

Dashboard-in-a-Dash: **Entering a Range of Values into Prompts**

User Roles Department Administrators, Tub Level Administrators, Tub Finance Office Administrators, Central Finance and Reporting (FAR)

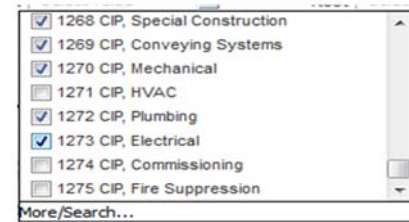
Last Updated: May 14, 2017

Entering a Range of Values into Prompts

If you wish to enter a range of values into OBI prompts (e.g., a range of object code numbers), you can NOT enter in a dash. OBI provides four different options for you to employ.

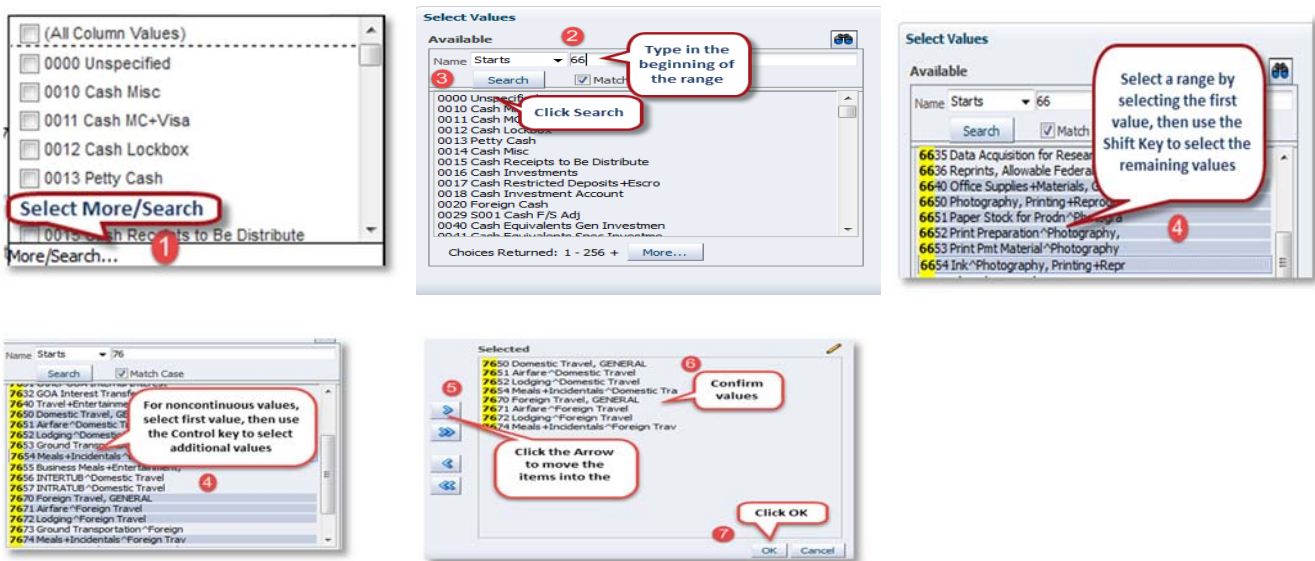
Option 1

Click on the drop –down arrow next to the field and check off the appropriate boxes



Option 2

Click on the drop –down arrow next to the field and select **Search**. Use the search feature to find the range of values. Select those by holding down the shift key to multiple values, or use the control key to select noncontiguous values:





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Option 3

Type in individual values, using the **semicolon** to separate each.
Do NOT put spaces in between the values.

Object

Option 4

If you have an Excel file of values, you can copy and paste them into the prompt. [See this short video for instructions.](#)