



Quick Steps in Business Warehouse

This guide provides steps for completing frequent tasks within [myNKU's](#) Business Warehouse. The steps below may be performed within any query.

Action	Steps
Controlling how results are displayed in calculated fields	Right-click > Select " Properties > Characteristic " > Edit the selection in the " <i>Display Results:</i> " drop-down menu
Create a variant	Input variable selections > Click " Save As... " > Enter the description > Click " OK "
Delete a filter	Right-click on the filtered Free Characteristic > select Filter > Remove Filter Value
Delete a Portal Favorite	Open the " <i>Organize Entries</i> " dialog > select the context menu > click " Delete "
Display information about a query	Click " View information... "
Download training materials	Choose " Click for Documentation "
Edit a variant	Select the desired " <i>Available Variant</i> " > Change variable selections > Click " Save "
Filter on a range of values	Right-click > Choose Filter > Select Filter Value > Value Ranges
Rename a Portal Favorite	Open the " <i>Organize Entries</i> " dialog > select the context menu > click " Rename... " > Input a " <i>New Name</i> " > Click " Save "
Save a report to the BEx Portfolio	Click " Save As a Favorite " > select the " BEx Portfolio " tab > navigate to the departmental folder & enter a description, then select " OK "
Show/hide Portal Favorites	Click " Expand/Collapse navigation panel "
Show more information for a Free Characteristic	Right-click the preferred Free Characteristic > Select Properties > Characteristic > Attributes
Sort any field	Click the " Sort " icon displayed in the header



Business Warehouse Terms Defined

The descriptions below help guide the learner's understanding of terminology frequently used when referring to the Business Warehouse system.

BEx Portfolio – Link; allows users to access departmental folders which may store shared versions of various queries.

BEx Web Analyzer – Link; allows users access to queries to perform data analysis.

Business Explorer – This myNKU portal tab provides central entry into the BW reporting system.

BW – Acronym for Business Warehouse; reporting solution from software provider SAP.

Drilldown - Drill-down is a navigational step intended to display more detailed information.

Filter - Filter is used to restrict data from immediate view; data is not deleted and can be returned to report results.

Free Characteristic - A free characteristic is a characteristic in a query used for drill-downs; they are not displayed in the initial execution of a query.

Portal Favorites – A list of saved reports only accessible on a per-user basis via myNKU login. The list resides in the "Favorites" folder and is accessible from any myNKU portal tab.

Query – In BW, a query is a selection of characteristics and key figures available for analysis; queries are also frequently known as reports.

Variable - A query parameter; receives a value based on user input or takes a default value set during query design.