



Where can I find the *Variable Entry* page?

- Clicking on a BW report, the first page displayed is called the **Variable Entry** page
- The **Variable Entry** page allows users to enter selection criteria (filters data)

Why would I want to load lists onto the *Variable Entry* page?

- If you have a large amount of filter criteria to enter
- Because you don't want to manually enter filter criteria
- To save time. Rather than manually entering data, you can load a list into selection criteria
- Loaded lists can then be saved as a **Variant** and re-used

Is there more than one way to load lists?

- Yes. The steps shown below is just one of many ways to load lists.
- BW report selection criteria can be pasted in as long as the data goes **horizontal (across)** AND each value is **separated by semi-colon (;)**
- As long as what you are loading is recognized as selection criteria for the field, you can load lists of numbers, names, text, etc. (HINT: click on **Check** button to confirm before clicking on OK button)

Steps to load from a list onto **Variable Entry** page as selection criteria

Copy list

	A	B
1	Person ID	
2	12434	
3	13641	
4	48952	
5	52307	
6	52913	
7	58102	
8	61798	

From Excel spreadsheet:
Copy list (**ctrl c**)

Paste list - Paste Special

Open another Excel page,
paste list: **right mouse click -->**
select **Paste Special**.

Transpose - data displays horizontal

Check **Transpose** (so that data displays across/horizontal), click on **OK** button.

Save file as CSV

Close file and open in **Textpad** or **Notepad**

Replace commas with semi-colon

Go to **Edit -->**
Select **Replace**

Select Replace All

- **Find what = ,**
- **Replace with = ;**
- Click on **Replace All** button

Copy data from Textpad/Notepad

Highlight and copy (**Ctrl c**)

Paste in report Variable Entry

Right click on field, select **Paste**

Pasted data: horizontal with semi-colon