| Prompt Values		BOBJ JOB AID

How to Copy a List of Values to Prompt

A list of values in an Excel spreadsheet may be copied and pasted in the **'Type values here'** field if available on a Prompts box. There are three programs involved when completing this process - Excel, Word, and Business Objects.

> ❌ **CRITICAL!** This functionality should only be used for data selection of less than 300 values. Anything over that limit can cause poor performance on the report and impact others.
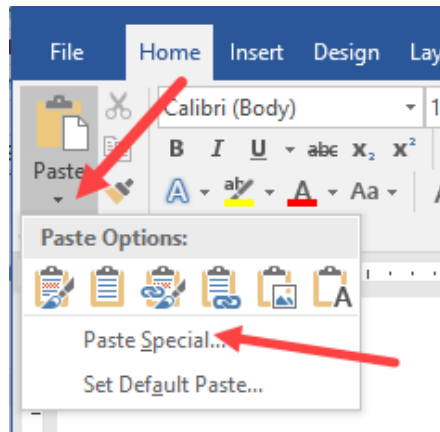
Excel

1. Copy the list of values included in the Excel spreadsheet to the clipboard using Ctrl-C.
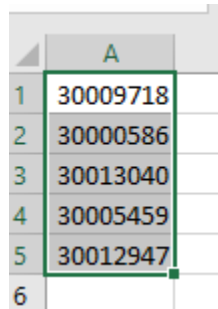
Word
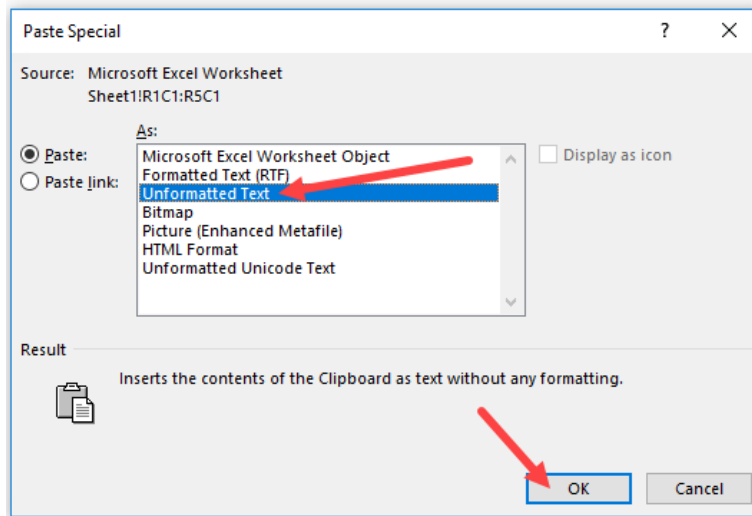
2. Open a new Word document.

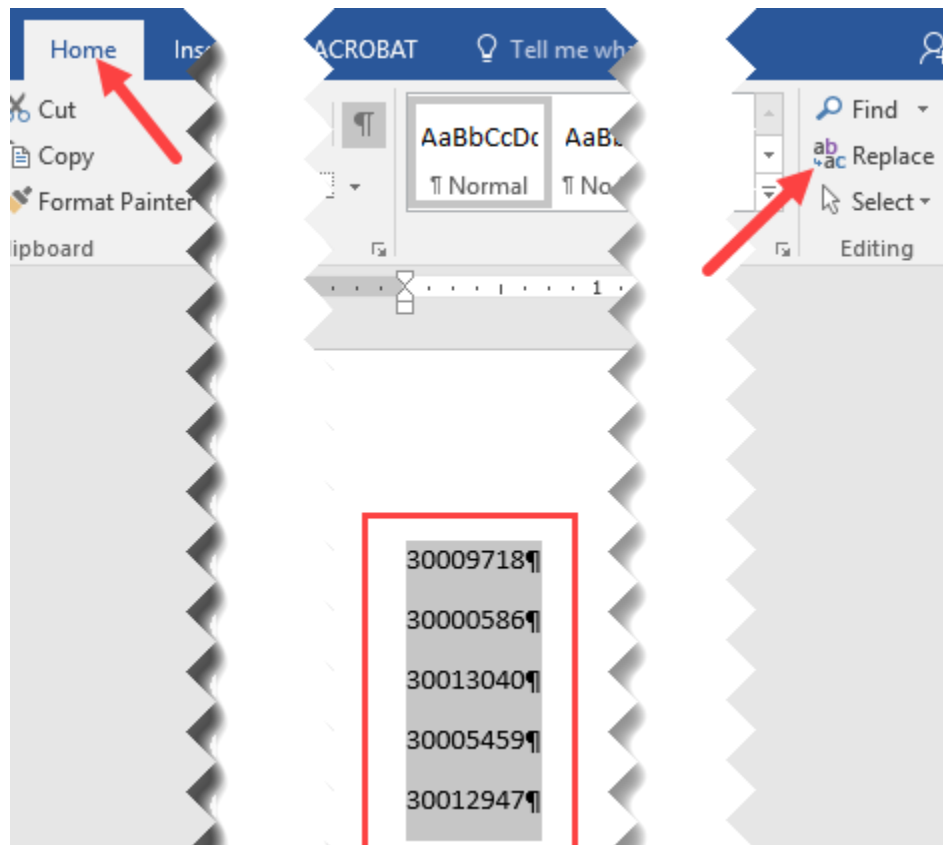3. Click the Paste drop-down arrow and select **Paste Special**.

4. Select Paste as **Unformatted Text** to insert the list of values on the Clipboard as text without any formatting.
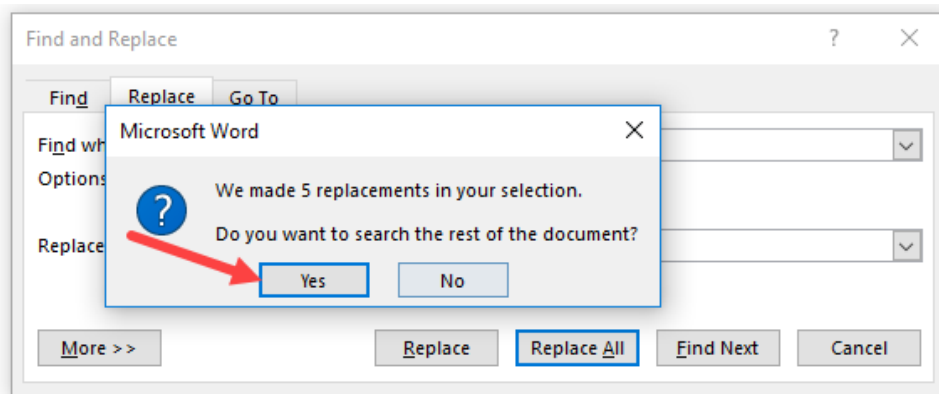
5. Click **OK.**

6. Highlight the list of values pasted in Word. The list must be converted to text separated with **;** (semi-colons).

7. Press Ctrl - H (Find & Replace) or click "Replace" located on the Home ribbon.
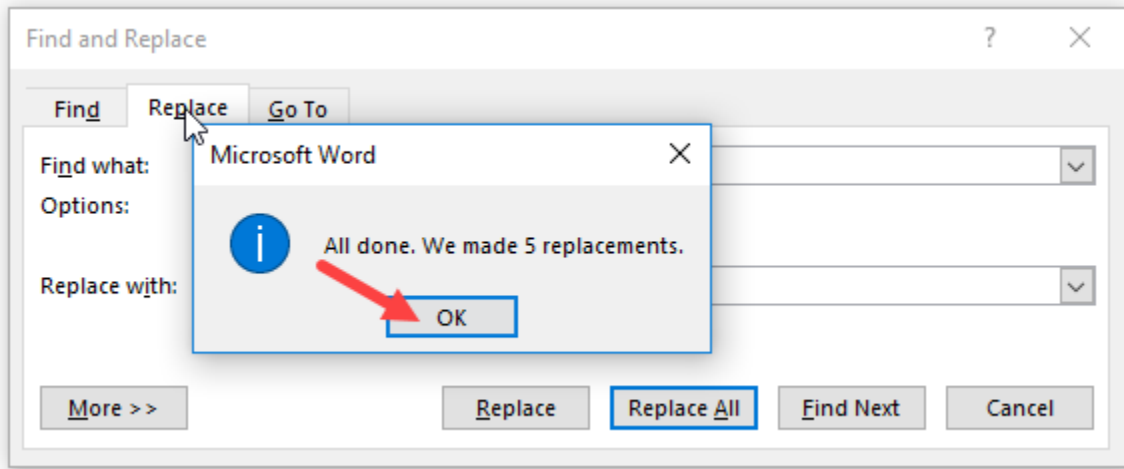
8. In the "Find what" field, type **^p** which is the special symbol for Paragraph Mark.

9. In the "Replace with" field, type a semi-colon **;** .

10. Click **Replace All.**
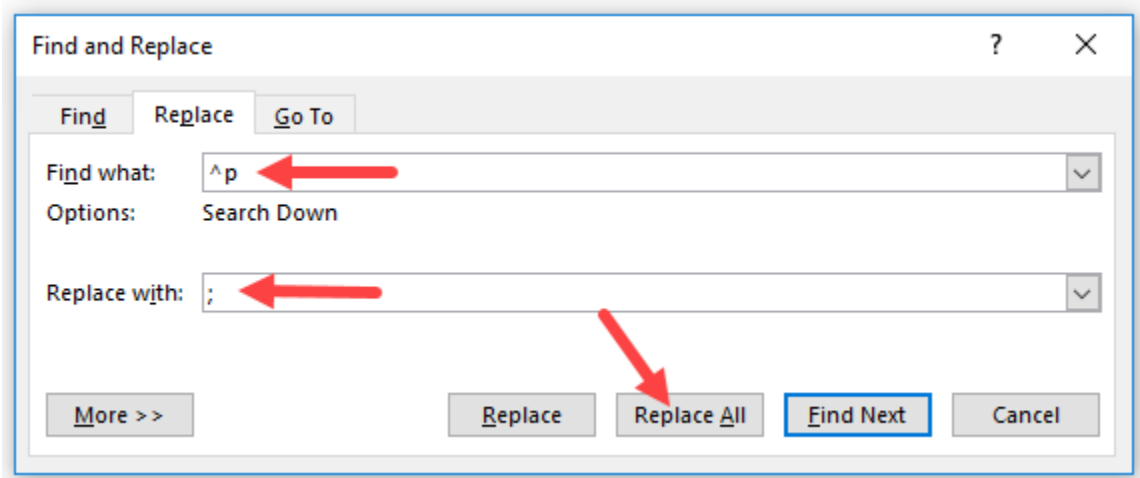
11. Click **Yes** to search the rest of the document.
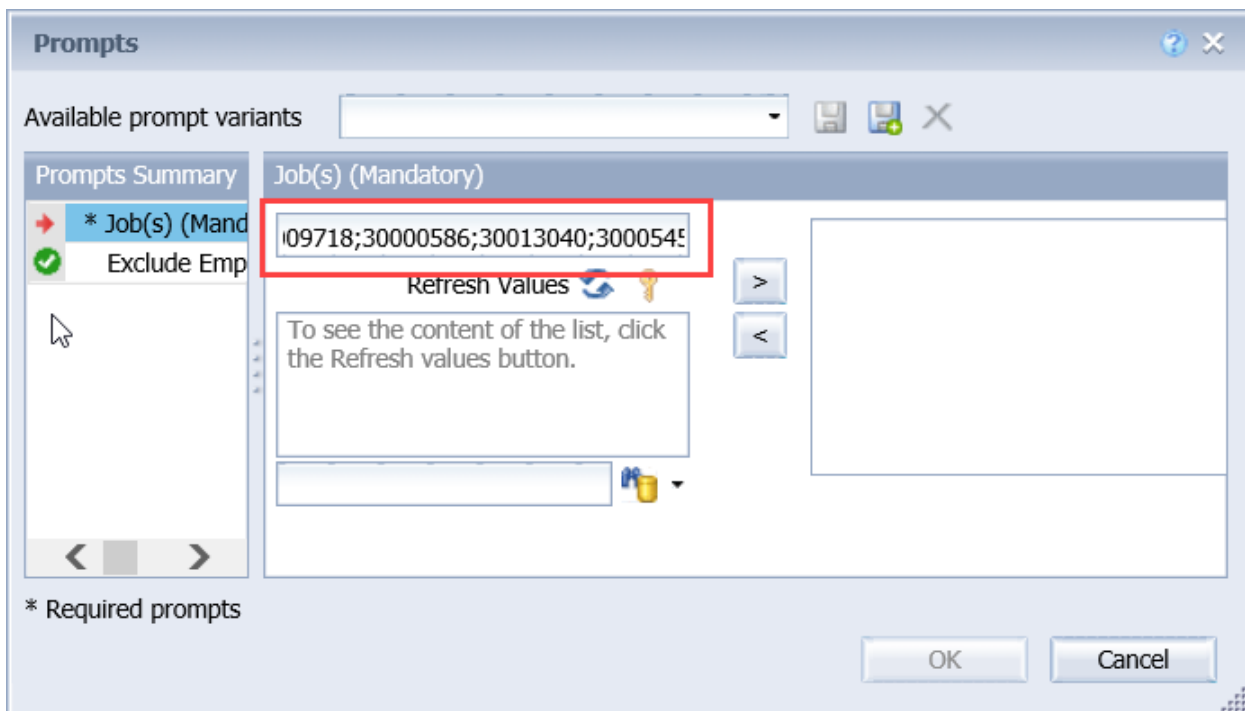
12. Click **OK**.

13. Click **Close.**

14. Press Ctrl - C to copy the values which have been converted to text separated by **;**.

30009718;30000586;30013040;30005459;30012947;¶

Business Objects – Prompts Box

15. Press Ctrl - P to paste the values in the '**Type values here**' field on the Prompts box for the report selected to run.

16. Click the arrow pointing to the right [>] to move the list of values to the selected values field.
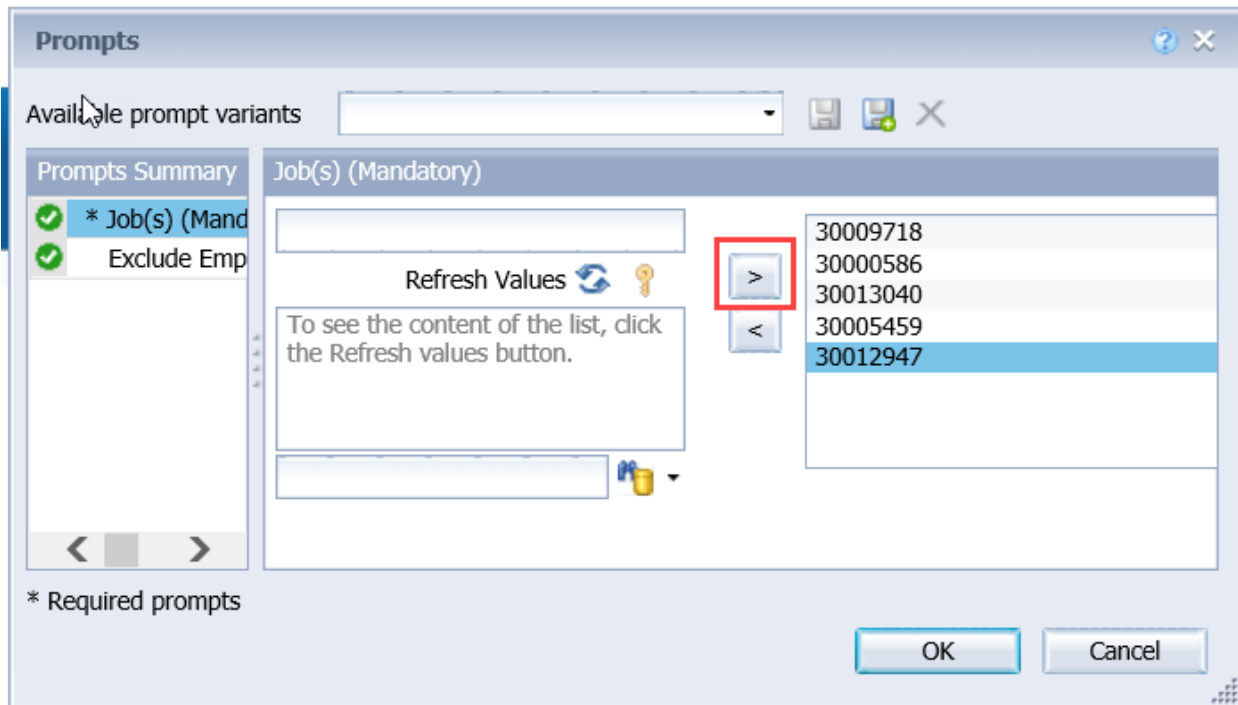
17. Once values have been selected for the appropriate prompts, click OK.

18. The report will load and appear in the work space.