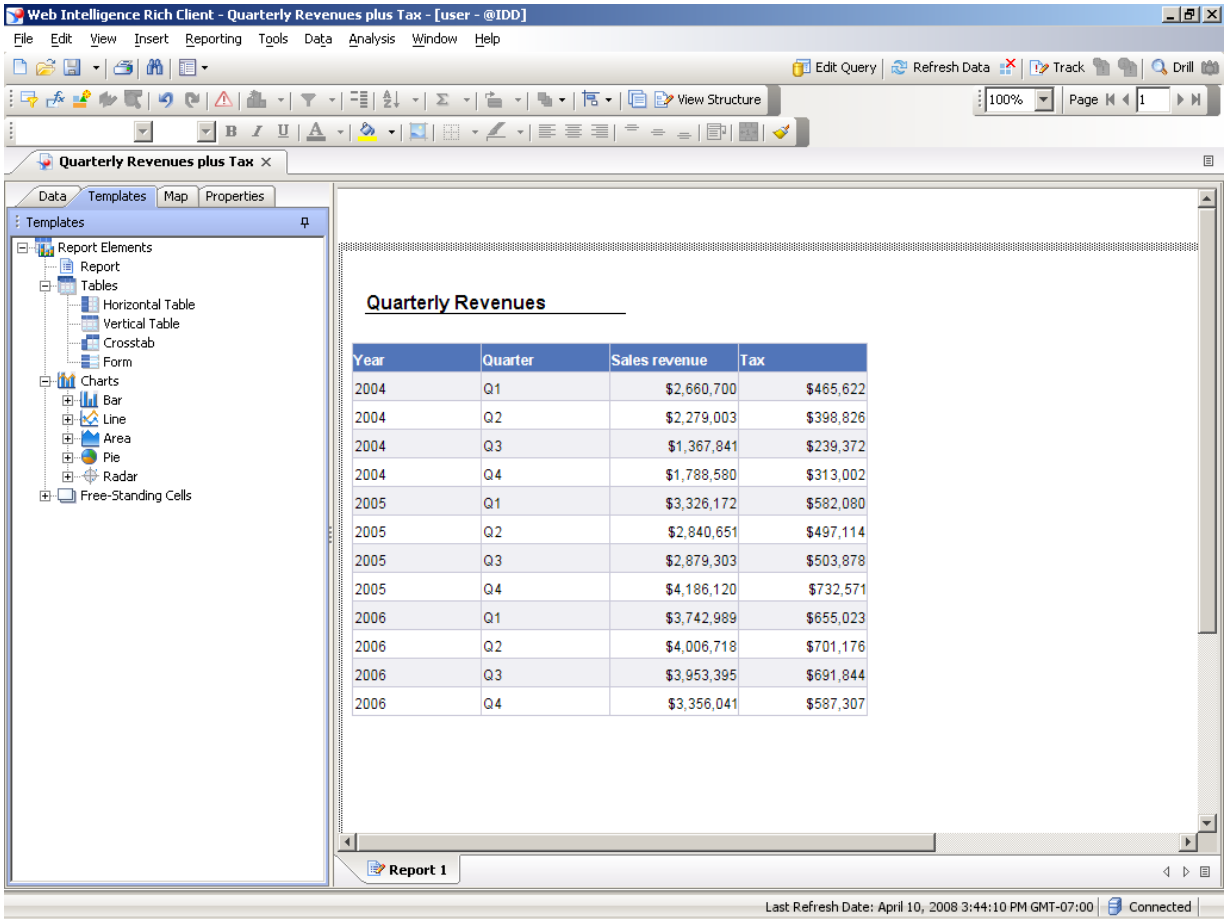
Procedure

1. Start the transaction using the menu path or transaction code.

Web Intelligence Rich Client - Quarterly Revenues plus Tax - [user - @IDD]



Year	Quarter	Sales revenue	Tax
2004	Q1	$2,660,700	$465,622
2004	Q2	$2,279,003	$398,826
2004	Q3	$1,367,841	$239,372
2004	Q4	$1,788,580	$313,002
2005	Q1	$3,326,172	$582,080
2005	Q2	$2,840,651	$497,114
2005	Q3	$2,879,303	$503,878
2005	Q4	$4,186,120	$732,571
2006	Q1	$3,742,989	$655,023
2006	Q2	$4,006,718	$701,176
2006	Q3	$3,953,395	$691,844
2006	Q4	$3,356,041	$587,307

2. Click the + before **Free-Standing Cells**.

To display the author's name who created the document, you add a blank cell onto the report and then insert a function into this blank cell.

3. Click the + before **Formula and Text Cells**.

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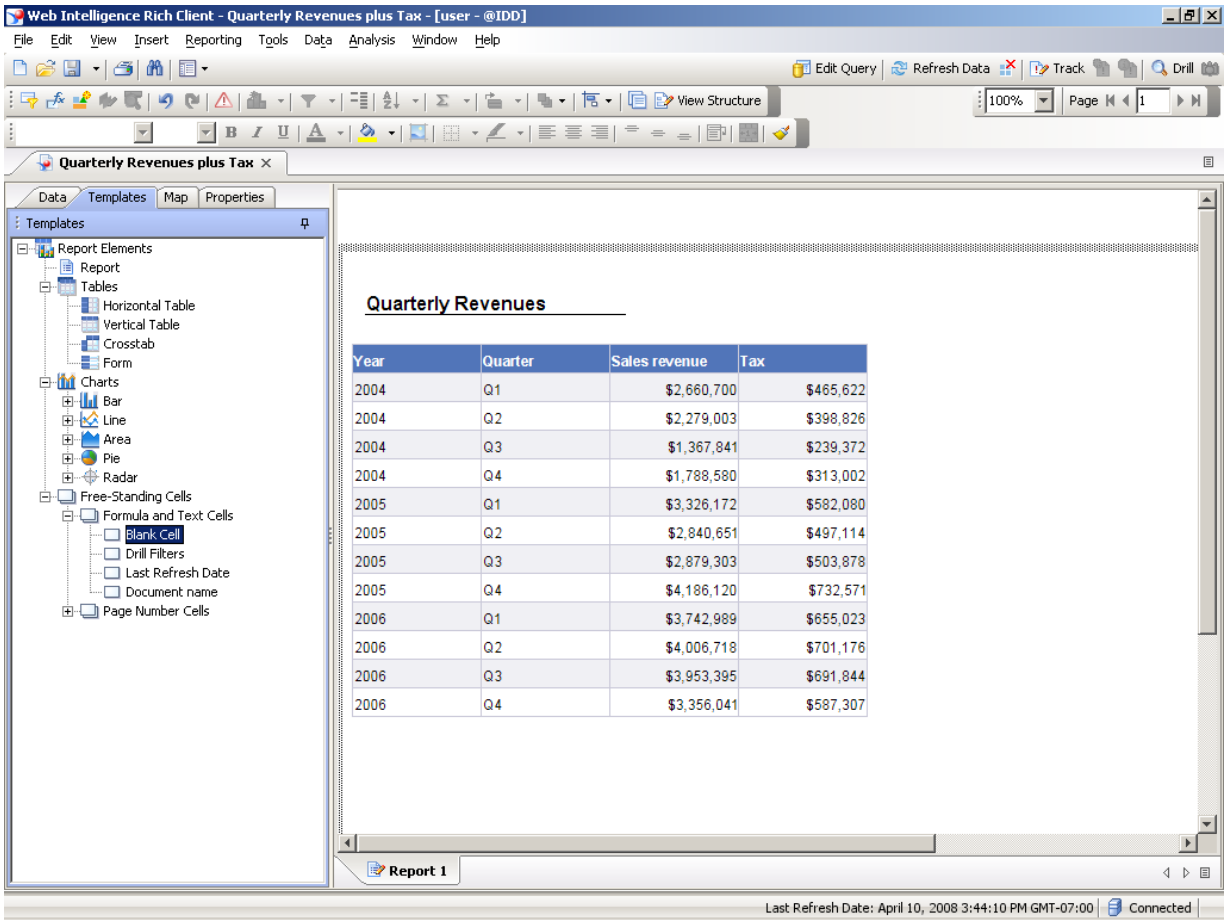

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4. Drag a **Blank Cell** onto the report.
5. Click the **Blank Cell**.
6. Click **Show/Hide Formula Toolbar**.
7. Click **Formula Editor**.

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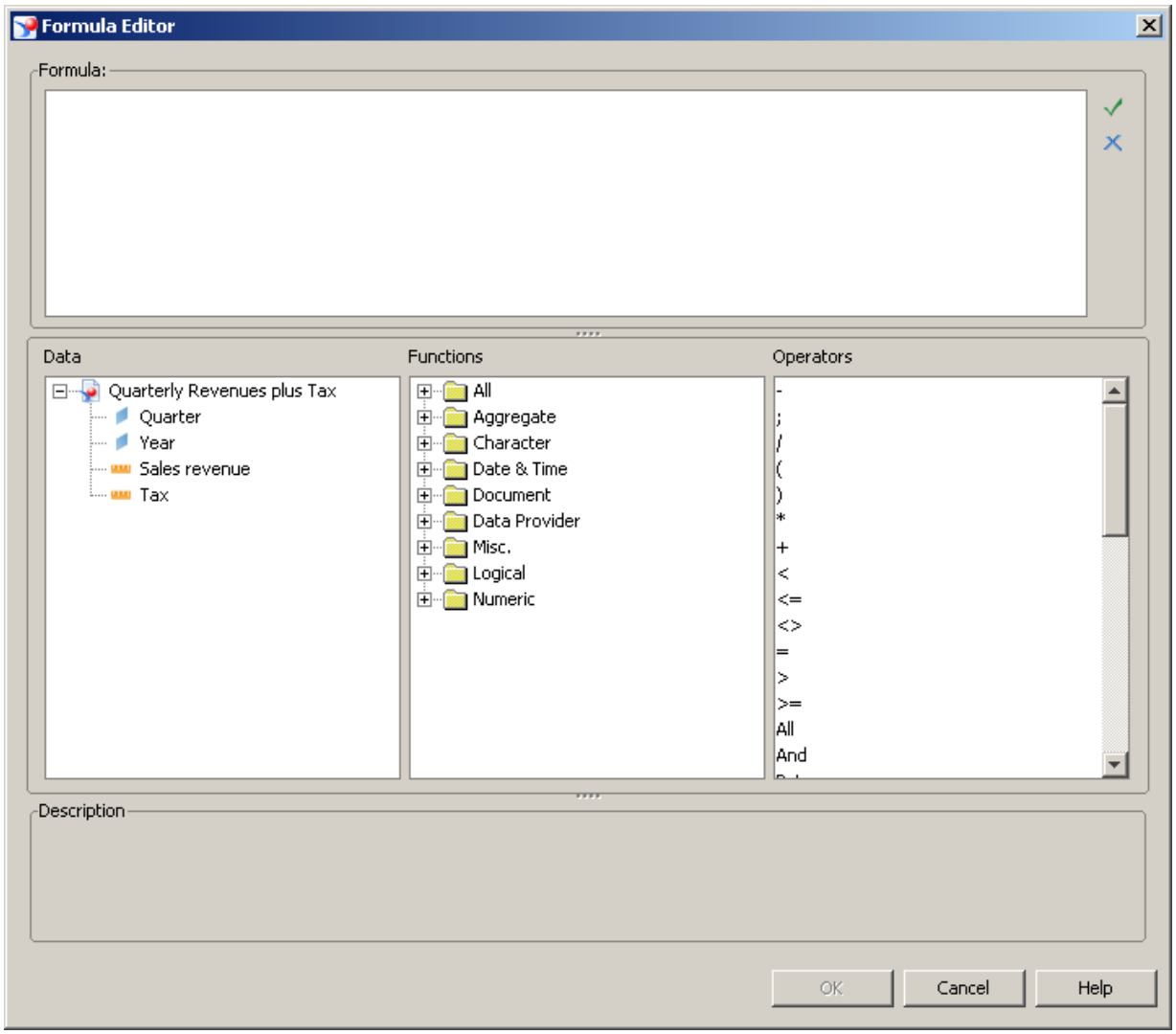
Formula Editor



8. Click the + before the **Document** folder.

9. Double-click **DocumentAuthor**.

10. Click **Verify** .

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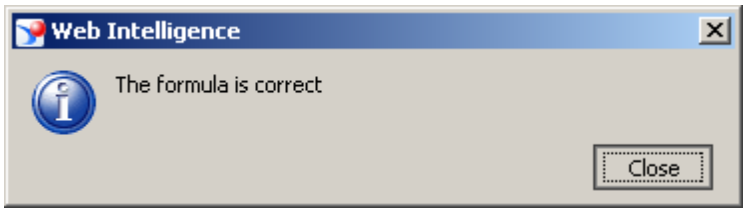
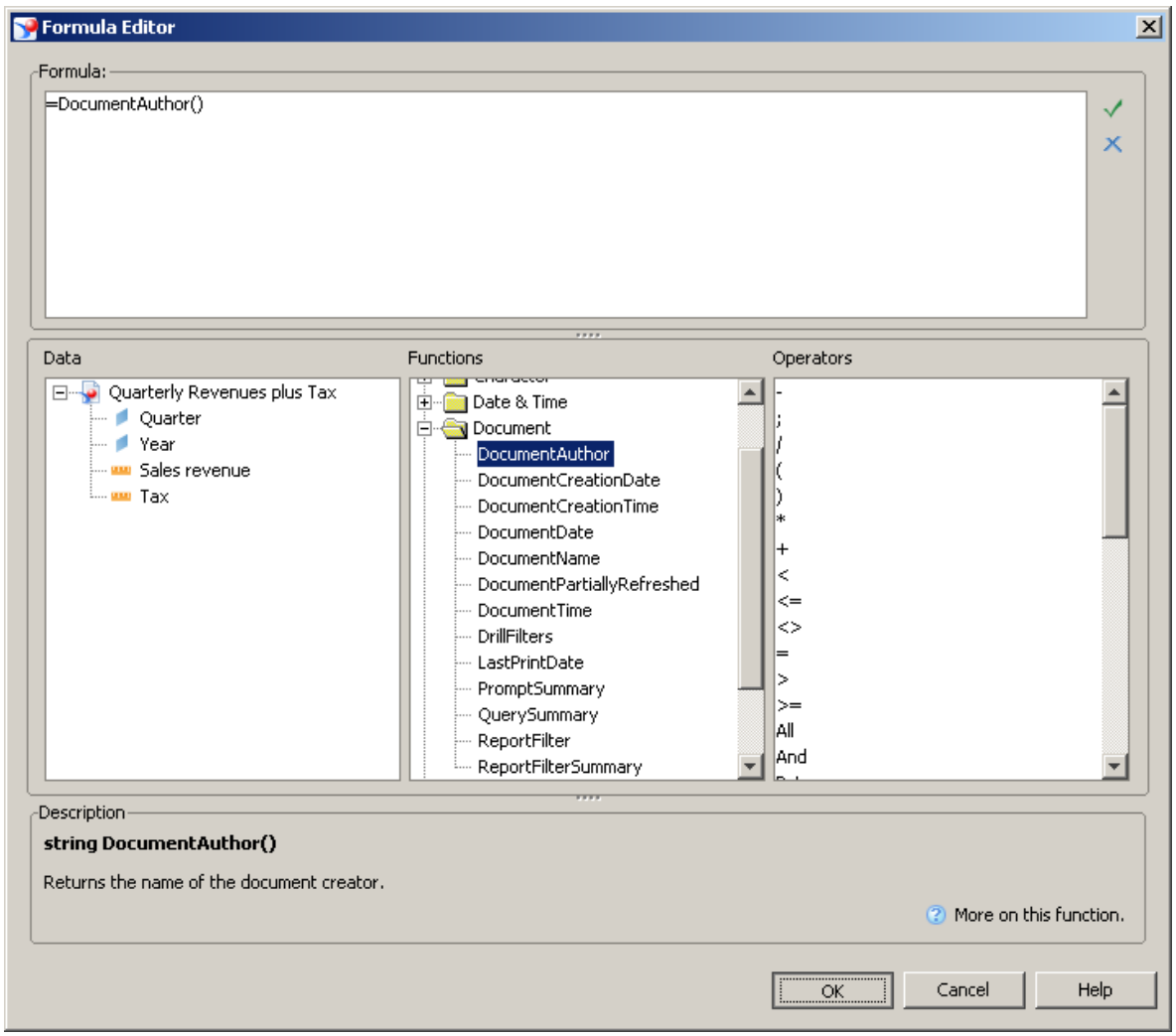
Web Intelligence



11. Click **Close**.

Formula Editor



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12. Click **OK**.

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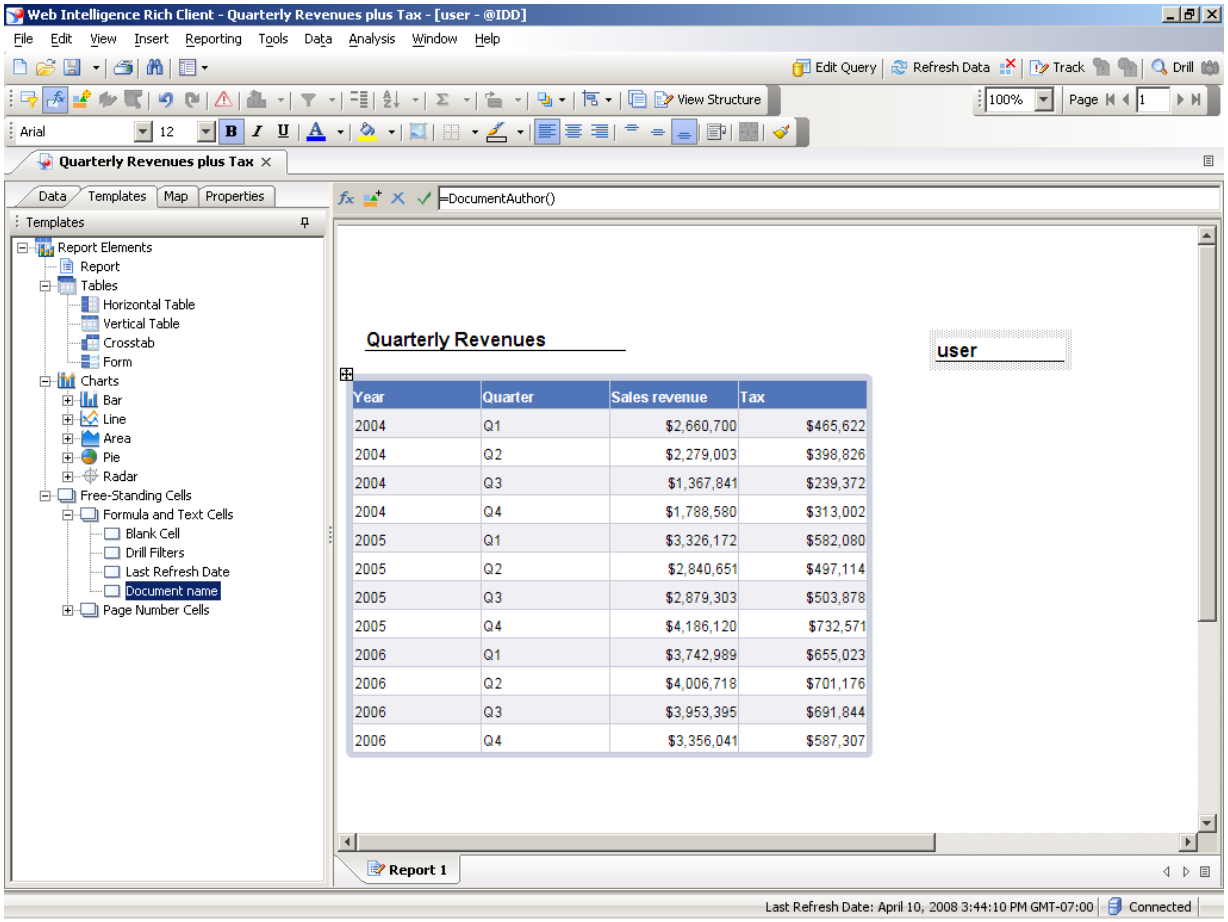

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2006	Q2	$4,006,718	$701,176
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2006	Q4	$3,356,041	$587,307

13. Drag **Document name** to the report, under the Document Author.

The name of the person who created this report is displayed.

14. Click the **Document name cell**.

Another way to insert document information, such as the name of the document, into a report is to use the document information cells on the Template tab.

15. Press **[Ctrl]** and click the **Document author** cell.

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16. Click the button to the right of the font size .
17. Click **8**.

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