

Introduction

Business Warehouse reports provide the ability to specify one or more parameters in order to select specific employee populations, fiscal periods, purchases, etc. The ability to control different selection criteria provides a great deal of reporting flexibility. In addition, it is possible to save selection criteria to avoid repeatedly specifying the same value(s) each time a report is run, which provides considerable ease of use. BUworks recommends using saved variants for that purpose. Refer to the Quick Reference Card “How to – create and use variants” for instructions.

“Variable Personalization” provides an alternative means to save selection criteria so they do not have to be repeatedly specified when running the same report. However, user experience shows that attempting to use personalization can be confusing and sometimes problematic. For that reason, we recommend against the use of Personalized Variables.

This document describes how to remove Personalized Variables.

Instructions

In this example a user has set **Funds Center** as a personalized variable in the **Funds Management Unrestricted Budget to Actual – Year to Date** report. The result is that **Funds Center** will retain the assigned value each time the report is run. Furthermore, note that **Funds Center** will not be visible in the Variable Entry list when the report is run. To return this variable to variable status requires that it be removed from the Personalized Variables list.

1) Run the report in which you set a personalized variable

Note warning message that personalization is in effect.

2) Click *Show Variable Personalization* link on the Variable Entry screen.

Note **Funds Center** is not available as a variable in list.

The screenshot shows the 'Variable Entry' interface. At the top, a warning message states: 'One or more variables are personalized; click Show Variable Personalization link to display them'. Below this, there are buttons for 'Save', 'Save As...', 'Delete', and 'Show Variable Personalization'. A table titled 'General Variables' lists various variables with their current selections and descriptions. The 'Funds Center' variable is notably absent from this list.

Variable	Current Selection	Description
Fiscal Period/Year (eg.012/2011)		
Commitment item		
Commitment Item Hierarchy		
Funded Program		
Fund		
Business area		
Grant		
Fund Type		
Version	0	0

Result when *Show Variable Personalization* link is clicked:

Variable Entry

Available Variants: Save Save As... Delete [Hide Variable Personalization](#)

General Variables

Variable:*	Current Selection	Description
<input checked="" type="checkbox"/> Fiscal Period/Year (eg.012/2011)		<input type="checkbox"/>
<input type="checkbox"/> Commitment item		<input type="checkbox"/>
<input type="checkbox"/> Commitment Item Hierarchy		<input type="checkbox"/>
<input type="checkbox"/> Funded Program		<input type="checkbox"/>
<input type="checkbox"/> Fund		<input type="checkbox"/>
<input type="checkbox"/> Business area		<input type="checkbox"/>
<input type="checkbox"/> Grant		<input type="checkbox"/>
<input type="checkbox"/> Fund Type		<input type="checkbox"/>
<input type="checkbox"/> Version	0	<input type="checkbox"/> 0

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Personalized Variables

Personalize Changed Values Retrieve Personalization

Variable:*	Current Selection	Description
<input type="checkbox"/> Funds Center	1202020000	<input type="checkbox"/> BIOLOGY

Show Personalized Variables

OK Check

3) Click on the personalized variable you want to remove from the Personalized Variables list.

4) Click the single "up" arrow to return the variable to the Variable Entry list.

5) Click **OK**.

Result after **OK** button is clicked:

Variable Entry

Available Variants: Save Save As... Delete [Hide Variable Personalization](#)

General Variables

Variable:*	Current Selection	Description
<input checked="" type="checkbox"/> Fiscal Period/Year (eg.012/2011)		<input type="checkbox"/>
<input type="checkbox"/> Funds Center	1202020000	<input type="checkbox"/> BIOLOGY
<input type="checkbox"/> Commitment item		<input type="checkbox"/>
<input type="checkbox"/> Commitment Item Hierarchy		<input type="checkbox"/>
<input type="checkbox"/> Funded Program		<input type="checkbox"/>
<input type="checkbox"/> Fund		<input type="checkbox"/>
<input type="checkbox"/> Business area		<input type="checkbox"/>
<input type="checkbox"/> Grant		<input type="checkbox"/>
<input type="checkbox"/> Fund Type		<input type="checkbox"/>
<input type="checkbox"/> Version	0	<input type="checkbox"/> 0

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Personalized Variables

Personalize Changed Values Retrieve Personalization

Variable:*	Current Selection	Description

Show Personalized Variables

OK Check

Note **Funds Center** has been returned to variable list.

6) Click *Hide Variable Personalization* link.