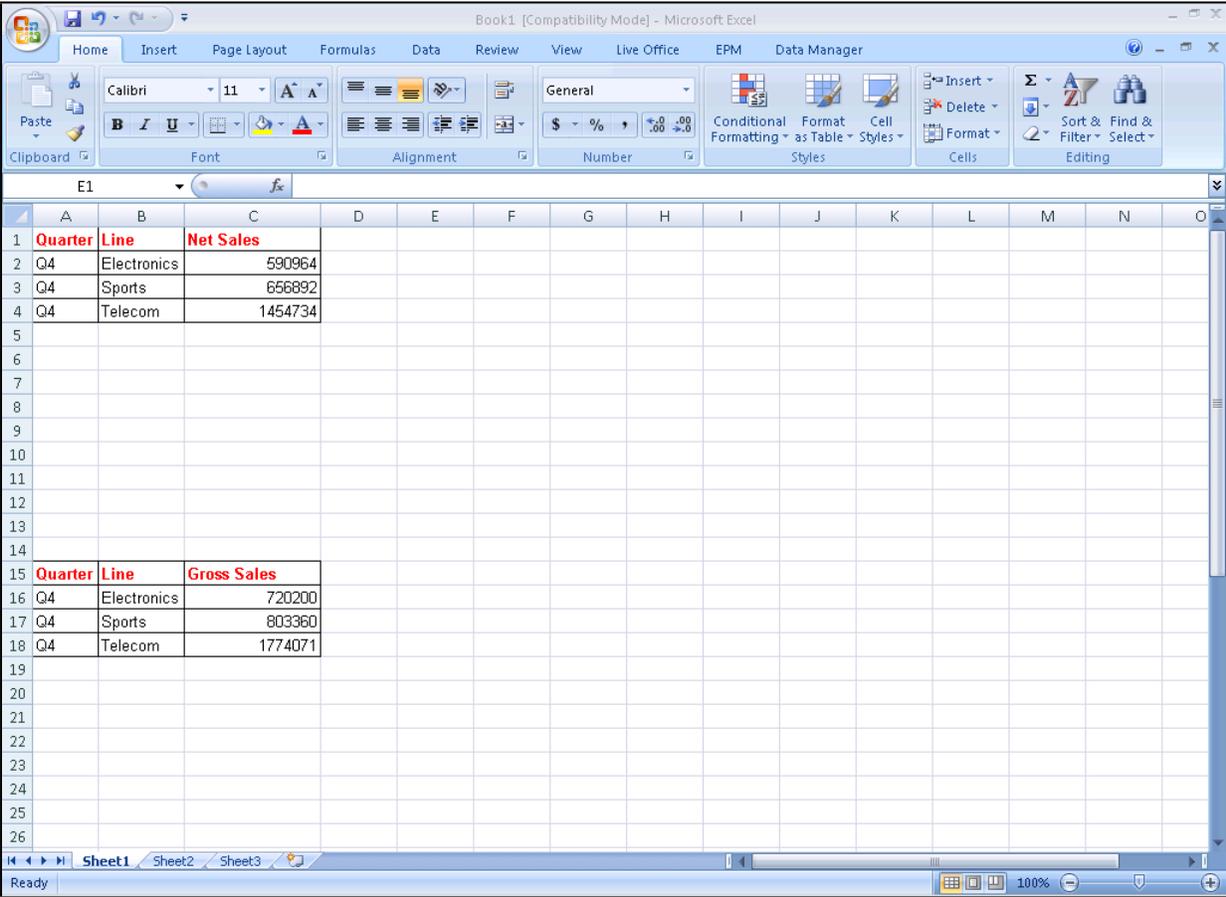


Use Consolidated Prompts

Procedure

BI launch pad



1. Press any key or click anywhere to continue

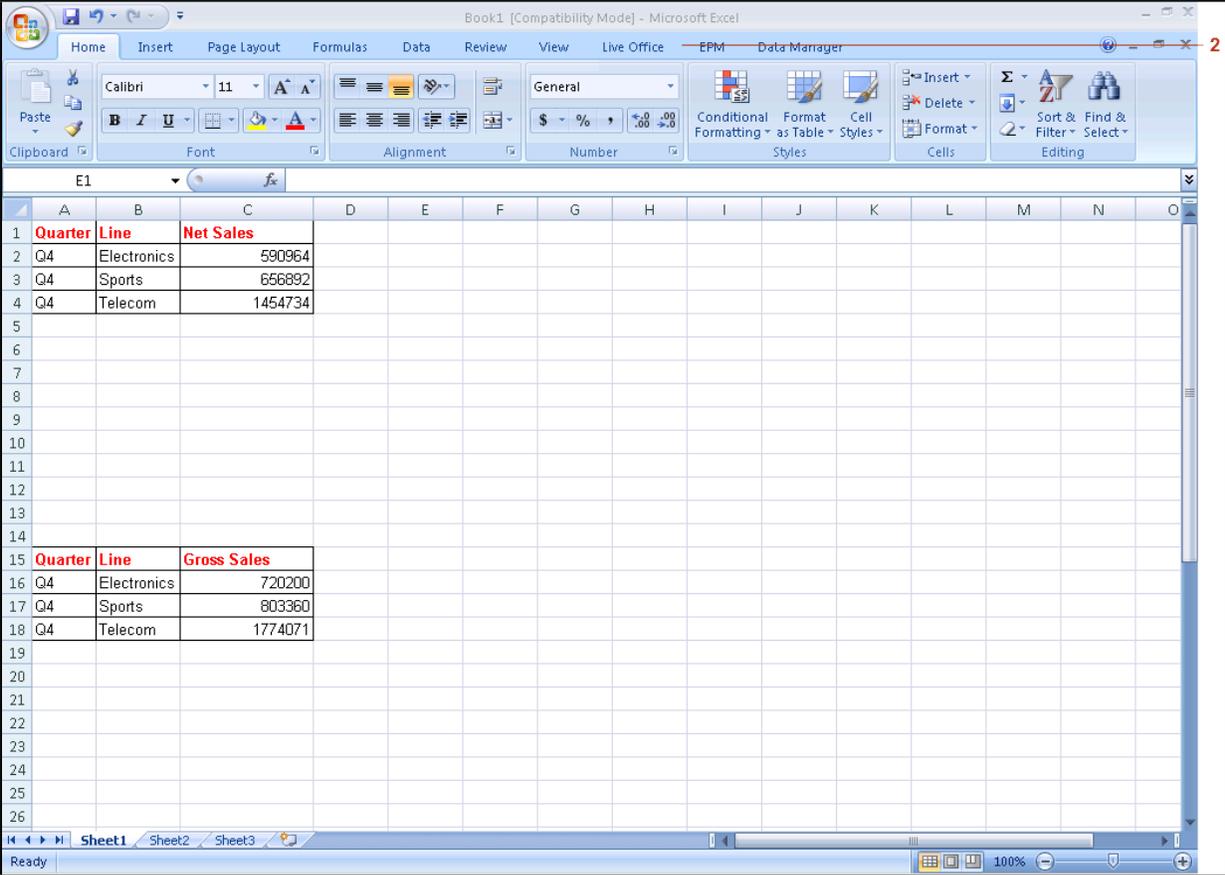


Refresh the Live Office objects in the spreadsheet to see what happens when prompts are not consolidated. Then, consolidate the prompts for all objects.

Press any key or click anywhere to continue.

Use Consolidated Prompts

Microsoft Excel - Book1 [Compatibility Mode]



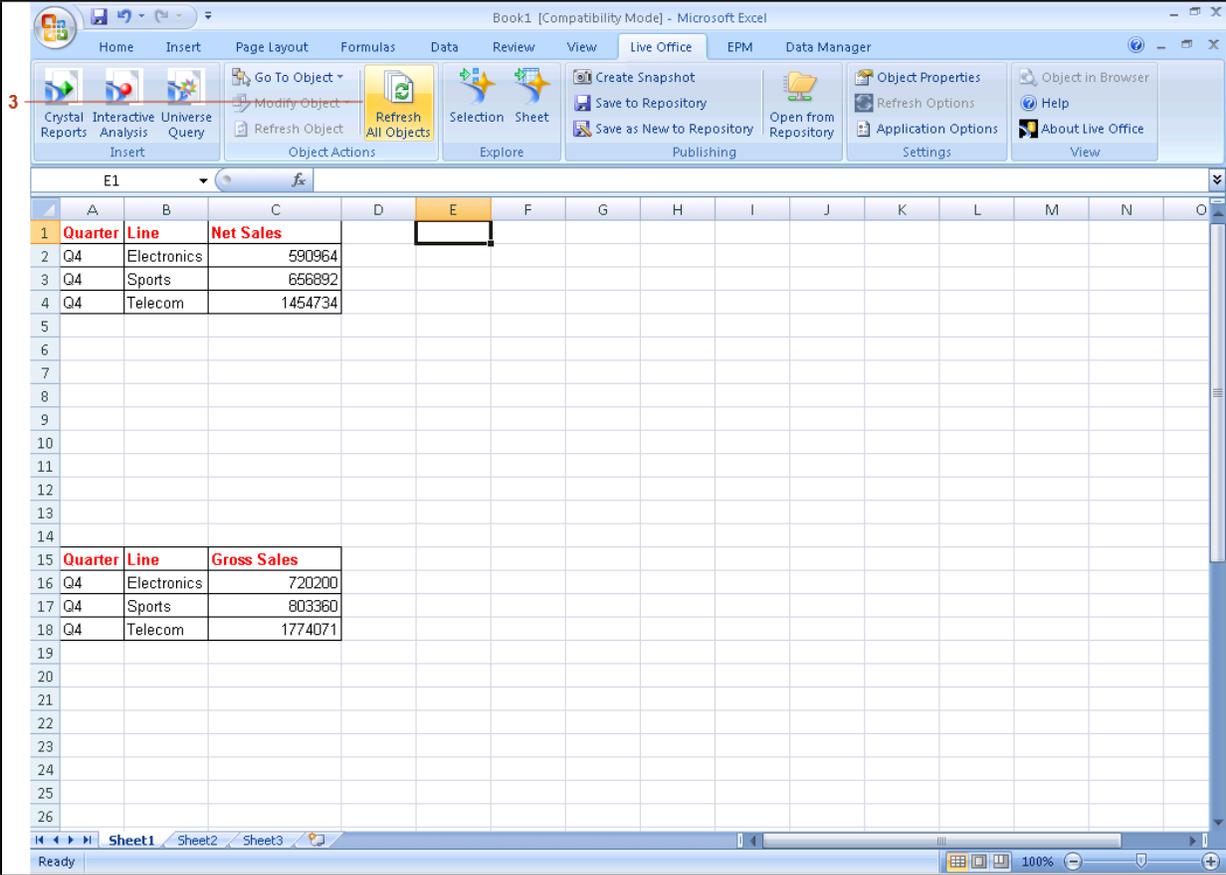
2. Click **Live Office**.



Start by selecting the Live Office tab.

Use Consolidated Prompts

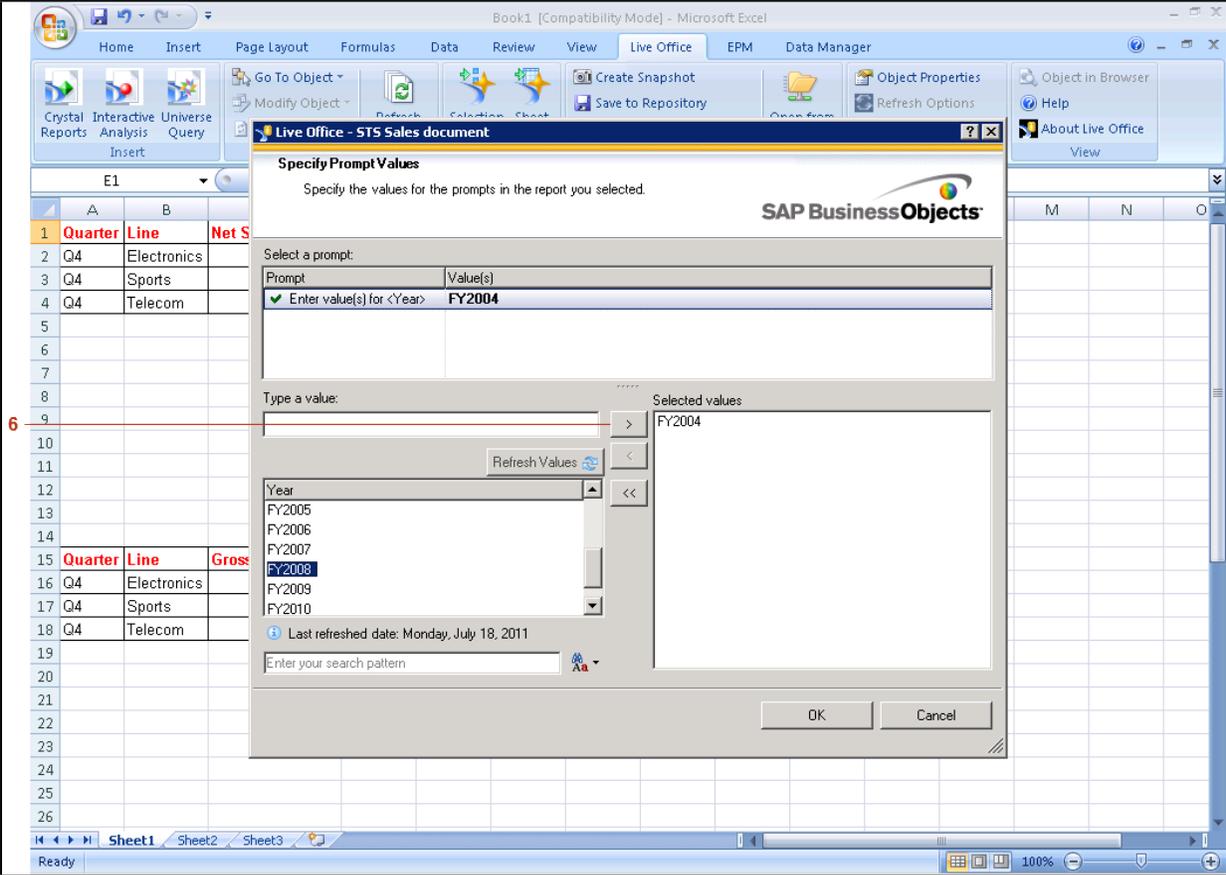
Microsoft Excel - Book1 [Compatibility Mode]



3. Click **Refresh All Objects**.

Use Consolidated Prompts

Live Office - STS Sales document



6. Click  to move **FY2008** into Selected values.

Use Consolidated Prompts

Live Office - STS Sales document

The screenshot shows the 'Specify Prompt Values' dialog box in SAP BusinessObjects Live Office. The dialog is overlaid on a Microsoft Excel spreadsheet. The spreadsheet has columns labeled 'Quarter', 'Line', and 'Net S'. The dialog box contains the following elements:

- Title: Specify Prompt Values
- Instruction: Specify the values for the prompts in the report you selected.
- Table with columns: Prompt, Value(s)
- Selected prompt: Enter value(s) for <Year> with value FY2004:FY2008
- Input field: Type a value: (empty)
- Refresh Values button
- Selected values list: FY2004, FY2008
- Year dropdown menu: FY2005, FY2006, FY2007, FY2008, FY2009, FY2010
- Last refreshed date: Monday, July 18, 2011
- Search field: Enter your search pattern
- Buttons: OK, Cancel

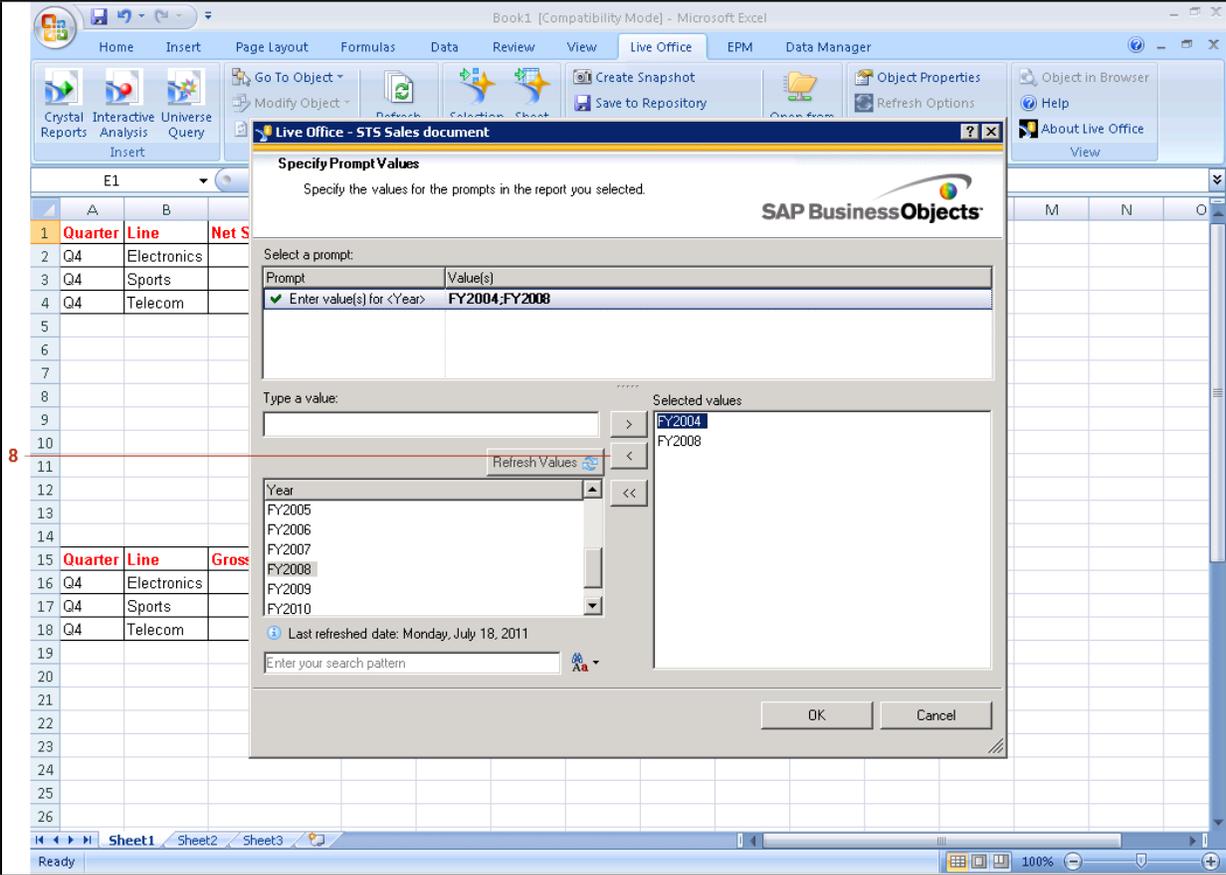
A red arrow points to the 'FY2004' entry in the 'Selected values' list.

7. Click **FY2004**.

 Remove records for 2004.

Use Consolidated Prompts

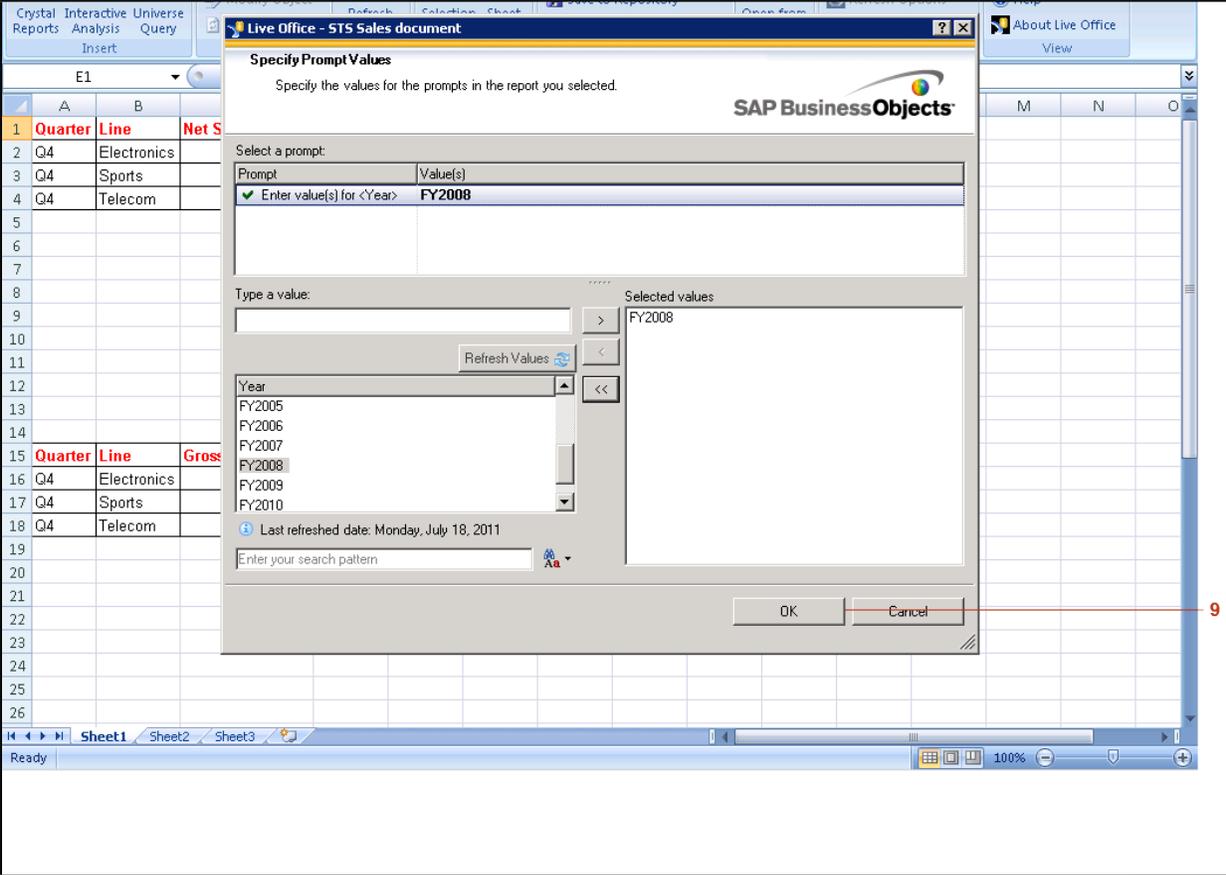
Live Office - STS Sales document



8. Click  to move **FY2004** into Year.

Use Consolidated Prompts

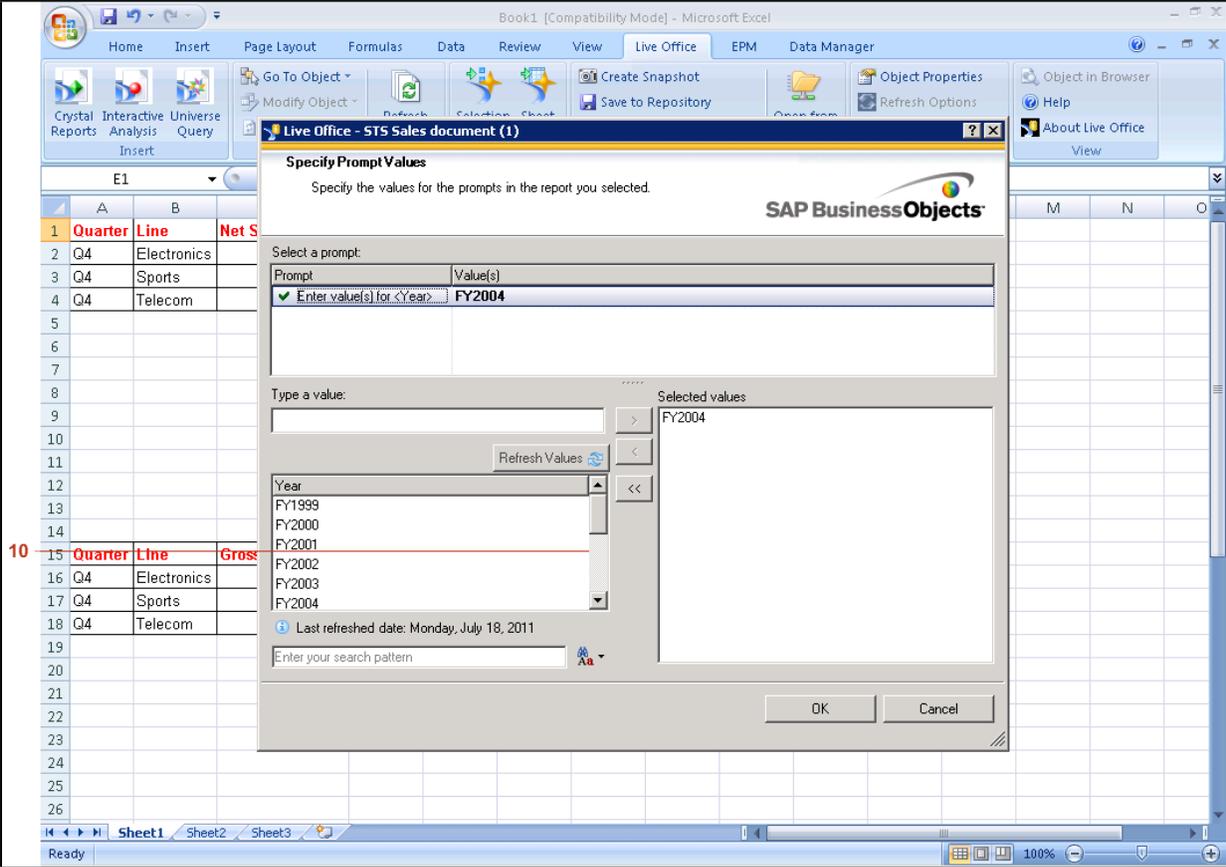
Live Office - STS Sales document



9. Click **OK**.

Use Consolidated Prompts

Live Office - STS Sales document (1)



10. Click to scroll down.

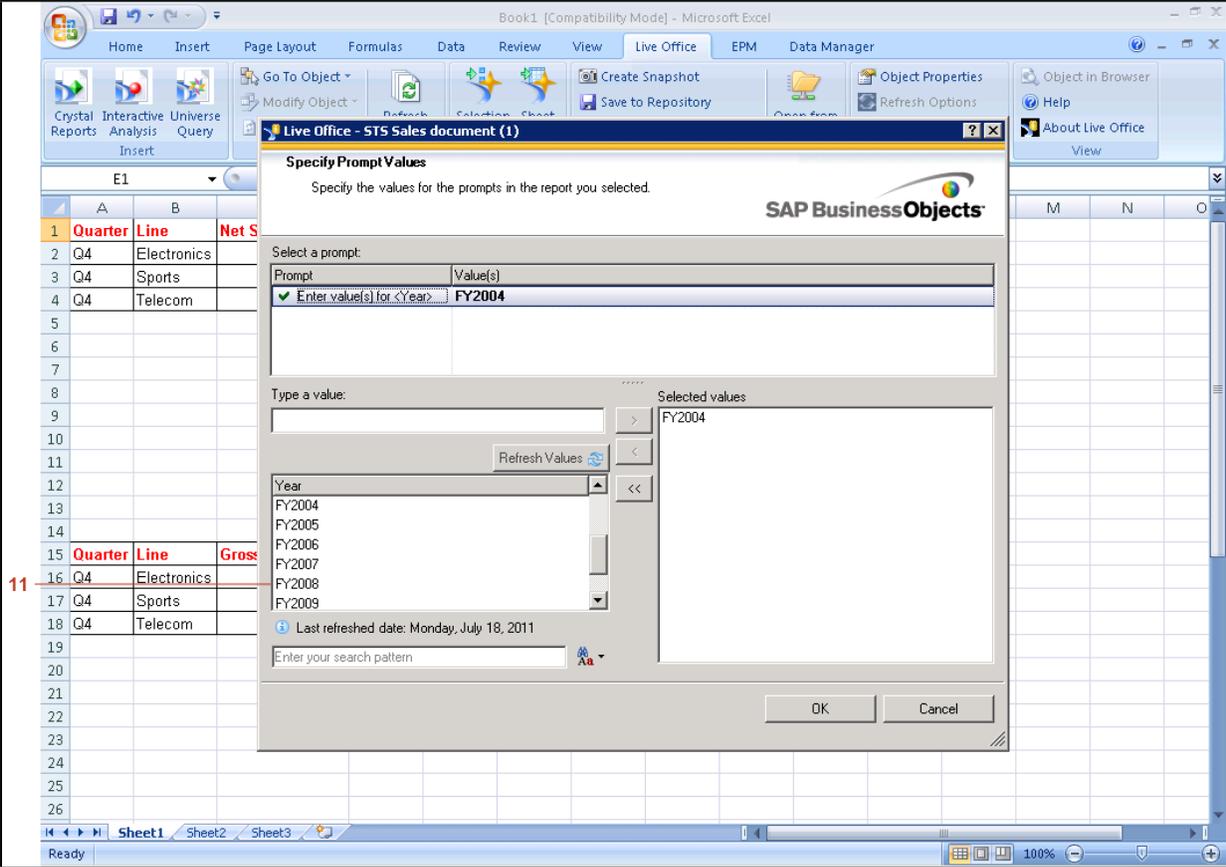


Note that the prompt window appears a second time for the second object.

Choose the same value (2008) for the prompt.

Use Consolidated Prompts

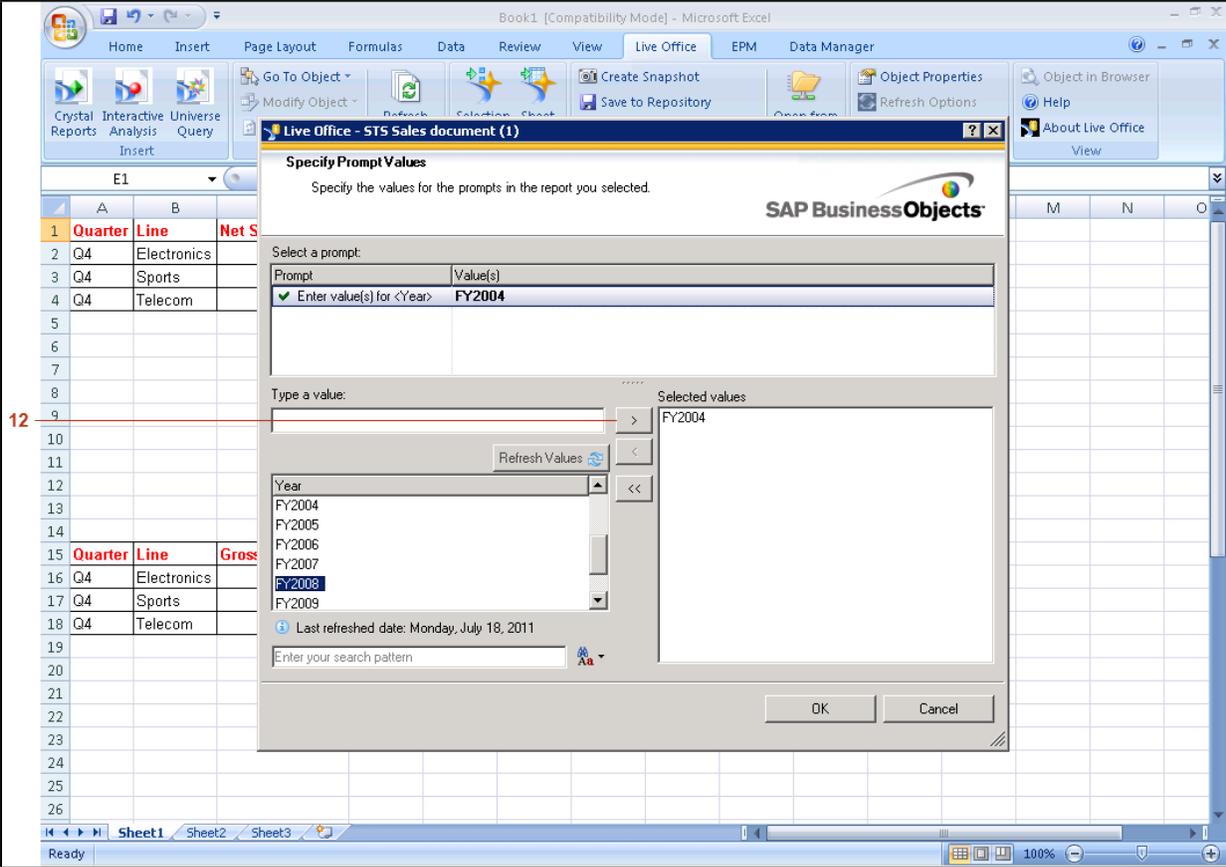
Live Office - STS Sales document (1)



11. Click **FY2008**.

Use Consolidated Prompts

Live Office - STS Sales document (1)



12. Click  to move **FY2008** into Selected values.

Use Consolidated Prompts

Live Office - STS Sales document (1)

The screenshot shows a Microsoft Excel window with a SAP Business Objects Live Office dialog box open. The dialog is titled "Specify Prompt Values" and contains a table with the following data:

Prompt	Value(s)
Enter value(s) for <Year>	FY2004;FY2008

Below the table, there is a "Type a value:" field and a "Selected values" list. The "Selected values" list contains "FY2004" and "FY2008". A red arrow points to the "FY2004" value in the "Selected values" list, with the number "13" next to it.

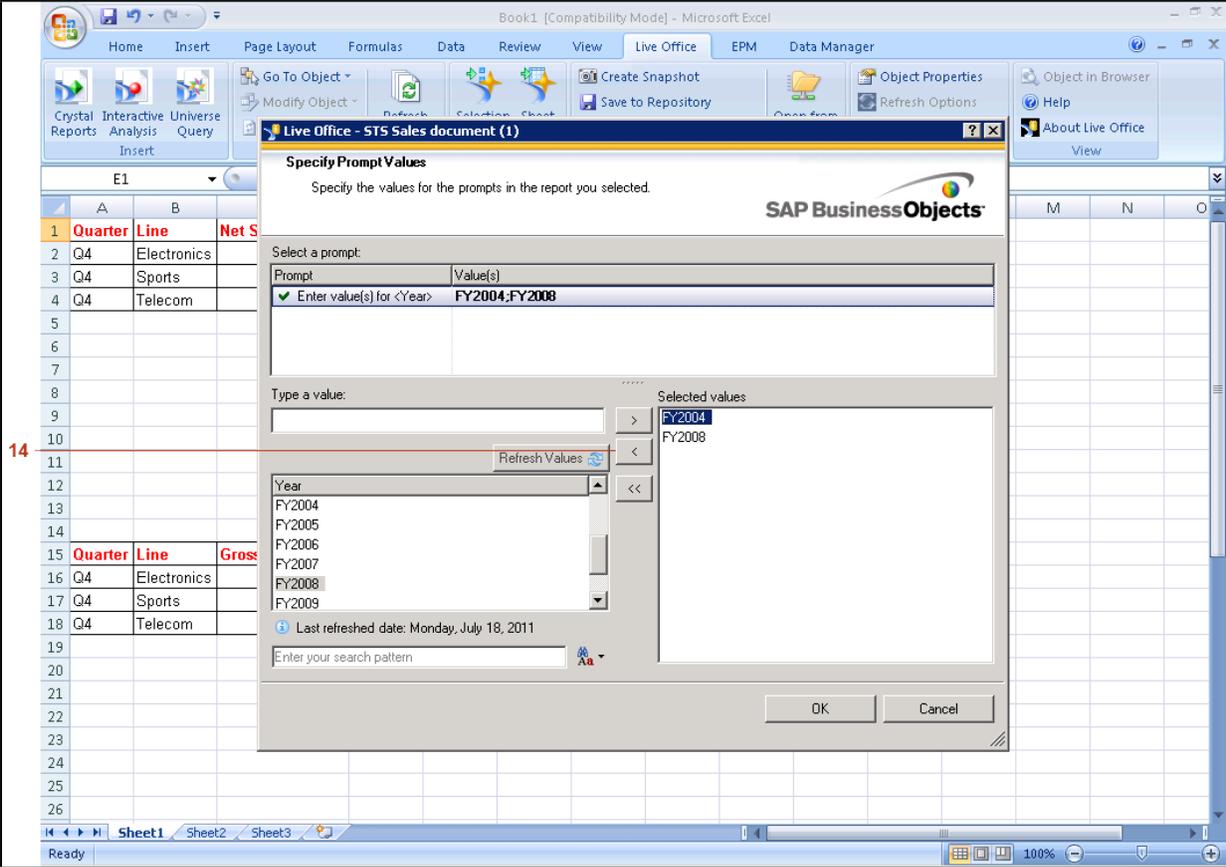
13. Click **FY2004**.



Remove records for 2004.

Use Consolidated Prompts

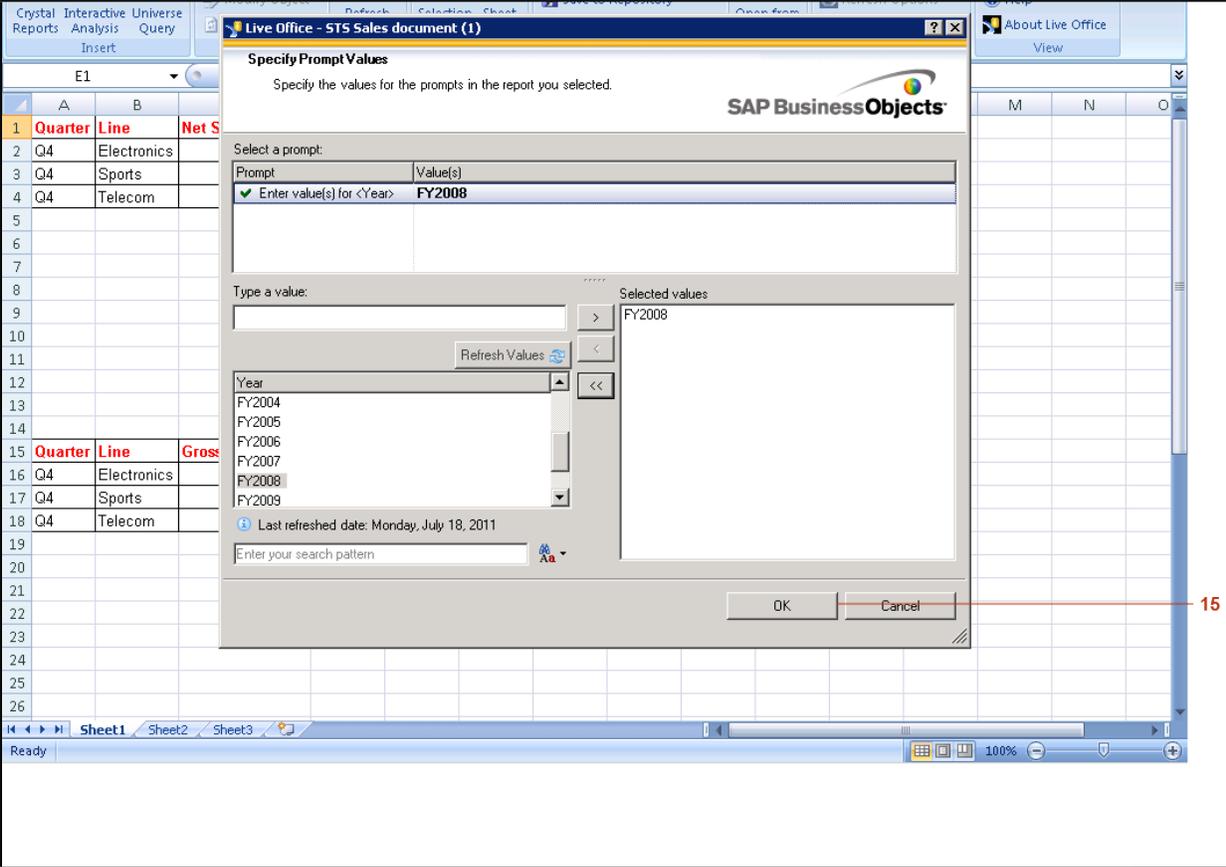
Live Office - STS Sales document (1)



14. Click  to move **FY2004** into Year.

Use Consolidated Prompts

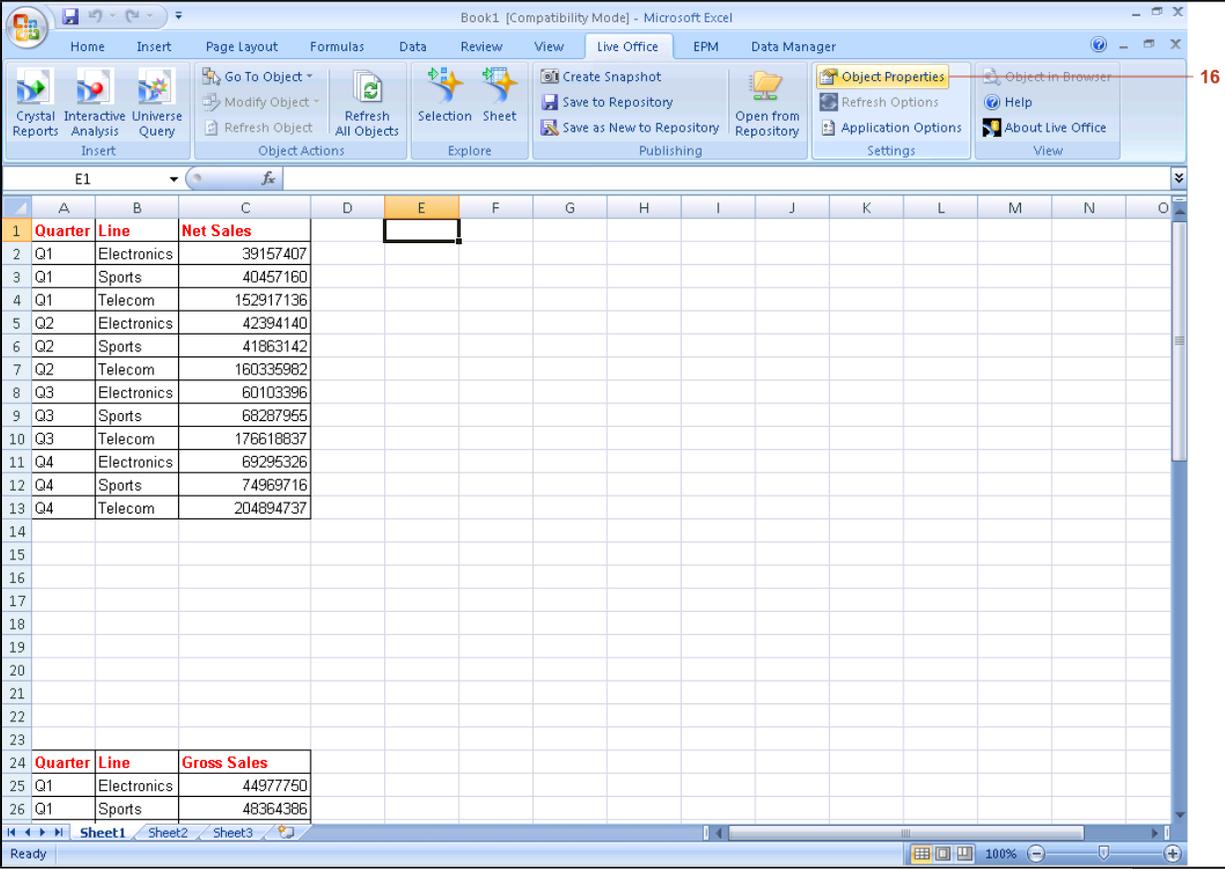
Live Office - STS Sales document (1)



15. Click **OK**.

Use Consolidated Prompts

Microsoft Excel - Book1 [Compatibility Mode]



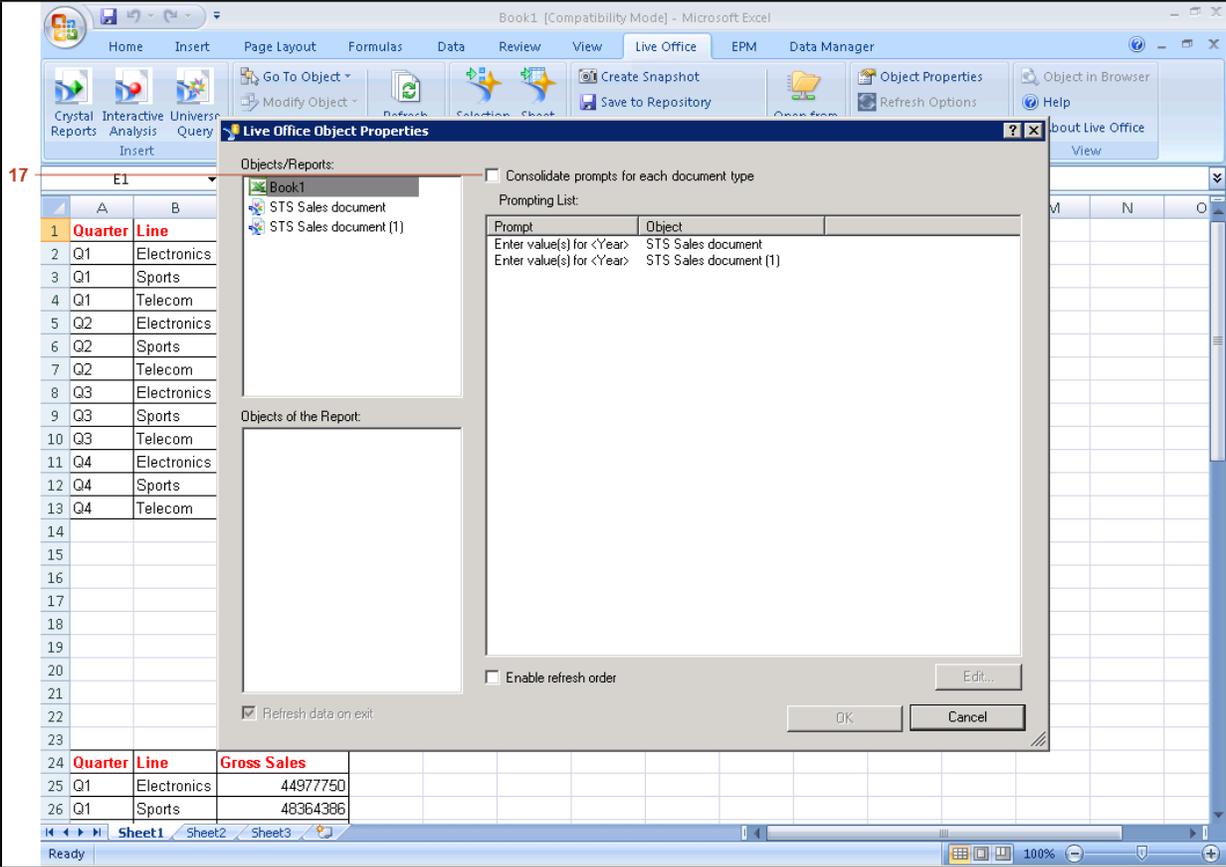
16. Click **Object Properties**.



If you want prompts that share the same properties to be consolidated for all objects, you can change the setting through the Live Office menu.

Use Consolidated Prompts

Live Office Object Properties



17. Select the **Consolidate prompts for each document type** check box.

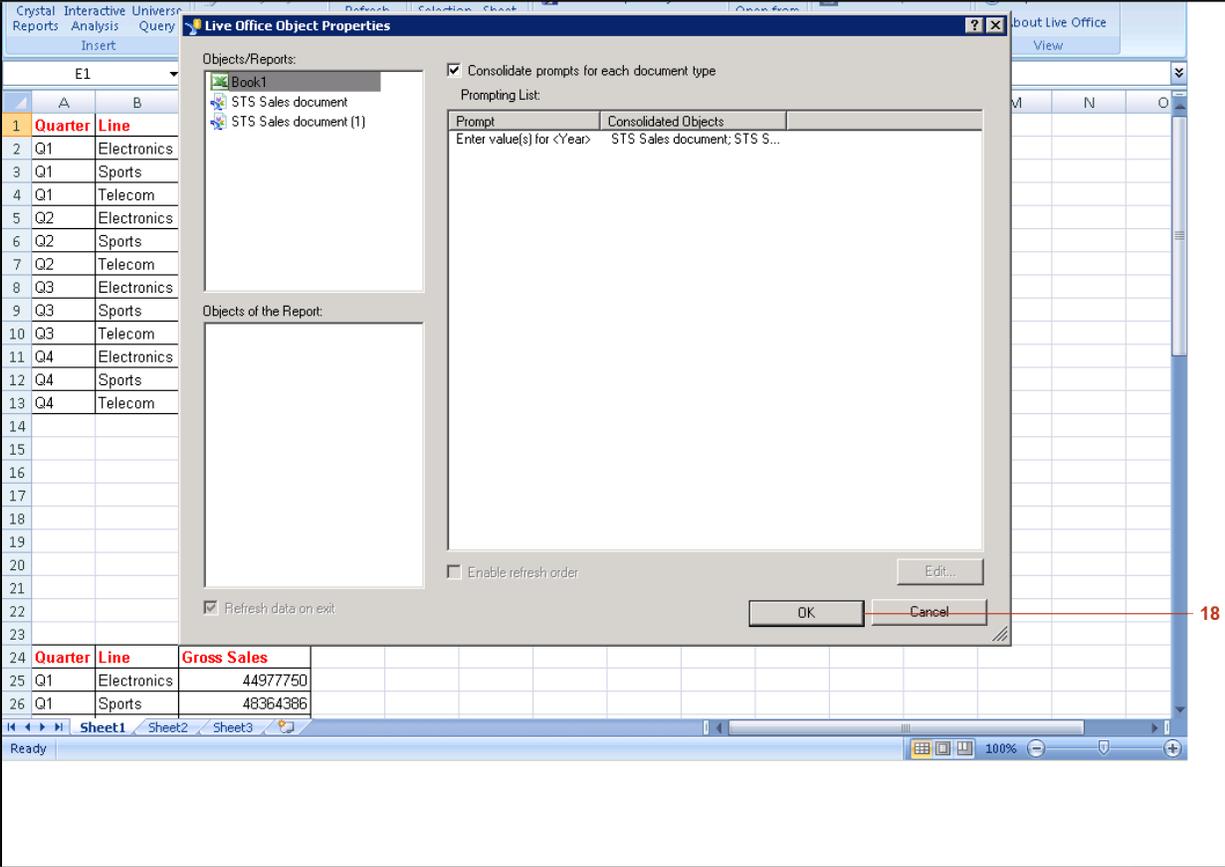


Note that the option is set at the document level.

There are two prompts for the document, each to specify the year.

Use Consolidated Prompts

Live Office Object Properties



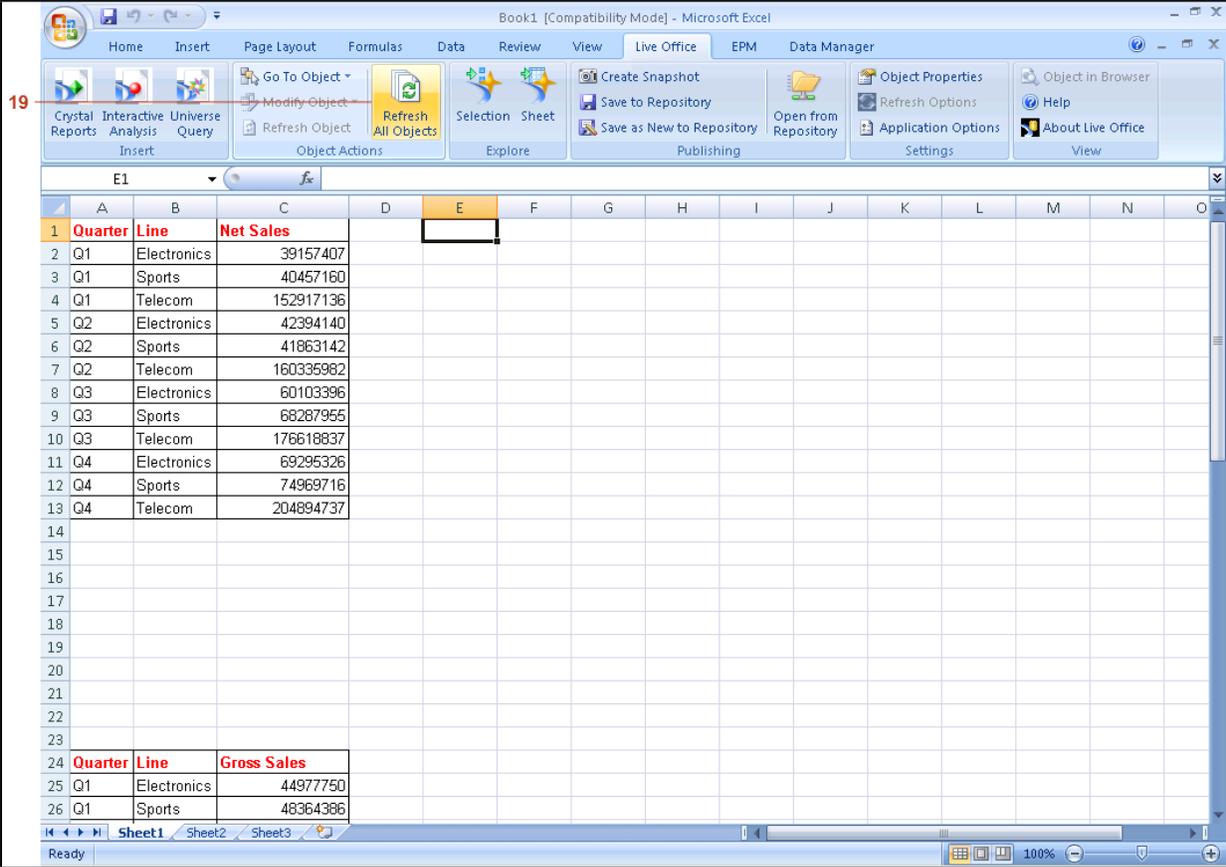
18. Click **OK**.



Note that the two prompts have been merged into one.

Use Consolidated Prompts

Microsoft Excel - Book1 [Compatibility Mode]



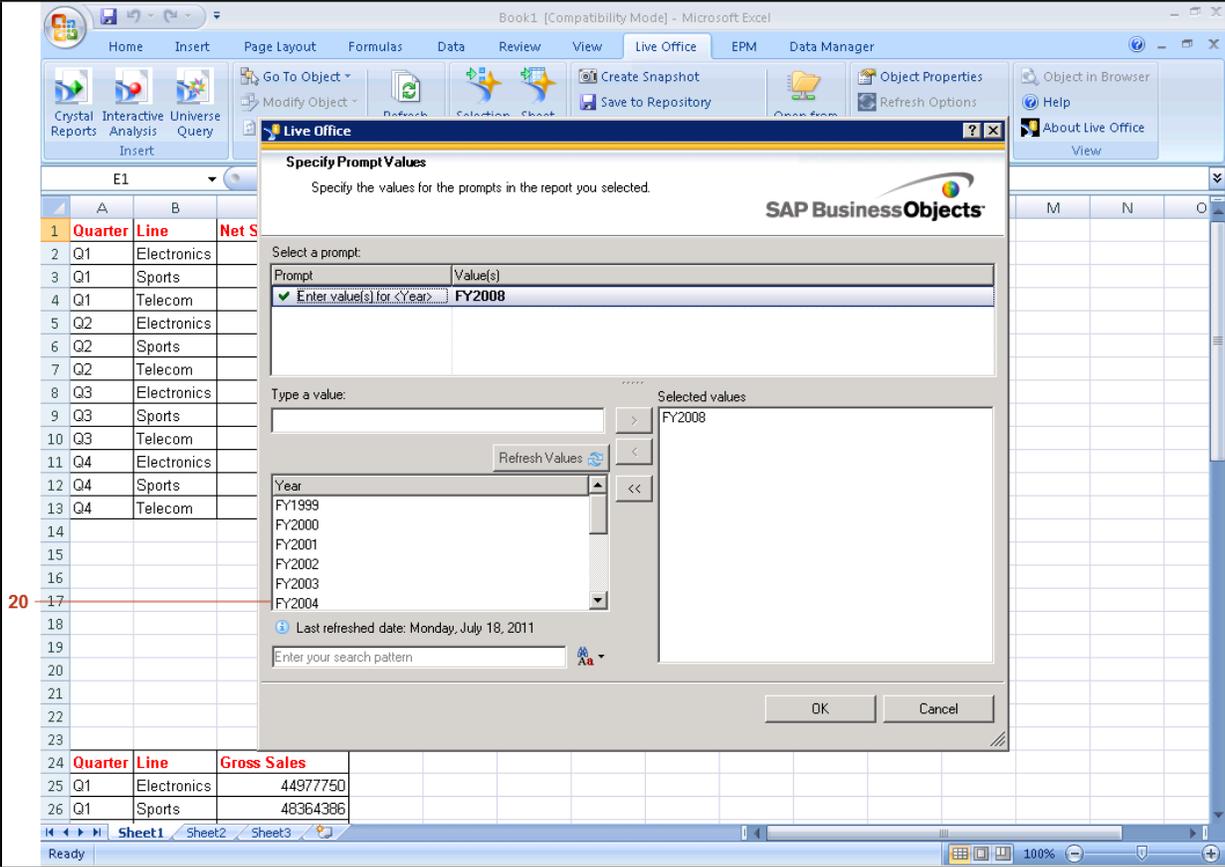
19. Click **Refresh All Objects**.



Refresh the objects again to test the settings and change the year to 2004.

Use Consolidated Prompts

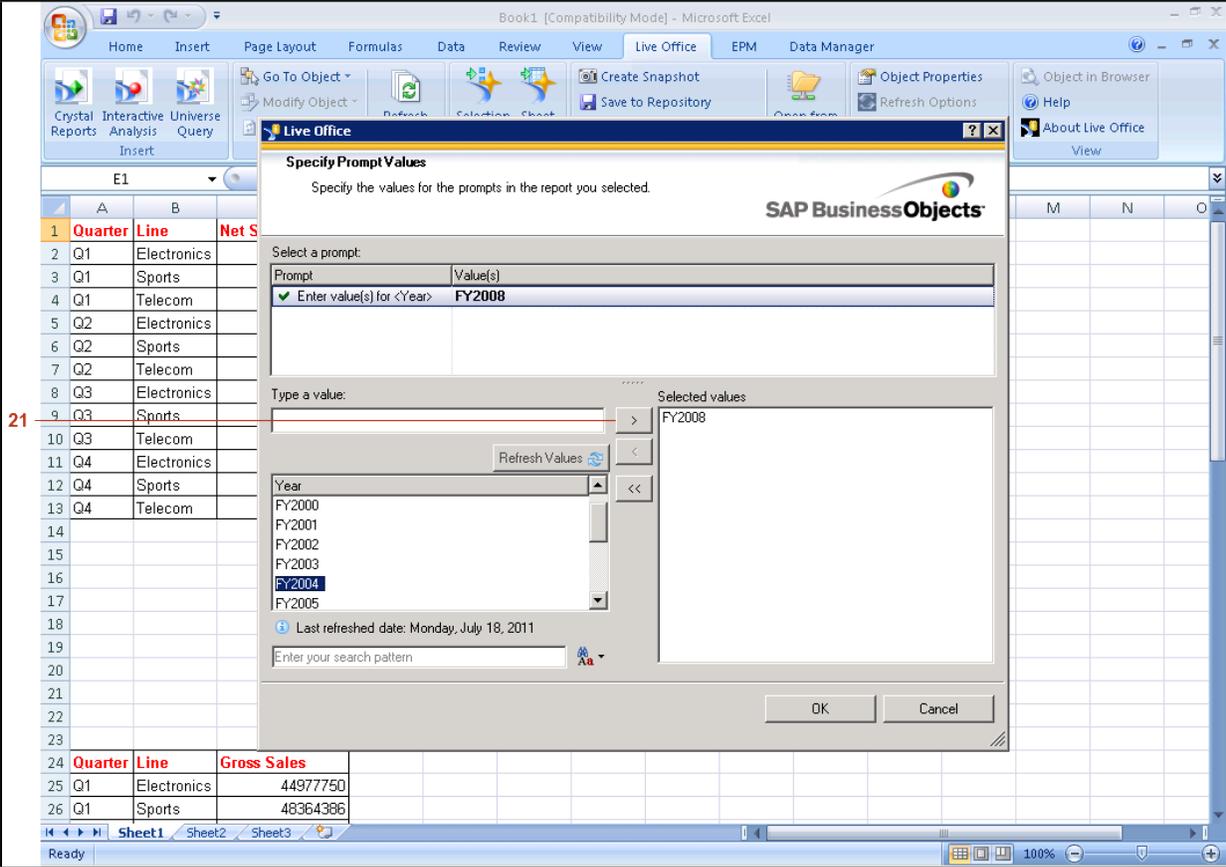
Live Office



20. Click **FY2004**.

Use Consolidated Prompts

Live Office



21. Click  to move **FY2004** into Selected values.

Use Consolidated Prompts

Live Office

The screenshot shows the SAP Business Objects Live Office interface overlaid on a Microsoft Excel spreadsheet. The spreadsheet contains a table with columns for Quarter, Line, and Net Sales. The Live Office dialog box is open, displaying a list of prompts. The prompt 'Enter value(s) for <Year>' is selected, and its value is set to 'FY2008;FY2004'. The 'Selected values' list shows 'FY2008' and 'FY2004'. A red arrow points to 'FY2008' with the number 22.

Quarter	Line	Net Sales
Q1	Electronics	
Q1	Sports	
Q1	Telecom	
Q2	Electronics	
Q2	Sports	
Q2	Telecom	
Q3	Electronics	
Q3	Sports	
Q3	Telecom	
Q4	Electronics	
Q4	Sports	
Q4	Telecom	

Quarter	Line	Gross Sales
Q1	Electronics	44977750
Q1	Sports	48364386

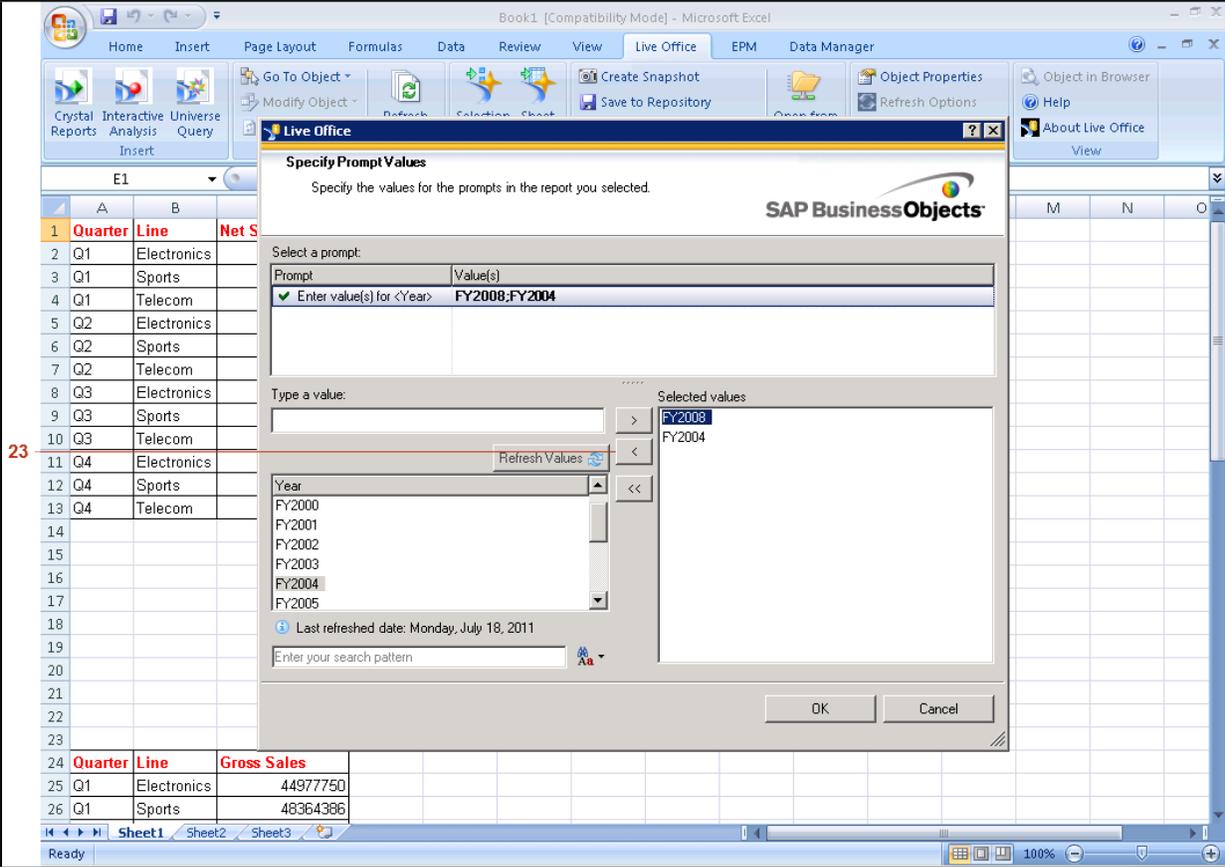
22. Click **FY2008**.



Remove records for 2008.

Use Consolidated Prompts

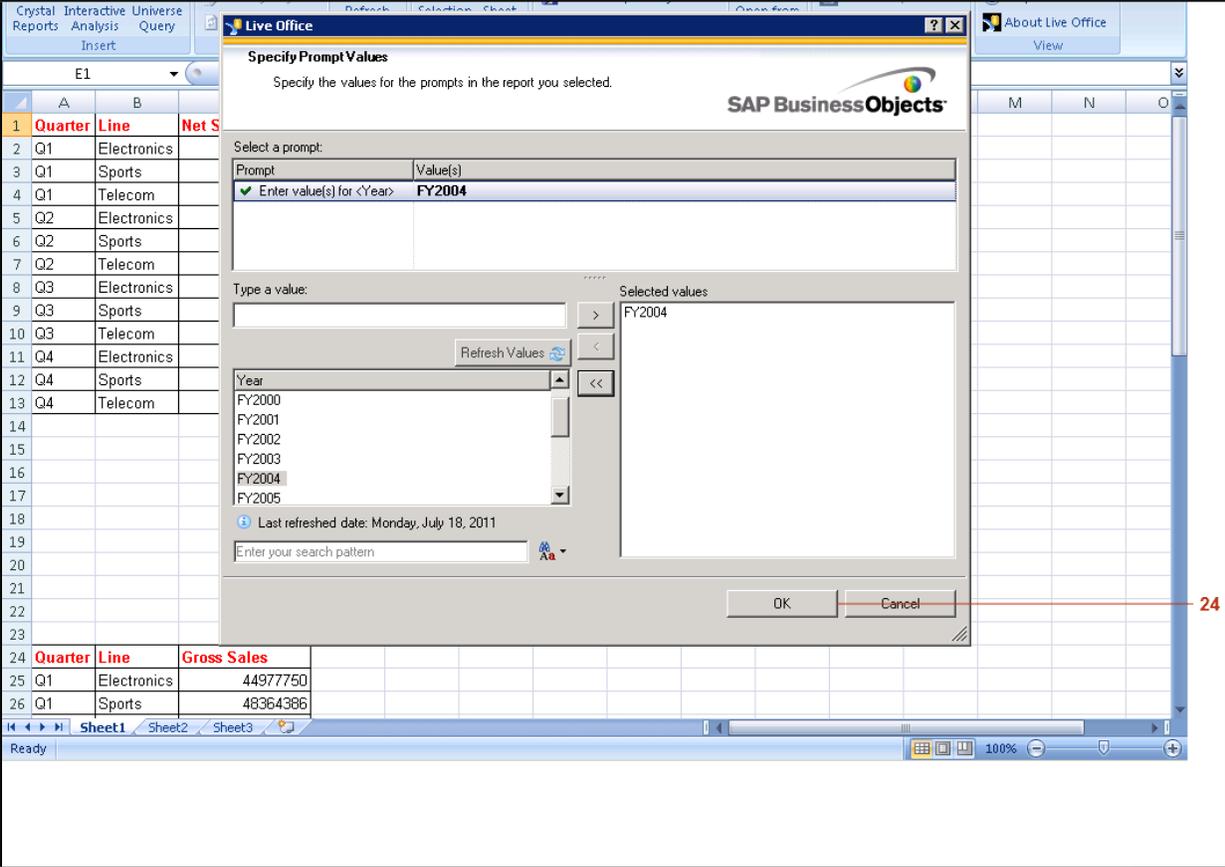
Live Office



23. Click  to move **FY2008** into Year.

Use Consolidated Prompts

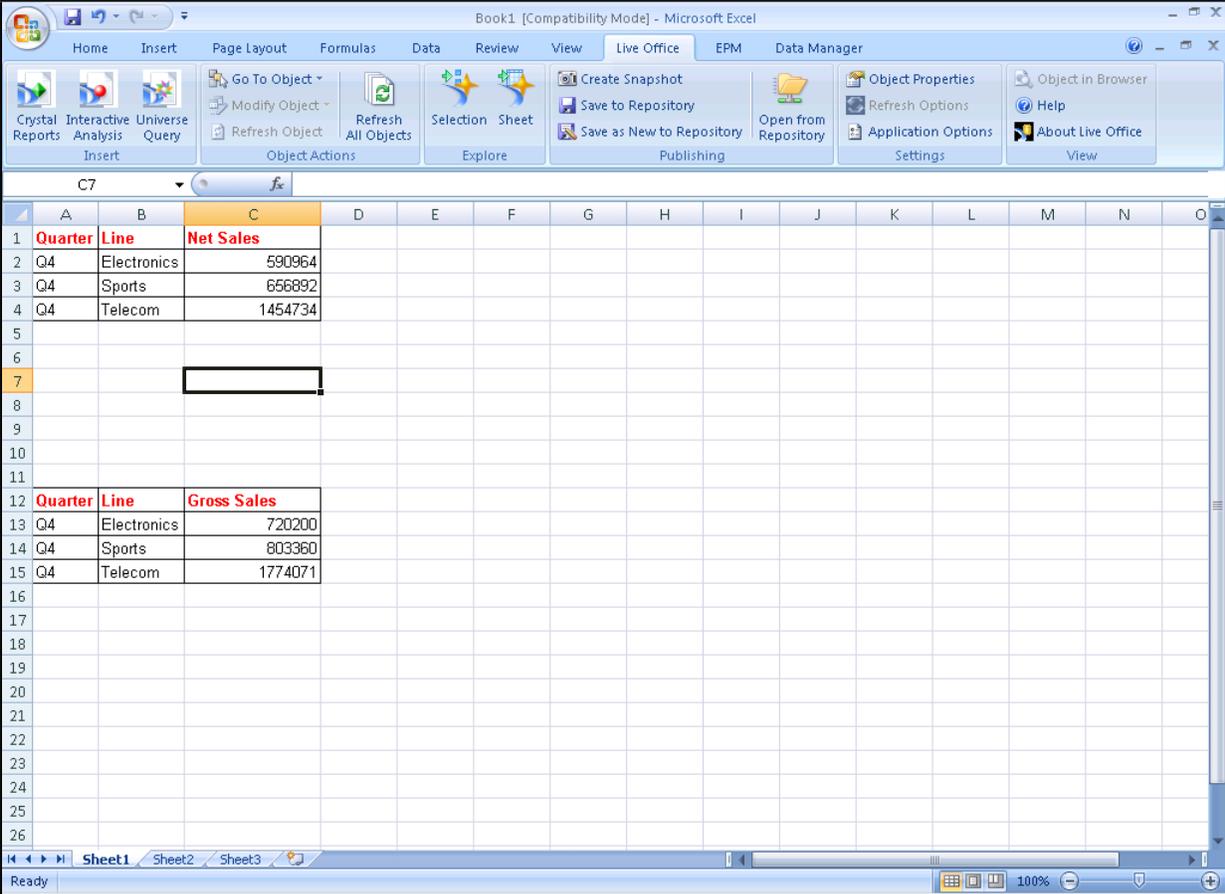
Live Office



24. Click **OK**.

Use Consolidated Prompts

Microsoft Excel - Book1 [Compatibility Mode]



25. Press any key or click anywhere to exit the activity.



Note that the prompt displayed only once.

You have successfully refreshed the objects to see what happens when prompts are not consolidated. Then, consolidated the prompts for all objects.

Press any key or click anywhere to exit the activity.