



DRAG AND DROP

BOBJ-3 | WEBI REPORTS

BOBJ

The purpose of this job aid is to explain how to drag and drop items in Webi Reports in the Integrated HR-Payroll System.

Drag and Drop fields in Tabular Reports

A dimension characteristic or measure can be added on a tabular report in Design mode using the drag and drop feature in a Web Intelligence report.

Drag and Drop a Field in a Blank Column

A dimension characteristic or measure can be dragged and dropped in a blank table column on a Web Intelligence report in **Design mode**.

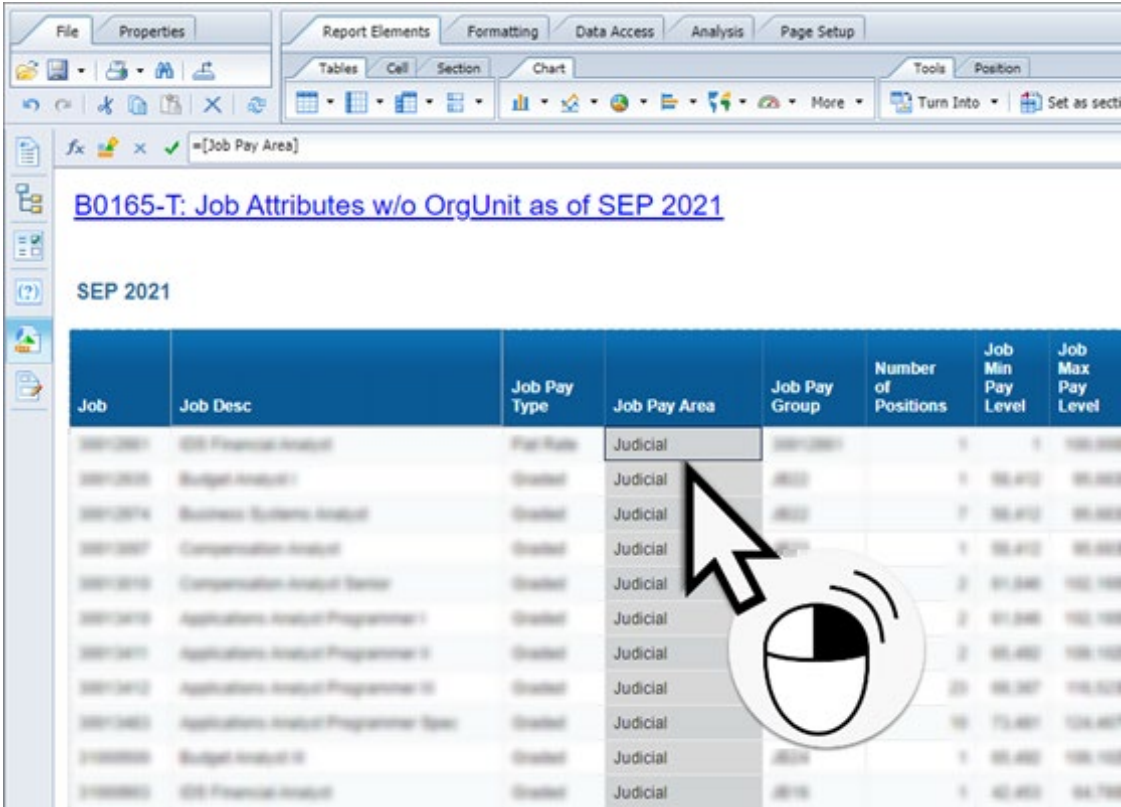
Follow the directions below to add a dimension characteristic or measure to a blank column in a table.

1. Open a Web Intelligence document in Design mode.
2. Click on the data cells in a column to select it.

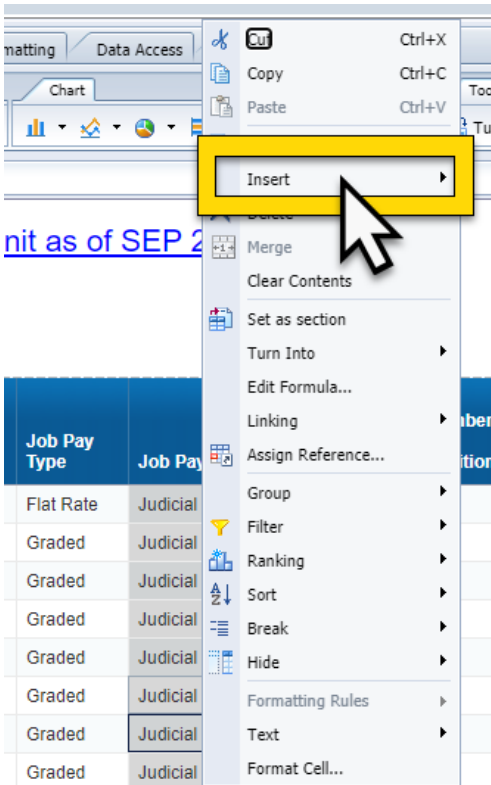
The screenshot shows the SAP Web Intelligence Design mode interface. The main report area displays a table titled "B0165-T: Job Attributes w/o OrgUnit as of SEP 2021". The table has the following columns: Job, Job Desc, Job Pay Type, Job Pay Range, and Job Pay Group. The Job Pay Type column is highlighted with a yellow box, and a mouse cursor is pointing at the "Judicial" value in the first row of that column. The table data is as follows:

Job	Job Desc	Job Pay Type	Job Pay Range	Job Pay Group
0000000	Marketing Analyst	Career Banding	0000000	0000000
0000000	Technology Support Analyst	Career Banding	0000000	0000000
0000000	Policy Analyst	Flat Rate	0000000	0000000
0000000	HR Financial Analyst	Judicial	0000000	0000000
0000000	Budget Analyst	Judicial	0000000	0000000
0000000	Business Systems Analyst	Judicial	0000000	0000000
0000000	Compensation Analyst	Judicial	0000000	0000000
0000000	Compensation Analyst Senior	Judicial	0000000	0000000
0000000	Applications Analyst Programmer I	Judicial	0000000	0000000
0000000	Applications Analyst Programmer II	Judicial	0000000	0000000
0000000	Applications Analyst Programmer III	Judicial	0000000	0000000
0000000	Applications Analyst Programmer Senior	Judicial	0000000	0000000

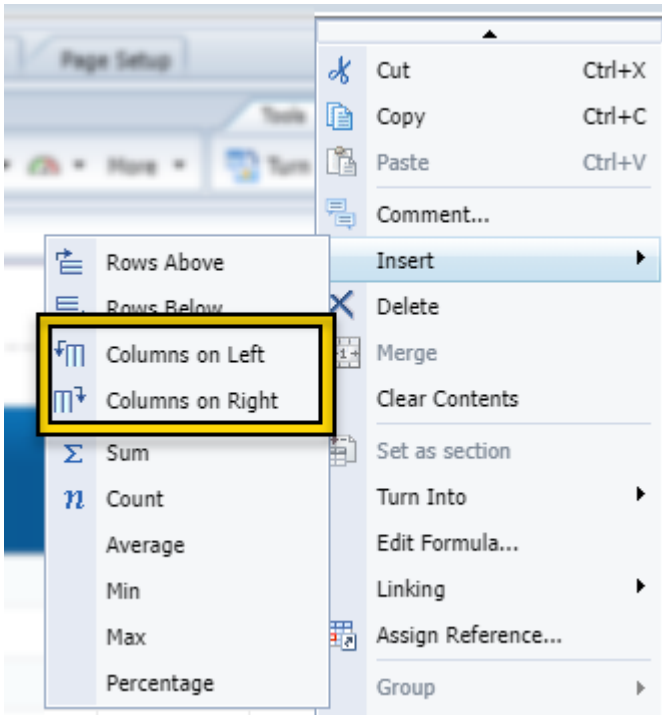
3. Right Click in the selected column.



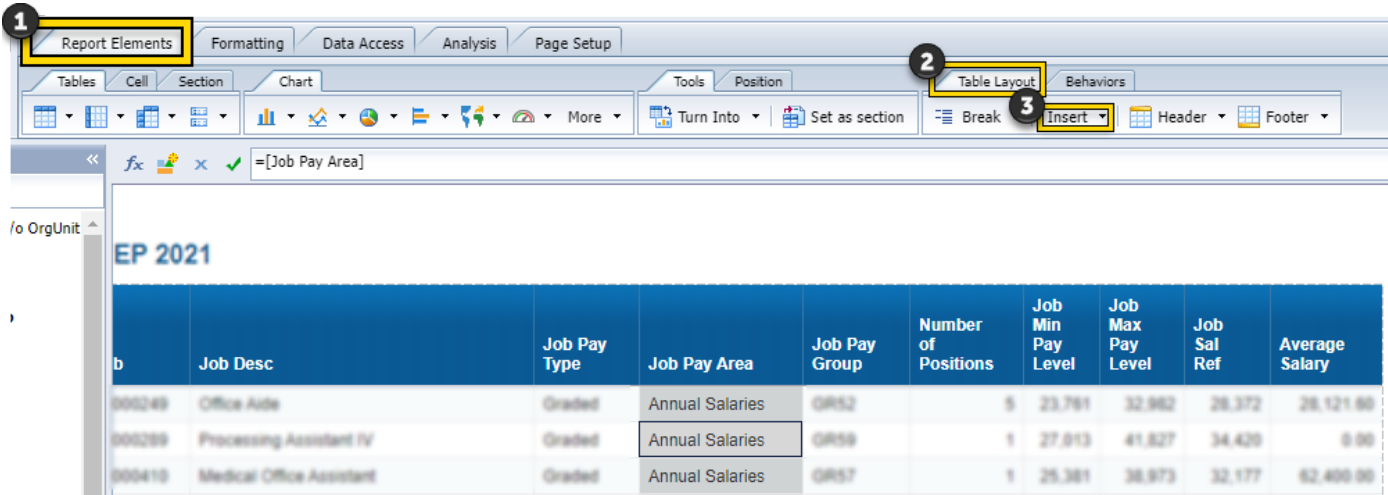
4. Select 'Insert' from the context menu.



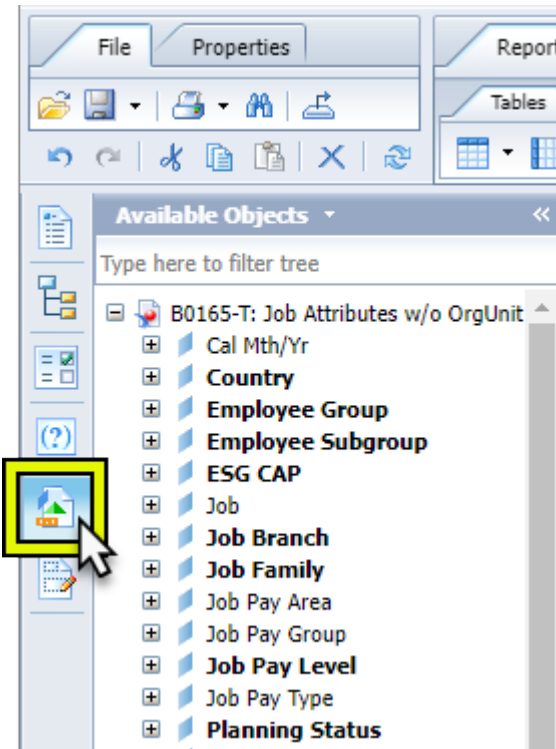
- 5. Choose the 'Columns on Left' or 'Columns on Right' to insert a blank column to the left or right of the selected column.



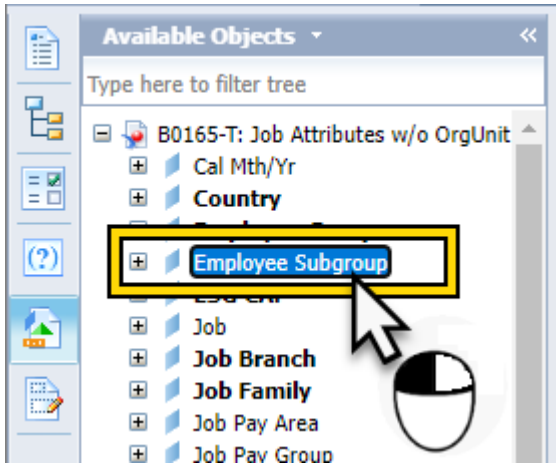
- 6. Users also can click 'Insert' from the Table layout subtab in the Report Elements toolbar.



7. Click the Available Objects navigation icon.



8. Select the desired additional dimension attribute or measure from the Available Objects panel.



- Click and hold the left mouse button and drag towards the blank column. A large empty box will appear over the blank column header.

The screenshot shows a software interface with an 'Available Objects' pane on the left and a report titled 'B0165-T: Job Attributes w/o OrgUnit as of DEC 2021'. The 'Available Objects' pane lists various objects, with 'Employee Subgroup' selected. A yellow box highlights the 'Employee Subgroup' object being dragged over the 'Job Pay Type' column header in the report table.

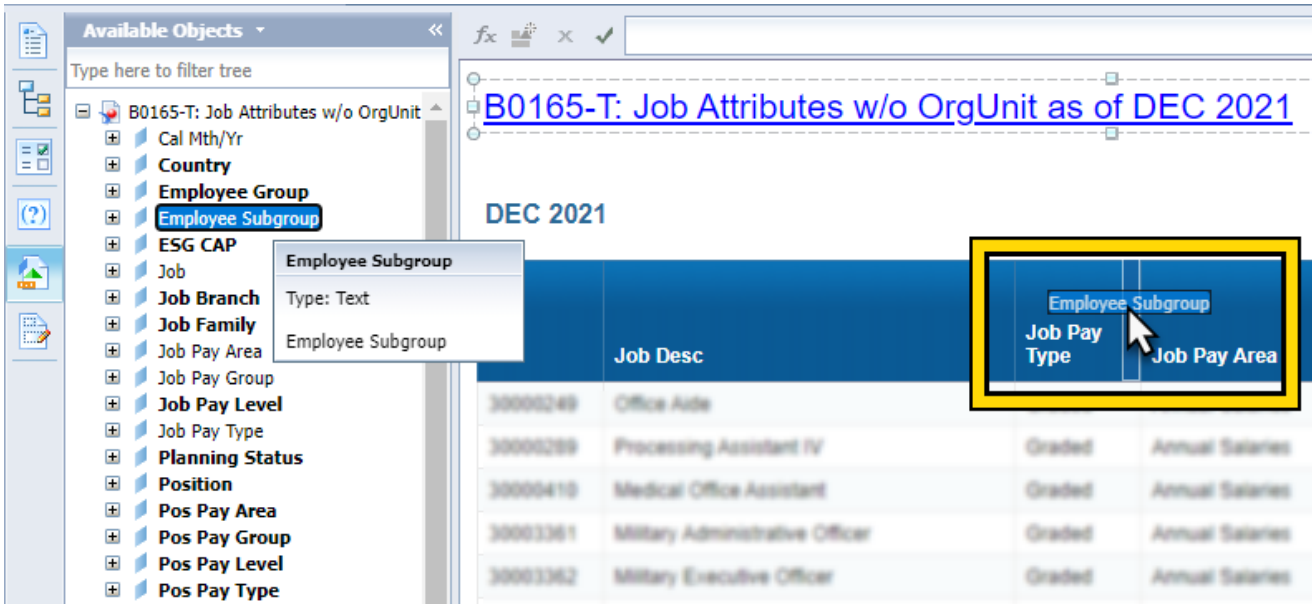
Job	Job Desc	Job Pay Type	Job Pay Area
30000249	Office Aide	Graded	Annual Salaries
30000289	Processing Assistant IV	Graded	Annual Salaries
30000410	Medical Office Assistant	Graded	Annual Salaries
30003361	Military Administrative Officer	Graded	Annual Salaries

- As the Available Object is dragged over to the report, empty rectangular boxes appear across the column headers.
 - Large rectangular boxes indicate that if the available object is dropped within that area the available object will replace any data in that column.

The screenshot shows the same software interface as above, but now showing a yellow box around the 'Job Pay Type' and 'Job Pay Area' column headers, indicating that the 'Employee Subgroup' object has been dropped over them.

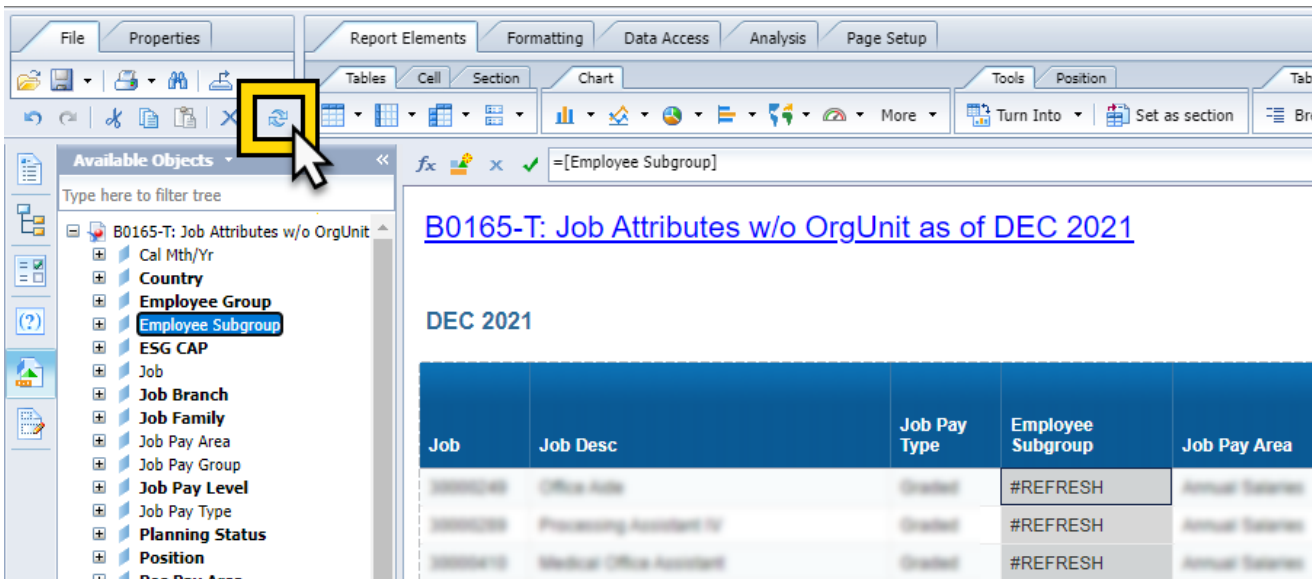
Job	Job Desc	Job Pay Type	Job Pay Area
30000249	Office Aide	Graded	Annual Salaries
30000289	Processing Assistant IV	Graded	Annual Salaries
30000410	Medical Office Assistant	Graded	Annual Salaries
30003361	Military Administrative Officer	Graded	Annual Salaries
30003362	Military Executive Officer	Graded	Annual Salaries

- Tall thin rectangle boxes indicate that if the available object is dropped within that area the available object will create a new column and insert the available object's data.



11. Repeat step 2 to add more columns.

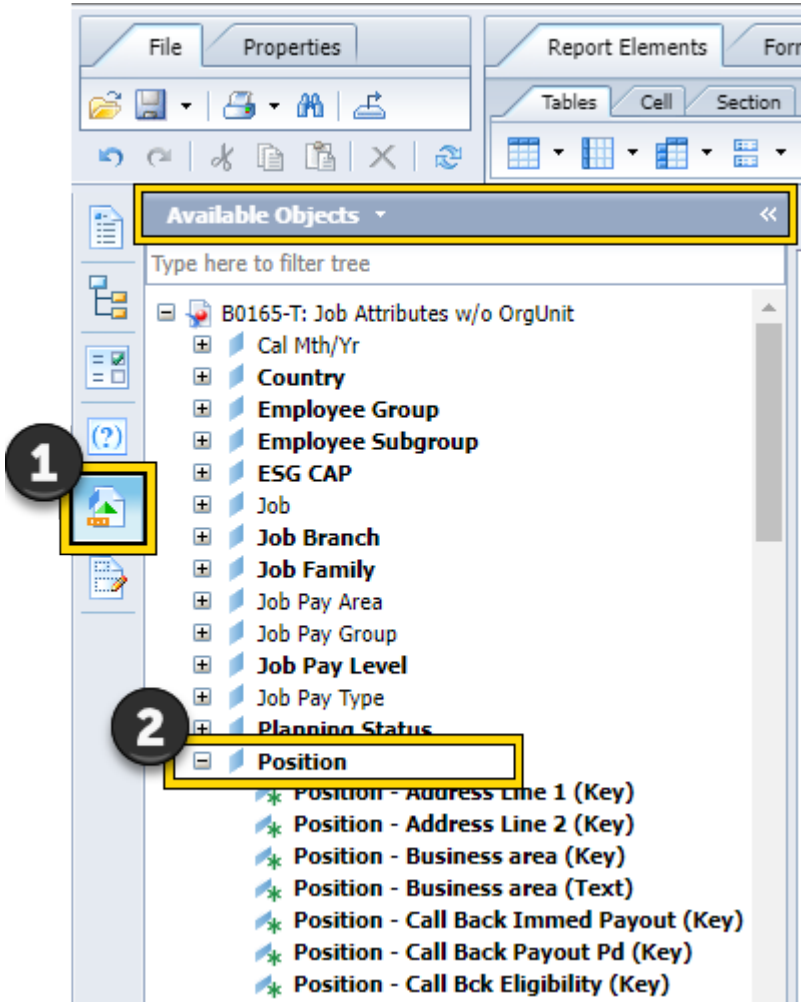
12. Refresh the report again to see the correct values in the drag and dropped column.



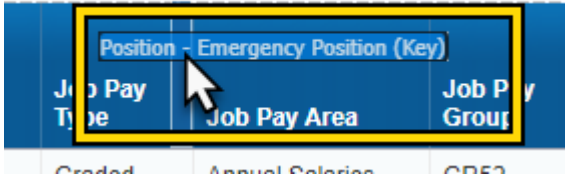
Drag and Drop a Field Near Non-blank Columns

A dimension characteristic or measure can be dragged and dropped on a table column that will insert or replace in a Web Intelligence report in **Design mode**.

1. Open a Web Intelligence document in **Design mode**.
2. Select a dimension attribute or measure from Available Objects panel to add to the report.



3. Press and hold the left mouse key and keep dragging towards the blank column. You will notice a rectangle icon with the dimension name or measure moving along with the mouse cursor.



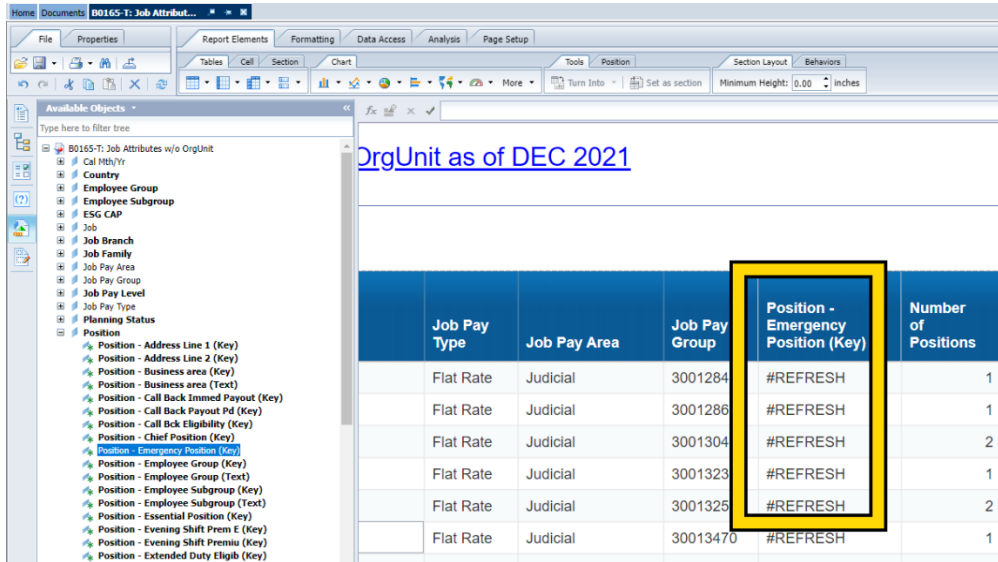
- Empty rectangular boxes follow cursor as it moves through column header, providing optional snap locations the available object can be dropped to replace the data in the space or to create a new column with the available object.

The screenshot shows a software interface with a menu bar (File, Properties, Report Elements, Formatting, Data Access, Analysis, Page Setup) and a toolbar. On the left is the 'Available Objects' pane with a search filter and a tree view. The tree view includes categories like Job Family, Job Pay Area, Job Pay Group, Job Pay Level, Job Pay Type, Planning Status, and Position. Under Position, there are several objects, with 'Position - Emergency Position (Key)' highlighted in blue. On the right is a data table titled 'B0165-T: Job Attributes w/o OrgUnit as of DEC 2021'. The table has columns: Job, Job Desc, Job Type, Job Pay Area, Job Pay Group, and Number of Positions. A yellow box highlights the 'Job Type' header cell, and a blue box highlights the 'Position - Emergency Position (Key)' object in the 'Available Objects' list.

- If the available object is dropped within a large rectangle that cover the majority of the Header Column Cell, it will replace the data within column.
- If the available object is dropped within a tall thin rectangle that appears to the edge of one of the Header Column Cells, it will create a new column and insert the data into the new column.

Note: Available objects dragged and dropped which create new columns will pick up the text format from the column it is dropped beside.

5. Drag the available object in between the desired two columns and hover the mouse to get the tall thin rectangle within the column header cell. Then release the left mouse button to drop the available object in between the two columns.



After insertion the new selected field attribute occupies the blank column with the #REFRESH value in the cells.

6. Repeat from step 2 if you want to add more columns.
7. Refresh the report again to see the correct values in the drag and dropped column.

Scenarios

Insert a column on the left side

To insert a column on the left side of Job Pay Area column, drag and drop the object over till the tall thin rectangle appears. Then release the left mouse button.



When dropped on the left side of the Job Pay Area column the dropped available object will pick up the text format from the Job Pay Area column.

Replace a column on the right side

To replace the Job Pay Area column, drag and drop the object over till the large rectangle appears. Then release the left mouse button.

Job Pay Type	Job Pay Area	Job Pay Group
Flat Rate	Judicial	20012040
Flat Rate	Judicial	20012041
Flat Rate	Judicial	20012041
Flat Rate	Judicial	20012037
Flat Rate	Judicial	20012038
Flat Rate	Judicial	20012070

Insert a column on the right side

To insert a column on the right side of Job Pay Area column, drag and drop the object over till the tall thin rectangle appears. Then release the left mouse button.

Job Pay Type	Job Pay Area	Job Pay Group
Flat Rate	Judicial	20012040
Flat Rate	Judicial	20012041
Flat Rate	Judicial	20012041
Flat Rate	Judicial	20012037
Flat Rate	Judicial	20012038
Flat Rate	Judicial	20012070

When dropped on the left side of the Job Pay Area column the dropped available object would pick up the text format from the Job Pay Area column.

Change Record

- 2/4/21 – Updated format, assigned reference number, and made accessible – C. Ennis
- 12/8/21 – Updated cursor information, screen captures, added note and added alt text. -L. Lee