

MicroStrategy Quick Guide: Prompt Answers

PROMPT ANSWERS

Many reports are built using shared prompts (prompts that are available to all users and managed by the Business Intelligence Group). When you run a report that uses these prompts, you have the option to save your prompt answers. This feature enables you to skip the step of selecting your prompt answer the next time you run that report or any report using that shared prompt; your prompt answers will be prepopulated with your saved defaults.

SAVE A PROMPT ANSWER

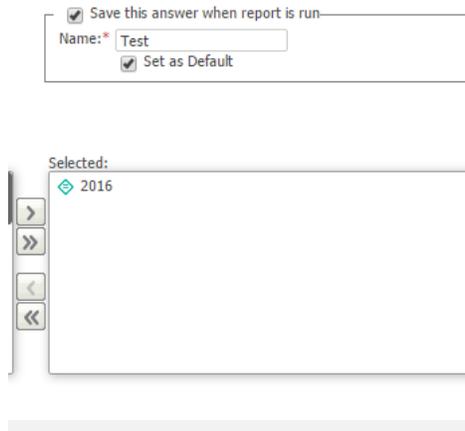
Use these instructions to save a new prompt answer.

1. Run a report that uses a shared prompt
2. Answer the prompt



3. Check the box next to "Save this answer when report is run"
4. Enter a name to label the prompt answer (you can save multiple)

5. Check the box next to “Set as Default” to set this answer as your default prompt answer for this prompt



Save this answer when report is run

Name: *

Set as Default

Selected:

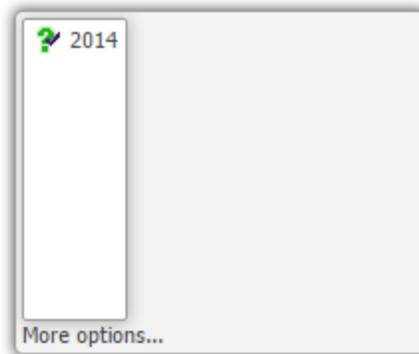
- 2016

6. Run the report and your personal prompt answers will be saved.

LOAD A PROMPT ANSWER

Use these instructions to load a previously saved prompt answer.

1. Run a report that uses a shared prompt
2. Your default prompt answer will be loaded as your prompt answer.
3. Click the open folder icon next to “Load Answers”



4. Select a prompt answer

Fiscal Year (Required)

Select a Fiscal Year.

Search for: Match case

2014

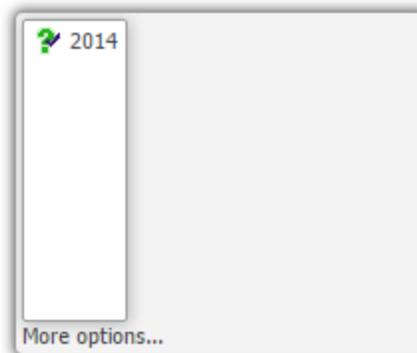
1 - 30 of 30

5. Run the report

CHANGE YOUR DEFAULT PROMPT ANSWER

Use these instructions to change your default prompt answer. To create a new answer as your default prompt answer, follow the instructions to [save a prompt answer](#).

1. [Load the prompt answer](#) you want to use for your default prompt answer.



2. Check the box next to "Save this answer when report is run"

1. Fiscal Year (Required)

Select a Fiscal Year.
This prompt allows only one selection.

Load Answers

Save this answer when report is run

Name: * 2014

Set as Default

Search for: Match case

2014

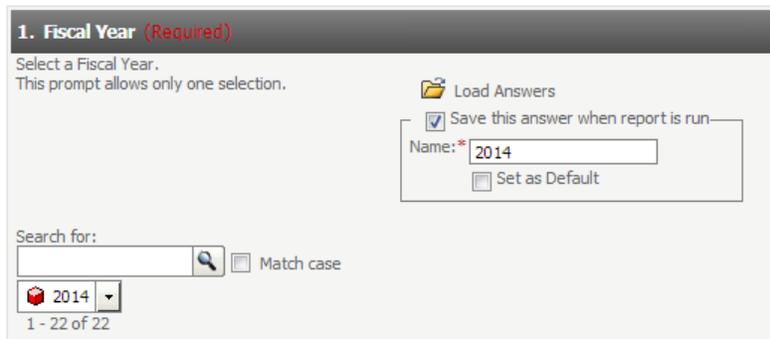
1 - 22 of 22

3. Check the box next to “Set as Default”
4. Run the report and your default prompt answer will be saved.

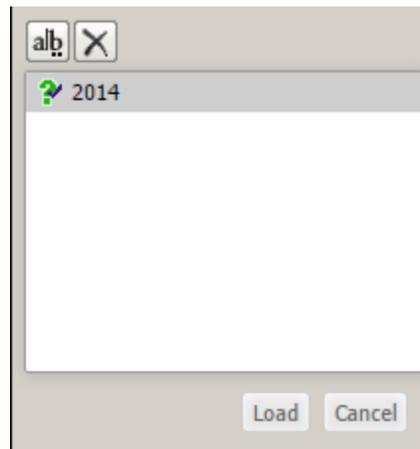
MANAGE YOUR PROMPT ANSWERS

Use these instructions to rename or delete your prompt answers.

1. Run a report that uses a shared prompt
2. Your default prompt answer will be loaded as your prompt answer.
3. Click the open folder icon next to “Load Answers”



4. Click “More options...”



5. Select an answer to rename or delete
6. Click  to rename the selected answer. Click  to delete the selected answer.