Using Advanced Prompts in ReportMart3

**Purpose:** To provide an overview of the five different styles used to enter prompts in the Advanced Prompts feature of ReportMart3 and to explain how to remove a prompt value once entered.

**Style 1 – Text Box Entry for Multiple Values with no List of Values (LOV):**

A Text Box indicates that multiple values are allowed.
- Enter values one-by-one and click the right arrow button to move them over
- Enter multiple values, separated by a semi-colon (;) and no spaces, and move them all at once
- Be sure to move the value you want to the Prompt Selection Box!
Enter selection directly into Text box and move them over using arrow button, or select from List of Values displayed
- Select one at a time (double click on it, or click it and then click the right arrow)
- Where multiple values are allowed:
  - Select contiguous values by Click + SHIFT + Click
  - Select multiple non-contiguous values by Click + Control (CTRL) + Click (note, for most Mac applications this is done using the apple/clover key, but on Citrix your Mac is behaving like a PC so use Control)
- Be sure to move the value you want to the Prompt Selection Box!

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Enter values directly into the text box (useful if you want to use multiple values such as Smith%) or use the LOVs:

- Long lists of values are divided into sub-groups.
  - Use the pull down menu to get to the portion of the list you want in order to scroll through it.
  - Double click on the value (or values if allowed) that you want or click it and the arrow button to select it. (Note in this case there is no Text box, indicating that only a single value is allowed, as is shown in the sample in the upper panel.)
- Use the binocular button to search the entire LOV.
  - If you do not know the full value, enter the portion you know followed by an asterisk (*) (e.g., Adams* would return all those named Adams, Adamson, etc.)
- Be sure to move the value you want to the Prompt Selection Box!
Style 4 – Single Value Entry with no LOV:

If only a single-value is allowed and an LOV is not provided, there is only a direct-entry box. Often it is pre-filled with the most common value. You may overtype what exists to change the value.
A single box indicates only one value is allowed. You may type it in using the indicated format or click the calendar icon to select the date. The date selected via the calendar (of provided) will be formatted appropriately.
Removing a Value

To remove a value from the Prompt Selection Box double click on it or click it and then click the left arrow.

- Select contiguous values by Click + SHIFT + Click
- Select multiple non-contiguous values by Click + Control (CTRL) + Click (note, for most Mac applications this is done using the apple/clover key, but on Citrix your Mac is behaving like a PC so use Control)

Be sure to enter a replacement value or %.
Warning – No Value selected:

If a value has been removed and not replaced with another value or the wild card (%) the upper panel will display a red icon next to the prompt and the Run button is disabled.