

**Introduction**

**Description**

It's important to remember that the Business Warehouse is a read-only environment. While you can modify reports, you cannot modify the underlying data. Since you cannot change the data, that implies that you can't *hurt* anything, so the best way to learn about BW reports and the data they contain is to experiment; to try things out.

Suppose you attempt to add or remove data or apply a filter, for example, and the result is not what you were expecting. Or imagine that while working in a report your hand slipped or your finger twitched and you somehow changed the report. How can you undo the last action you took, regardless of what that action was? This Help Guide answers that question.

**Prerequisites**

The steps below assume you are familiar with how to run a BW report.

**Tips and Tricks**

- None

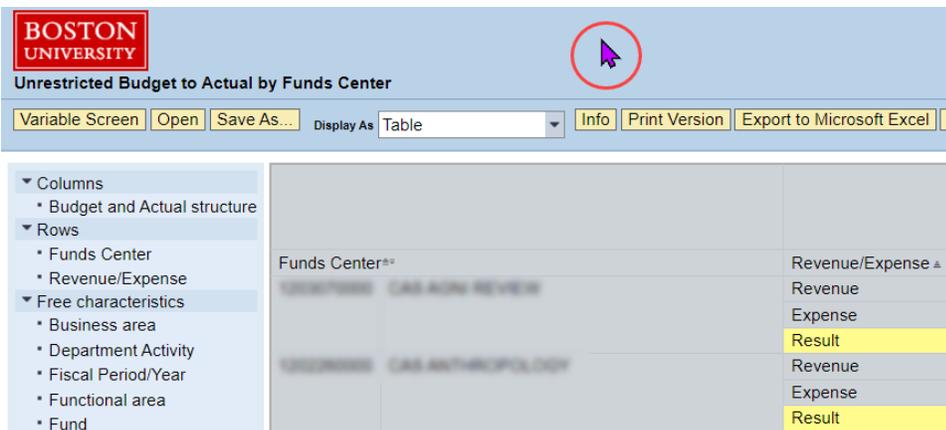
**Referenced Help Guides**

- None

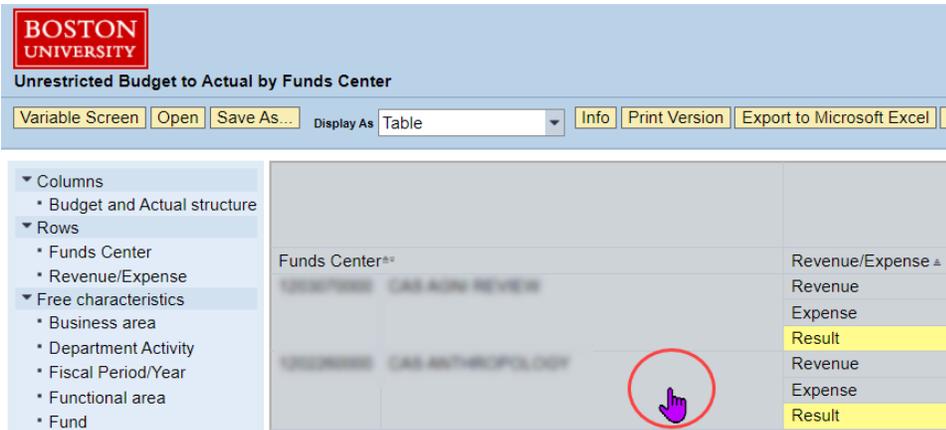
**Procedure**

**The Cursor Shape**

Notice that as you move the cursor around in a report, the cursor's shape changes. When the cursor is near the top of the window, for example, the cursor has an arrow shape.

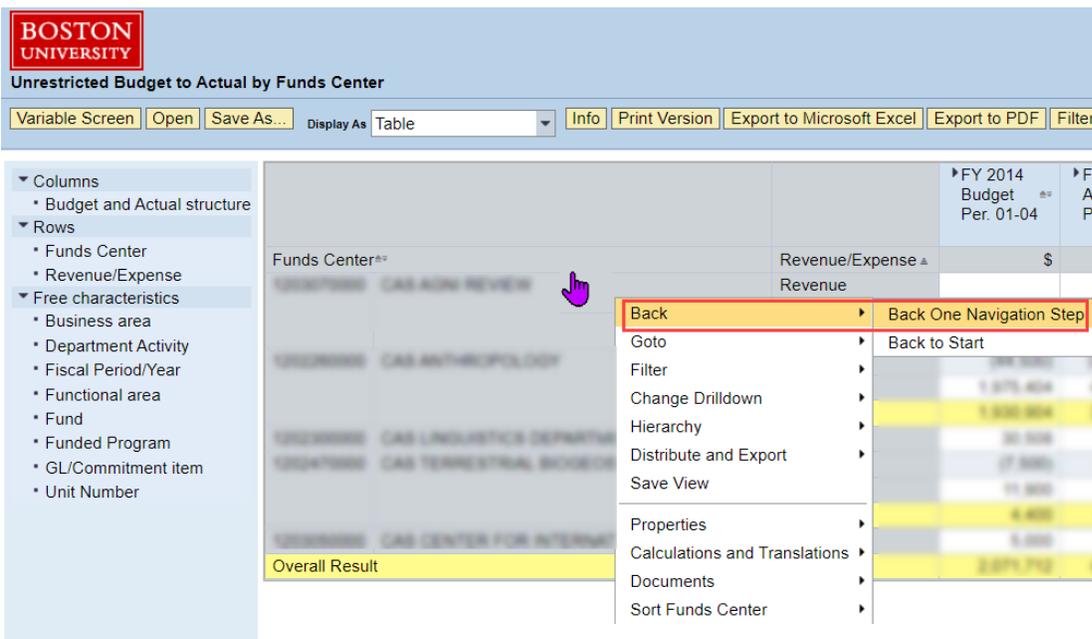


When the cursor is instead positioned in the gray analysis area or in the blue column on the left side of the report, the shape changes to a hand.



**Note:** the cursor must appear in the shape of a hand before you can undo an action.

When the cursor appears as a hand - it doesn't matter where your cursor is, as long as the hand is visible - display the context menu by pressing your mouse's right button. Hovering over the **Back** command displays two options: *Back One Navigation Step* and *Back to Start*.



### Back One Navigation Step

Selecting this option will revert the report to the state prior to the last action you performed. Multiple actions can be undone by repeating this step once for each undo.

**Back to Start**

Selecting this option will return your report to the state it was in when you initially ran the report. All action steps you applied since the first time\* you ran this report (during the current session) will be reverted.

\* Here's an example of how the "first time" reference might come into play: suppose you run a report for the current fiscal year. You perform a few actions and then use the Variable Screen button to return to the variable entry screen and change the date to a different fiscal year. You click **OK** to run the report and make a few more changes once it has run. Selecting the *Back to Start* option now would not only undo all of the changes you made during both report runs, it would also restore the original fiscal date and any other variables specified for the first run.

Note that *Back to Start* has no effect when running a saved View.