Will there ever be instances when changes to existing reports “break” what I have saved in MY FOLDERS?

Yes. Significant enhancements to reports—particularly a prompt—will result in “breaking” the link between your saved report view in MY FOLDERS and the new version. The result is that no data will be returned if you try to run the report. This is likely to occur when:

- A new mandatory prompt is added to the report
- A prompt has been changed to require a different value
- The report prompt filters have changed

You will need to re-set the prompts in your saved report view in MY FOLDERS. The saved report view will still be there; re-setting the prompts will re-establish the “link” to the original report in the Public Folders.

If I had also scheduled the reports to be delivered, will that interfere with the saved schedule?

Initially, the schedule will fail because there is no data. However, AFTER you re-set the prompts on the report view that already exists in MY FOLDERS (above), these new prompts will then be “inherited” in the schedule and all of your saved fields (email address, schedule) etc. will be intact, with your report running as scheduled.

Will Café provide advance notice that these changes will be occurring?

Yes, to the best of our ability, we will provide lead time to alert you prior to a change that will break the link to your saved views in MY FOLDERS.

Are there instances where enhancements to reports will NOT require me to re-save prompts in MY FOLDERS?

Yes. Some enhancements will not affect your links in MY FOLDERS.

- A new optional prompt is added to the report
- A new mandatory prompt is added BUT with a default that auto-populates
- The prompt ID has been renamed
- A new field (column, row, etc) has been added to the report

What can I do to minimize the re-work involved in my using MY FOLDERS but still appreciate the benefits of pre-setting prompts and schedules?

As there will always be necessary enhancements, we have a few tips to minimize the re-work involved:

- Limit the use of advance “monthly” folders and report views to perhaps one or two months forward. Then, as part of your monthly business process, set up the next month out. Some users have chosen to set up 12 months of pre-set report views and schedules, which may require a significant amount of re-work if a report is affected.
- If your administrative functions are split among users in your office, consider dividing the MY FOLDER set-up among users that can then divide the re-work if necessary.

NEED HELP?
Contact the Help Desk at 847-491-HELP (4357) or email consultant@northwestern.edu