to the most detailed member, and users can choose the level of detail they want to view in the report
- **Generated Prompt:** Selects a prompt control based on the data type of the data item; acts like a placeholder. When users run the report, the control is replaced by the appropriate prompt control
- **Prompt Button:** Add prompt buttons so that users can submit selected items, cancel reports, or navigate between pages. When building prompts and prompt pages, you may have to add prompt buttons to submit selections. Some prompt controls, such as the value prompt, can be set to submit selections automatically. Other prompt controls, such as the date prompt, require a prompt button