

Using Advanced Prompts in ReportMart3

Purpose: To provide an overview of the five different styles used to enter prompts in the Advanced Prompts feature of ReportMart3 and to explain how to remove a prompt value once entered.

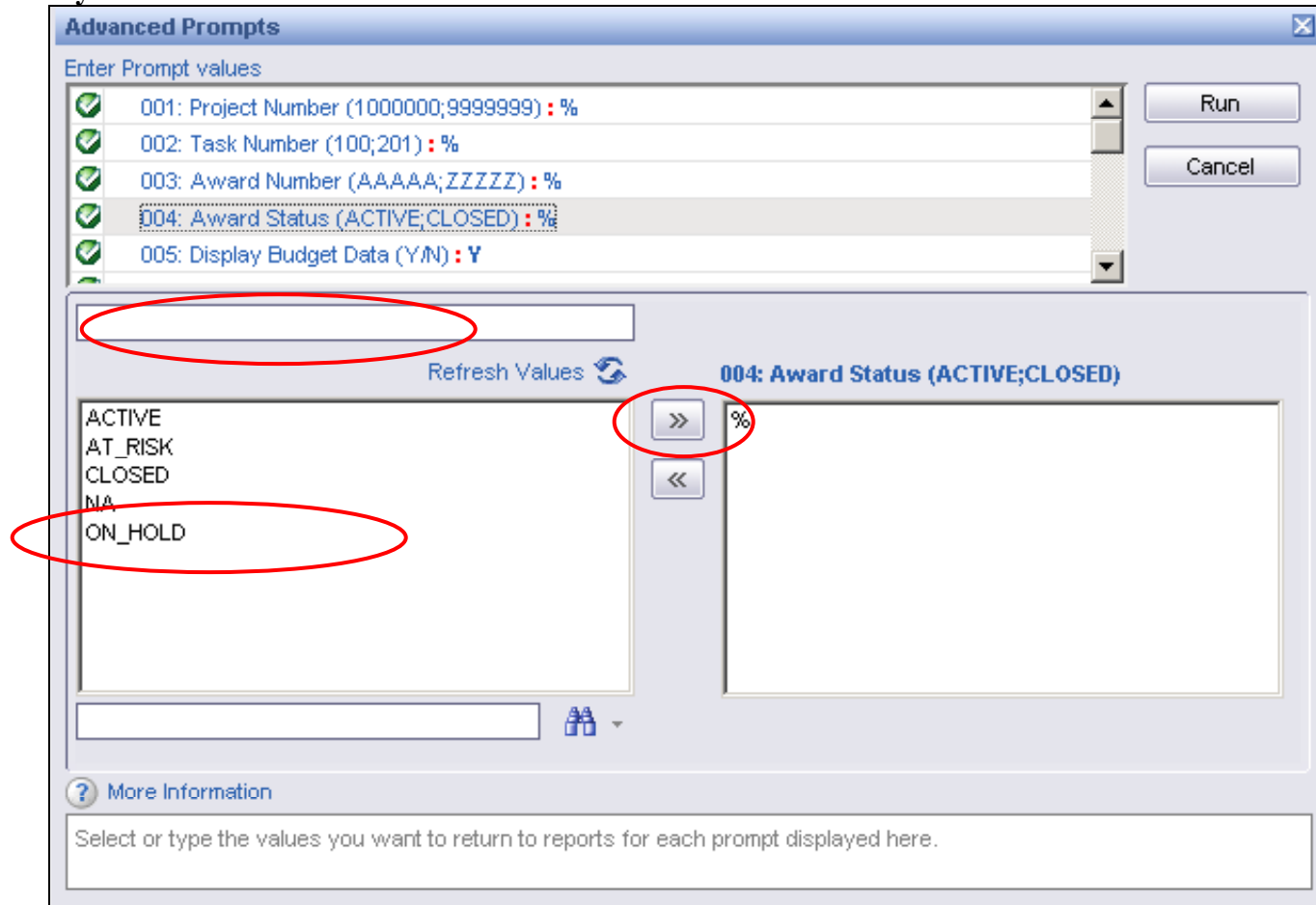
Style 1 – Text Box Entry for Multiple Values with no List of Values (LOV):

The screenshot shows the 'Advanced Prompts' dialog box. At the top, it says 'Enter Prompt values'. Below this is a list of prompts, each with a checkbox and a description: '001: Project Number (1000000;9999999) : %', '002: Task Number (100;201) : %', '003: Award Number (AAAAA;ZZZZZ) : %', '004: Award Status (ACTIVE;CLOSED) : %', and '005: Display Budget Data (Y/N) : Y'. The first prompt is checked. To the right of the list are 'Run' and 'Cancel' buttons. Below the list, the selected prompt '001: Project Number (1000000;9999999)' is shown. A text box is highlighted with a red oval, and a red circle highlights the right arrow button and the '%' symbol. Below the text box are left and right arrow buttons. At the bottom, there is a 'More Information' section with a question mark icon and a text box containing the instruction: 'Select or type the values you want to return to reports for each prompt displayed here.'

A Text Box indicates that multiple values are allowed.

- Enter values one-by-one and click the right arrow button to move them over
- Enter multiple values, separated by a semi-colon (;) and no spaces, and move them all at once
- Be sure to move the value you want to the Prompt Selection Box!

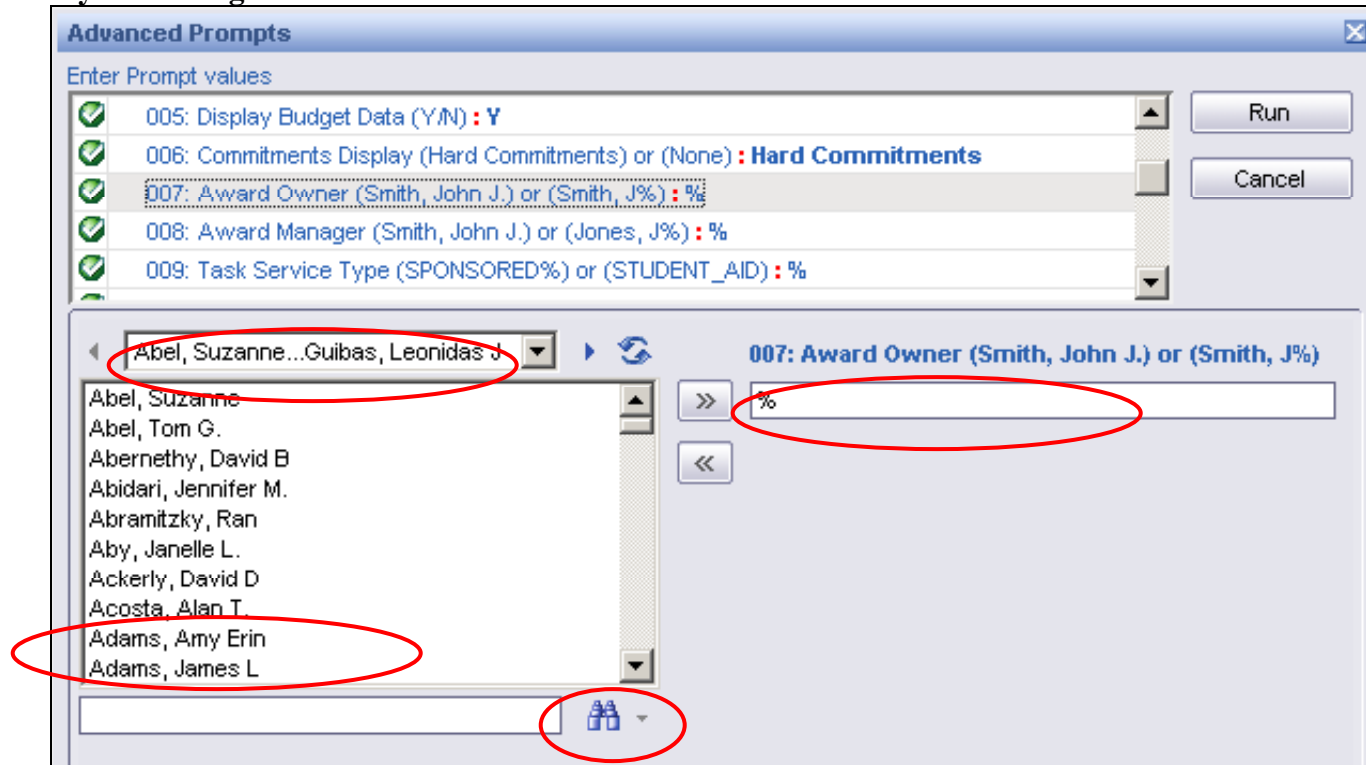
Style 2 – Short List of Values:



Enter selection directly into Text box and move them over using arrow button, or select from List of Values displayed

- Select one at a time (double click on it, or click it and then click the right arrow)
- Where multiple values are allowed:
 - Select contiguous values by Click + SHIFT + Click
 - Select multiple non-contiguous values by Click + Control (CTRL) + Click (note, for most Mac applications this is done using the apple/clover key, but on Citrix your Mac is behaving like a PC so use Control)
- Be sure to move the value you want to the Prompt Selection Box!

Style 3 – Long List of Values:



Enter values directly into the text box (useful if you want to use multiple values such as Smith%) or use the LOVs:

- Long lists of values are divided into sub-groups.
 - Use the pull down menu to get to the portion of the list you want in order to scroll through it.
 - Double click on the value (or values if allowed) that you want or click it and the arrow button to select it. (Note in this case there is no Text box, indicating that only a single value is allowed, as is shown in the sample in the upper panel.)
- Use the binocular button to search the entire LOV.
 - If you do not know the full value, enter the portion you know followed by an asterisk (*) (e.g., Adams* would return all those named Adams, Adamson, etc.)
- Be sure to move the value you want to the Prompt Selection Box!

Style 4 – Single Value Entry with no LOV:

Advanced Prompts

Enter Prompt values

- 003: Award Number (AAAAA;ZZZZ) : %
- 004: Award Status (ACTIVE;CLOSED) : %
- 005: Display Budget Data (Y/N) : **Y**
- 006: Commitments Display (Hard Commitments) or (None) : **Hard Commitments**
- 007: Award Owner (Smith, John J.) or (Smith, J%) : %

Run

Cancel

005: Display Budget Data (Y/N)

Y

If only a single-value is allowed and an LOV is not provided, there is only a direct-entry box. Often it is pre-filled with the most common value. You may overwrite what exists to change the value.

Style 5 - Date

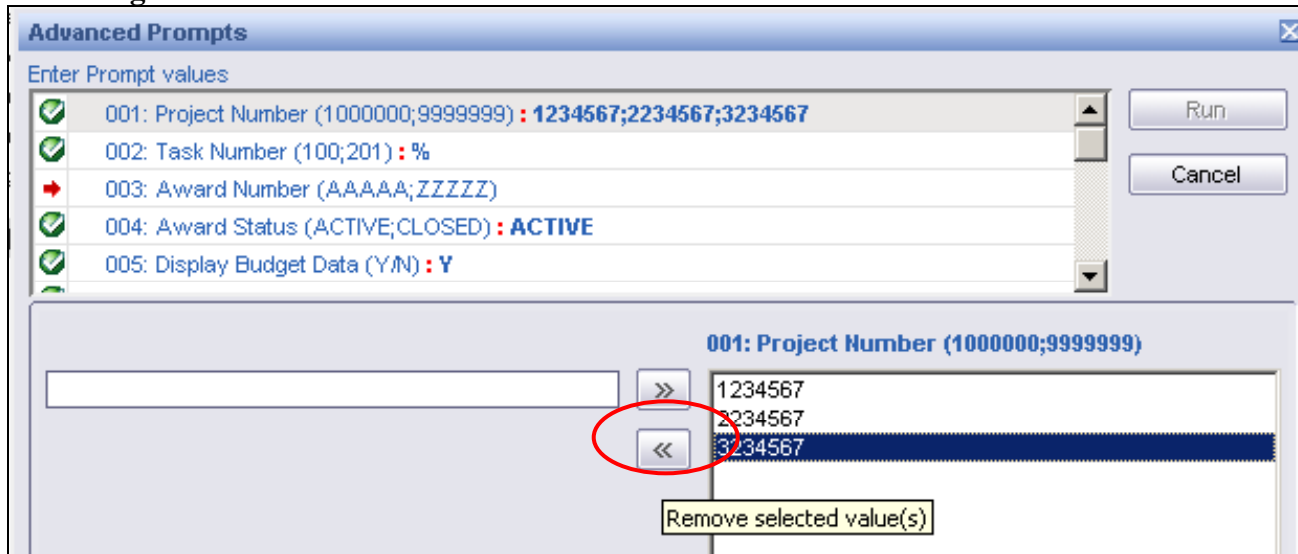
The screenshot shows a dialog box titled "Advanced Prompts" with a close button in the top right corner. Below the title bar, it says "Enter Prompt values". There is a list of five prompts, each with a green checkmark on the left and a dropdown arrow on the right. The prompts are:

- 013: Award Level of Restriction (Highly_Restricted;Unrestricted) : %
- 014: SPO Number (123456;234567) : %
- 100: Award Org or Parent Org (ABCD;ZZZZ) : %
- 200: Fiscal-To-Date [As Of] Date (MMM-YYYY) : **MMM-YYYY**
- 201: Project-To-Date [As Of] Date (MMM-YYYY) : %

The fourth prompt, "200: Fiscal-To-Date [As Of] Date (MMM-YYYY) : **MMM-YYYY**", is selected and highlighted. Below this list, there is a large text area. In this area, the text "200: Fiscal-To-Date [As Of] Date (MMM-YYYY)" is displayed in blue. Below this text is a text input field containing "MMM-YYYY". To the right of the input field is a small calendar icon, which is circled in red.

A single box indicates only one value is allowed. You may type it in using the indicated format or click the calendar icon to select the date. The date selected via the calendar (of provided) will be formatted appropriately.

Removing a Value

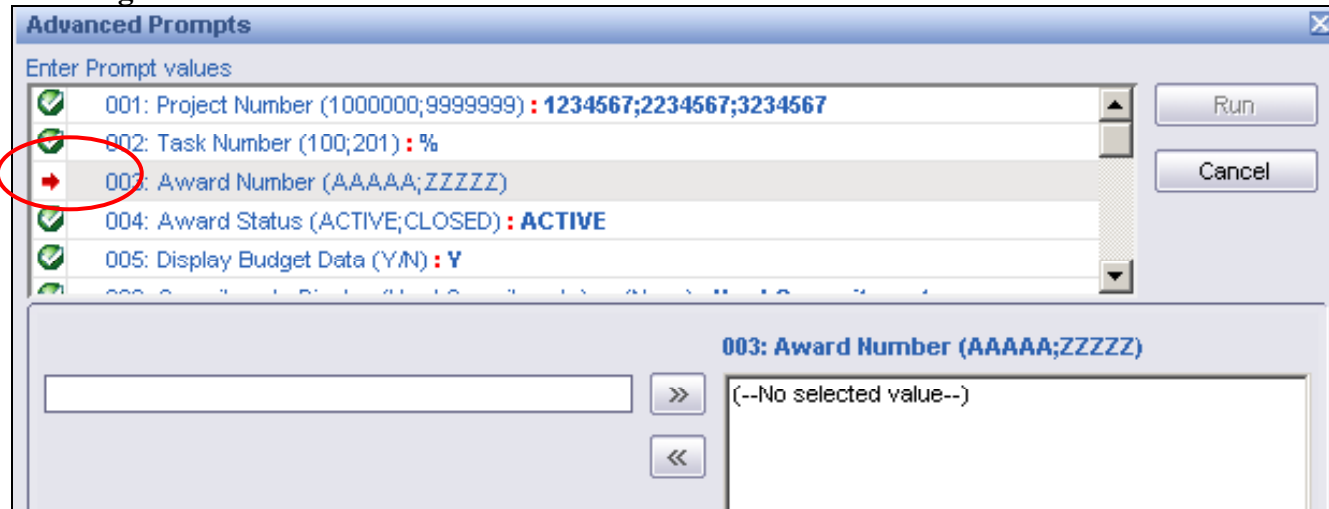


To remove a value from the Prompt Selection Box double click on it or click it and then click the left arrow.

- Select contiguous values by Click + SHIFT + Click
- Select multiple non-contiguous values by Click + Control (CTRL) + Click (note, for most Mac applications this is done using the apple/clover key, but on Citrix your Mac is behaving like a PC so use Control)

Be sure to enter a replacement value or %.

Warning – No Value selected:



If a value has been removed and not replaced with another value or the wild card (%) the upper panel will display a red icon next to the prompt and the Run button is disabled.