

Accessing Prompts in ReportMart3

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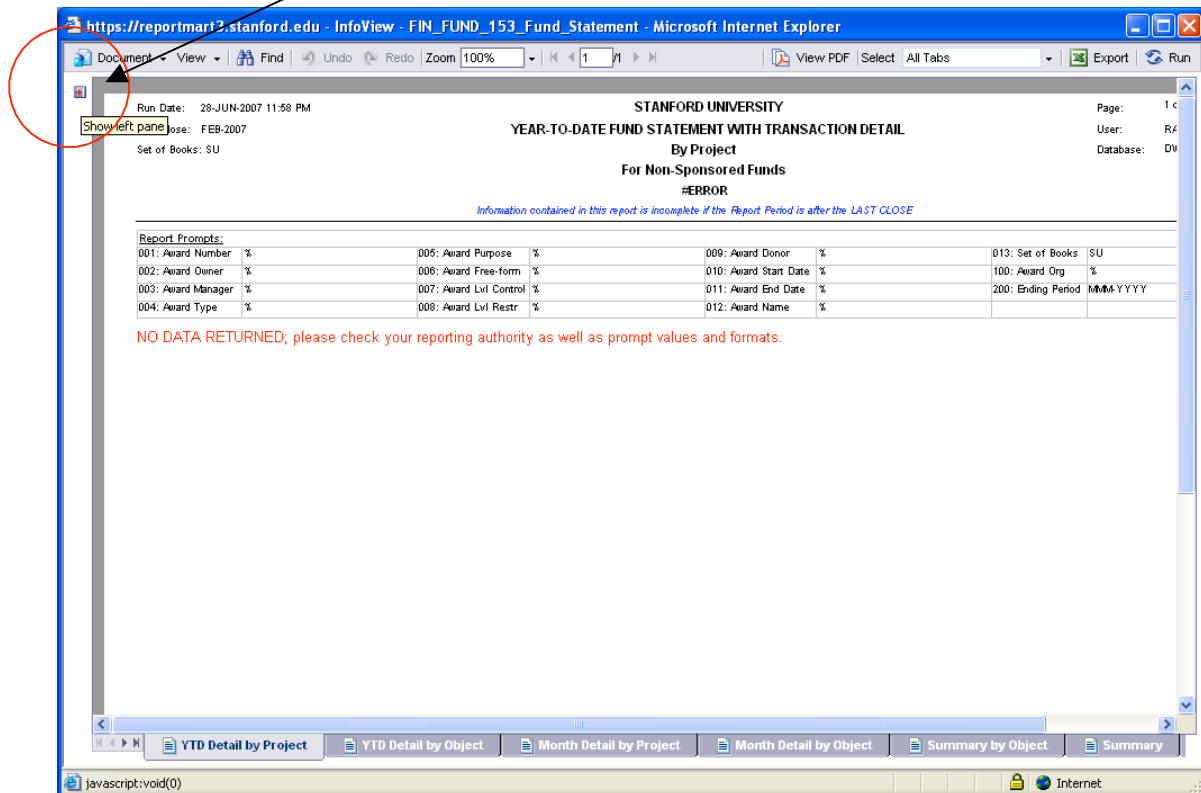
Problem1: After opening a report, prompts page or navigation map (or left pane) is not visible.

Problem2: After opening a report, navigation map on left pane is visible but no user prompt inputs are visible.

Solution: For problem2 go to step 2 directly.

Step1: Click on the small arrow button on the top left side to restore the prompt pane.

Click on the left arrow to see the prompts/navigation pane



Step2: If the panel is visible but the prompts do not appear, click on the drop down list and choose “user prompt input”

Click on the drop down list box and choose “User Prompt Input” to view the prompts page and Advanced prompts/Run buttons.

The screenshot shows a Microsoft Internet Explorer browser window displaying a web application. The address bar shows the URL: <https://reportmart3.stanford.edu>. The page title is "InfoView - FIN_FUND_153_Fund_Statement". The browser's navigation pane on the left contains a "Navigation Map" with several options: "Navigation Map", "User Prompt Input" (highlighted in yellow), "Find", "Month Detail by Object", "Summary by Object", "Summary", and "Data Download". An arrow points from the "User Prompt Input" option to a red text box above it. The main content area of the browser displays a report titled "STANFORD UNIVERSITY YEAR-TO-DATE FUND STATEMENT WITH TRANSACTION DETAIL By Project For Non-Sponsored Funds". The report includes a table of "Report Prompts" with 12 columns and 4 rows of data. Below the table, a red error message states: "NO DATA RETURNED; please check your reporting authority as well as prompt values and formats." The browser's status bar at the bottom shows the current page is "YTD Detail by Project".

Run Date: 28-JUN-2007 11:58 PM
Last Close: FEB-2007
Set of Books: SU

STANFORD UNIVERSITY
YEAR-TO-DATE FUND STATEMENT WITH TRANSACTION DETAIL
By Project
For Non-Sponsored Funds
#ERROR

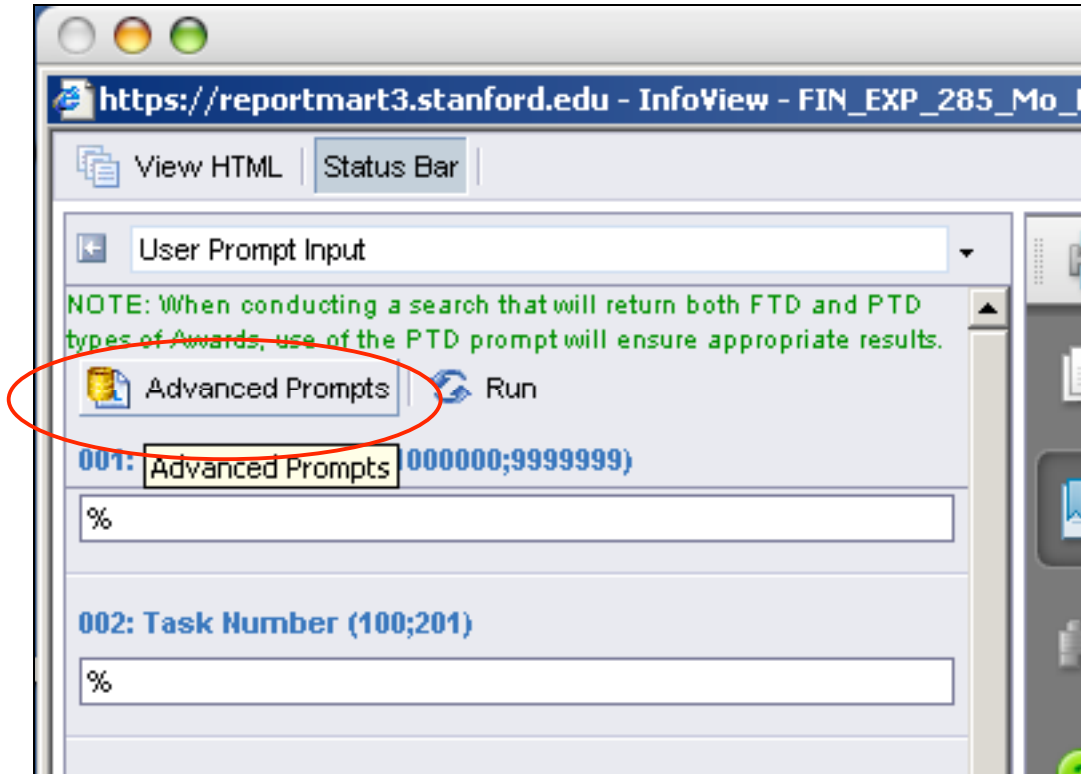
Information contained in this report is incomplete if the Report Period is after the LAST CLOSE

Report Prompts:											
001: Award Number	%	005: Award Purpose	%	009: Award Donor	%						
002: Award Owner	%	006: Award Free-form	%	010: Award Start Date	%						
003: Award Manager	%	007: Award Lvl Control	%	011: Award End Date	%						
004: Award Type	%	008: Award Lvl Restr	%	012: Award Name	%						

NO DATA RETURNED; please check your reporting authority as well as prompt values and formats.

Accessing Lists of Values

In order to access the Lists of Values, users must click on the Advanced Prompts tab:



Be careful not to accidentally click on it when you mean to click on the Run button!

For help see: [Using Advanced Prompts in ReportMart3](#)