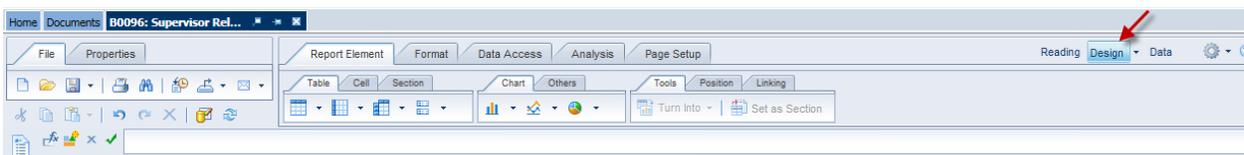
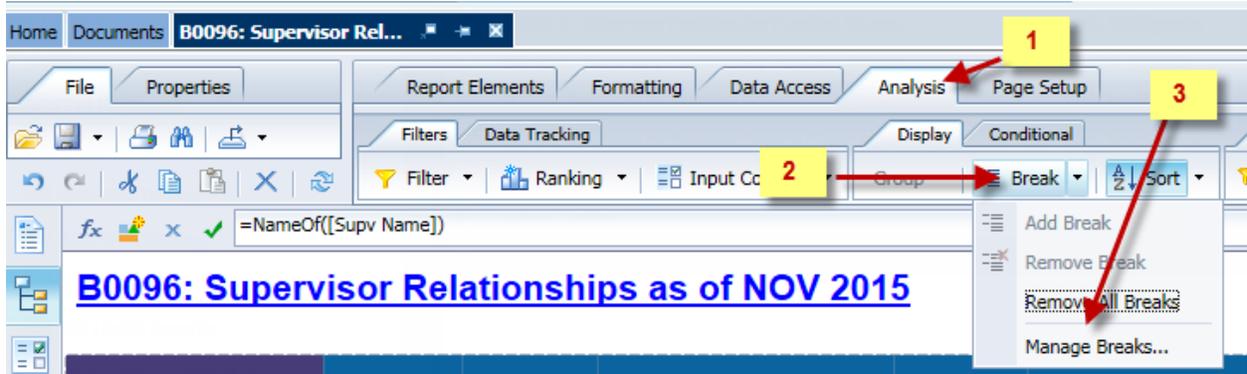


Some WEBI reports are designed so that row values are not duplicated on the breaks when the report is first displayed. The “B0096: Supervisor Relationships” is an example of one of these reports. There are breaks on several objects on this report, so that the repeating supervisor and organizational unit information will not be duplicated on each row. These instructions will show how to repeat the values on each row of the report. Once the report is set up to repeat the values, you can then export the report to Excel, and the values will be repeated on the downloaded spreadsheet as well. This example uses the B0096 report, but the same steps can be used for any report that contains these kinds of breaks. Here are the steps:

- Run the B0096 report for the desired organization unit(s) and date, and any other values needed for the optional prompts.
- Once in the report, go into design mode:



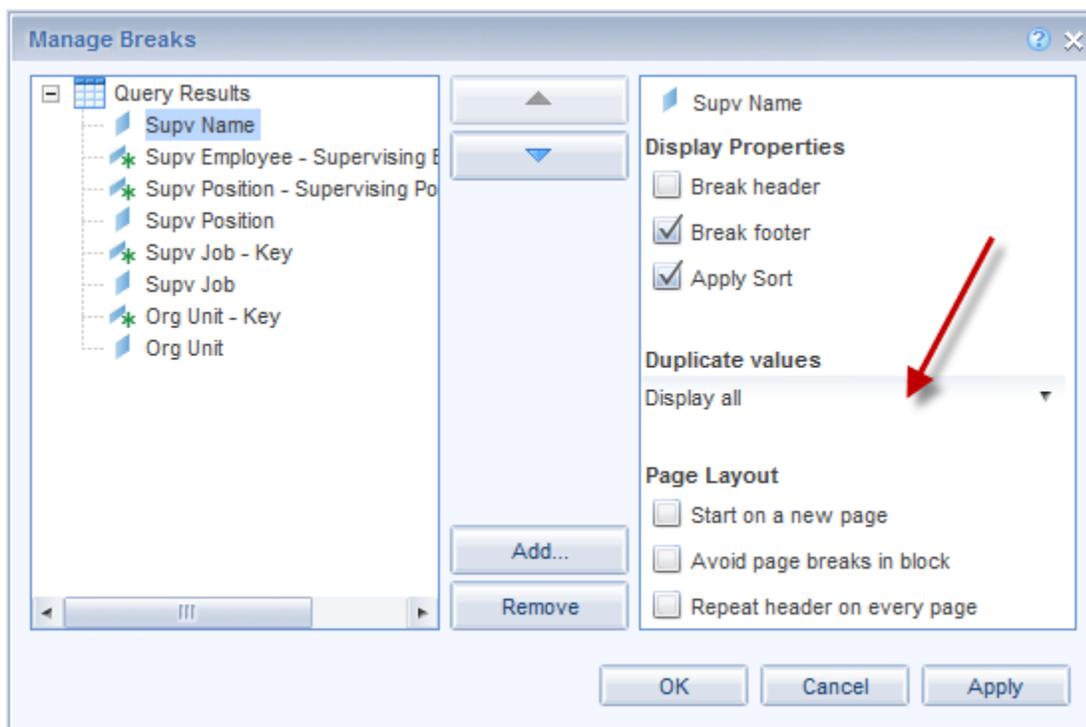
- Click on any row within the report, and then click on the Analysis tab (1);
- Click on the drop-down for Break (2);
- Select the Manage Breaks option (3);



Once in the Manage Breaks, click on the “Supv Name” on the left under Query Results. On the right-hand side, change the Duplicate Values option from “Repeat first on new page” to “Display All”.

Repeat this step for each of the objects listed under the Query Results, so that all values will repeat.

Once this is complete for all objects, click “OK”, then the report will display with all repeated values. Then when you export the report to Excel, it will be exported with duplicate values displayed as well.



If the report will need to be exported to Excel on a regular basis, then you may want to save the report to your “My favorites” folder with these changes in place. Once it’s been saved with these changes, the reformatted report will be available to you when you need it, and you won’t have to go through these reformatting steps again.