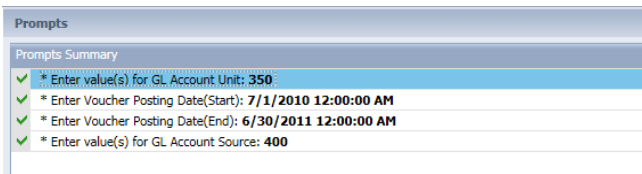


# TIPS FOR USING PROMPTS IN WEB-I

Summary of tips in this document:

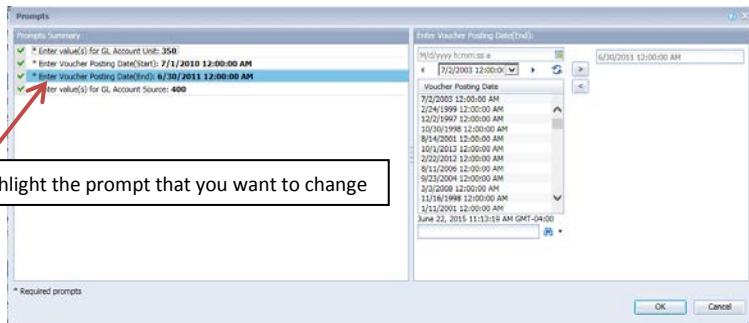
1. Changing a date prompt
2. Choosing from a list of values
3. Required prompts
4. Refreshing values
5. Sorting the available values
6. Searching the available values
7. Entering the value you want
8. Removing selected values

Many Web-I reports have prompts that need to be answered in order to report the correct information. This is an example from a report that has 4 prompts:

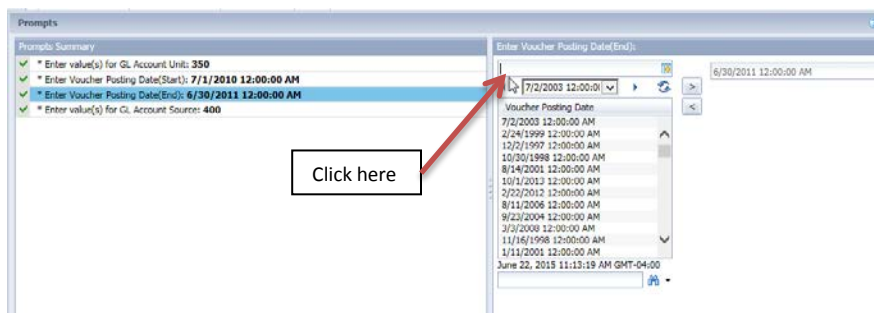


## Tip #1 – Changing a date prompt

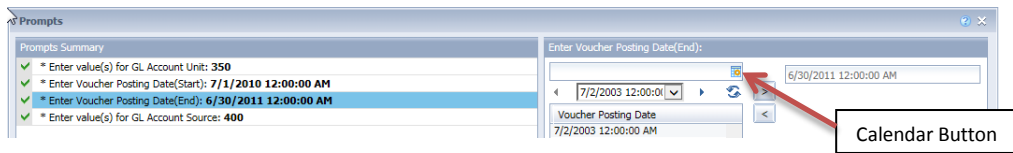
To change a prompt value, highlight the prompt that you want to change by clicking on it. For example, to change the answer to **Enter Voucher Posting Date(End)**:



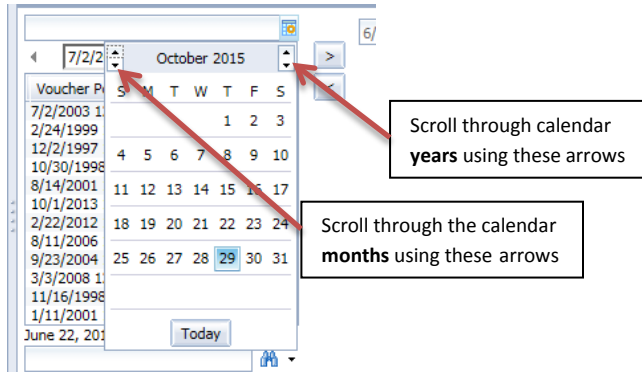
To change the value that is already there (6/30/2011 12:00:00AM), click in the date window on the right-hand side of the screen:



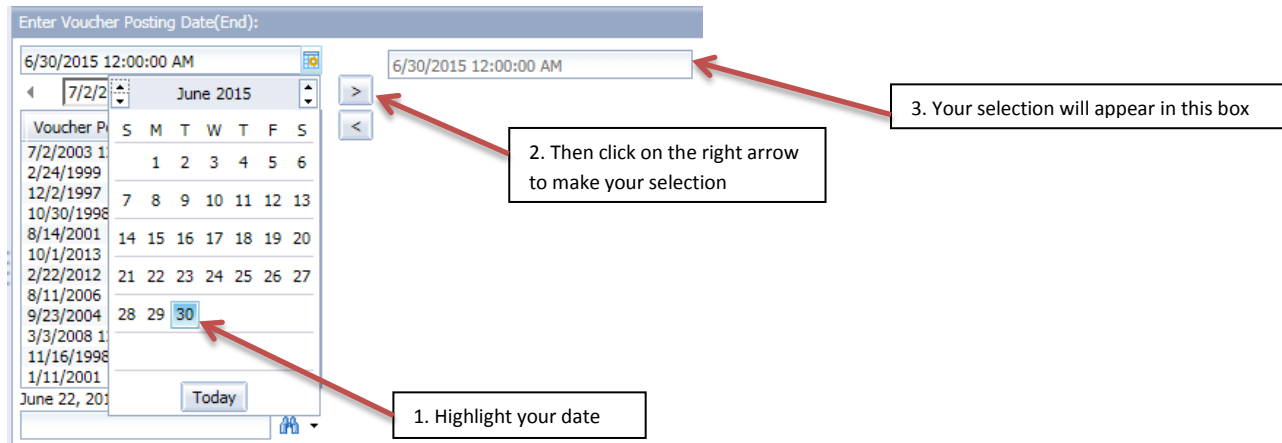
Then click on the calendar icon to select the date:



Use the up and down arrows on the calendar to scroll through the months or years:

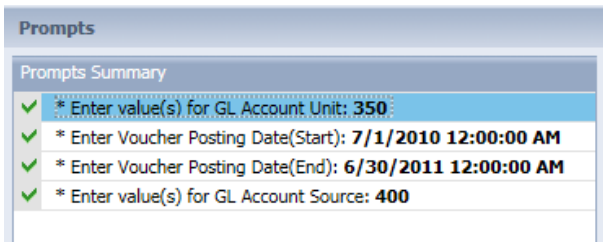


When you find the date you're looking for, click on it to highlight it, then click on the right arrow to move it over:

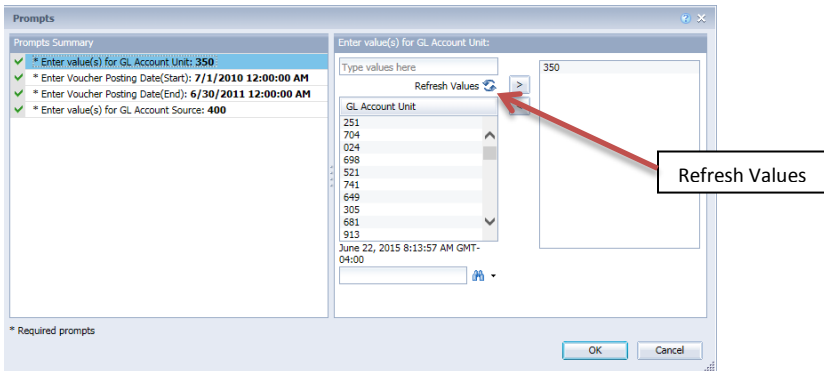


## Tip #2 – Choosing from a list of values

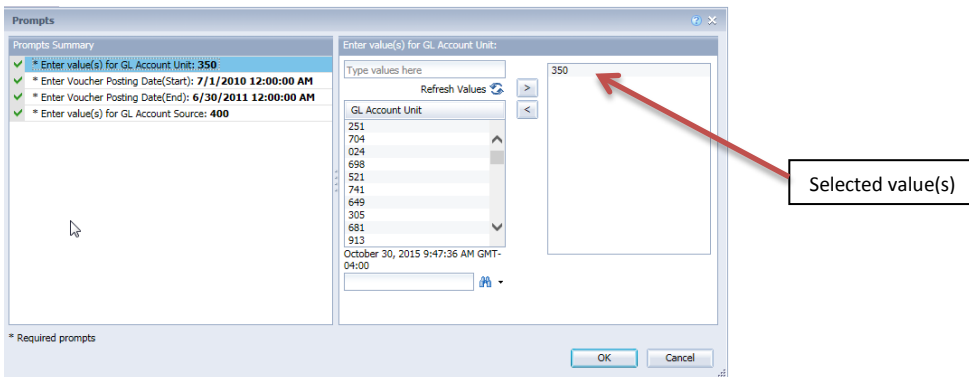
To change the value selected for the GL Account Unit, click on that prompt to highlight it:



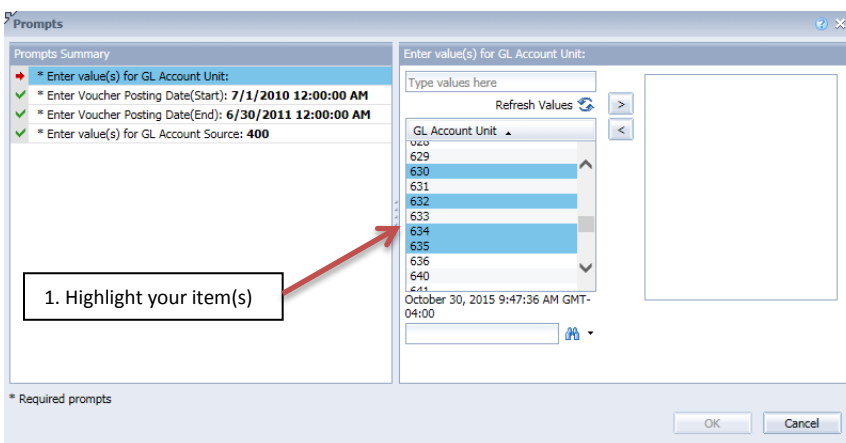
On the right-hand side, click on 'Refresh Values' to be sure you have the most up-to-date list available:



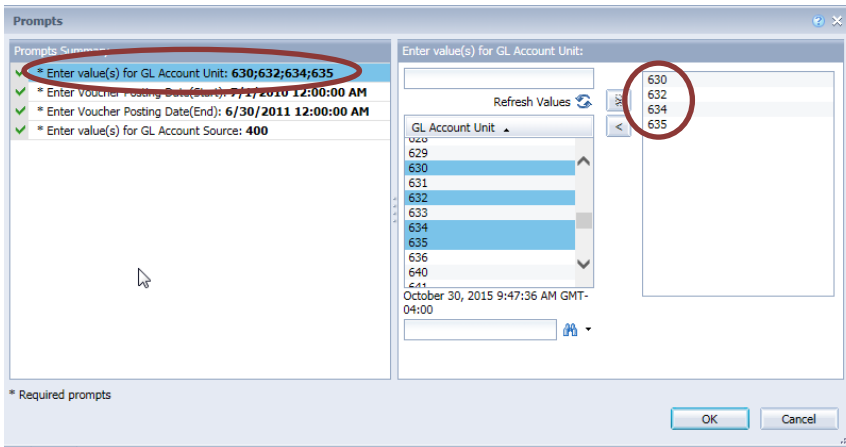
The value(s) currently selected will show up in the right-hand side:



Select your items by highlighting them (in this case, the unit(s) you would like), then click on the right arrow to move them over:

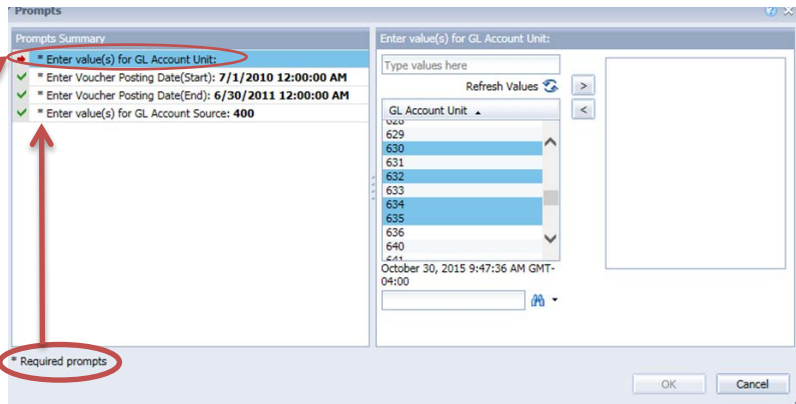


These are the items that will now be selected for that prompt:



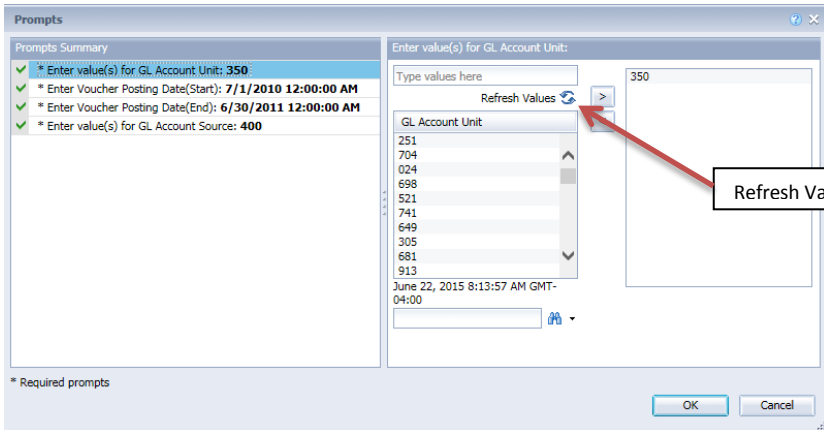
### Tip #3 – Required prompts

Items with an \* are required. In this example, all of the prompts are required. The first item, Enter value(s) for GL Account Unit, is missing a required value, indicated by a red arrow. The report will not run until that prompt has been answered and the green check mark appears for all prompts:



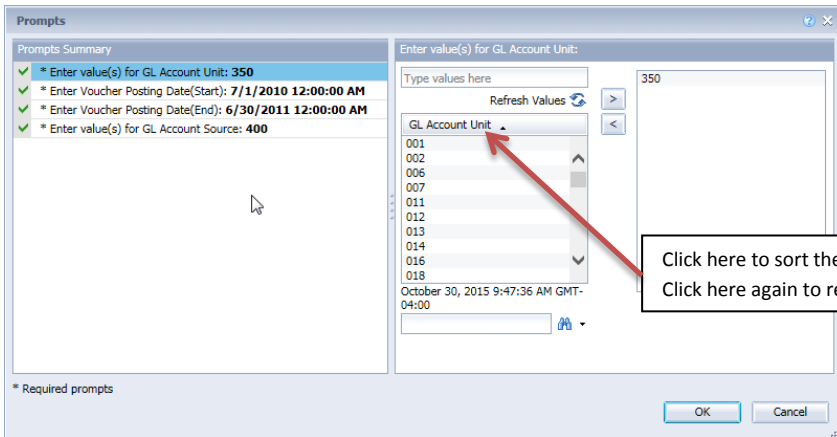
## Tip #4 – Refresh Values

For a prompt that has a list of values to choose from, click on 'Refresh Values' to be sure you have the most up-to-date list available:



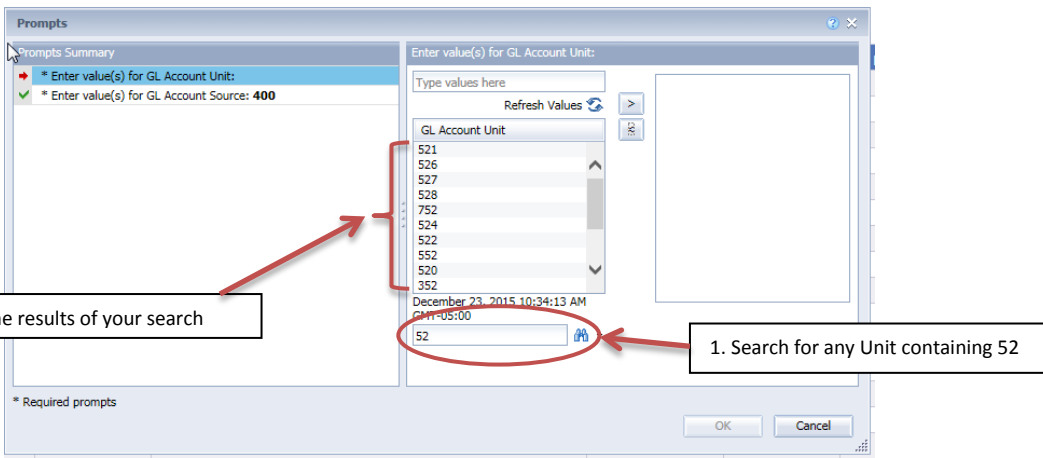
## Tip #5 – Sorting the available values

You can sort the list of available items by clicking on the header above the list. Click on it again to sort in reverse order:

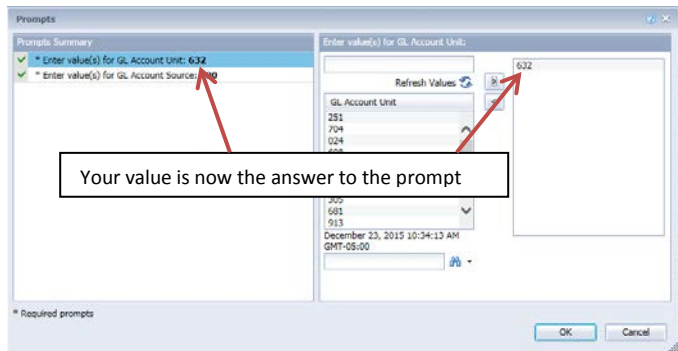
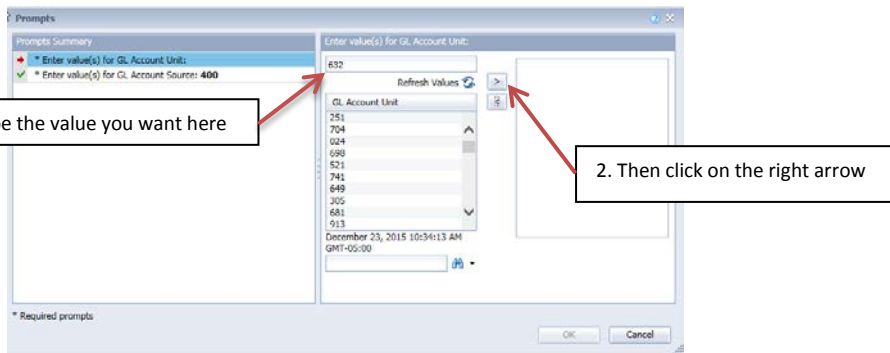


## Tip #6 – Searching the available values

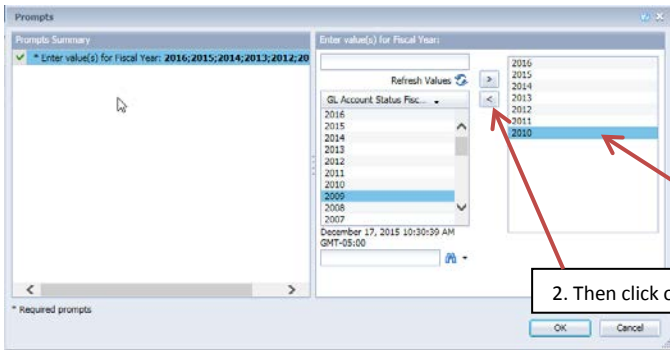
You can search the list of available values for a pattern by entering a search string next to the binoculars icon. In this example, we're searching for any Unit that contains 52:



## Tip #7 – Enter the value you want

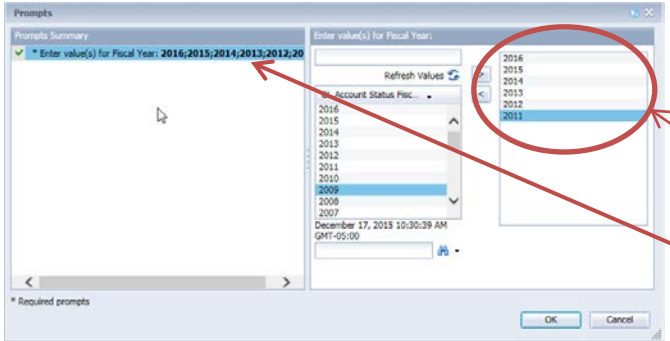


## Tip #8 – Removing selected values



1. Highlight the item you would like to remove

2. Then click on the left arrow



2010 is no longer selected

...and will not show up in the list of values