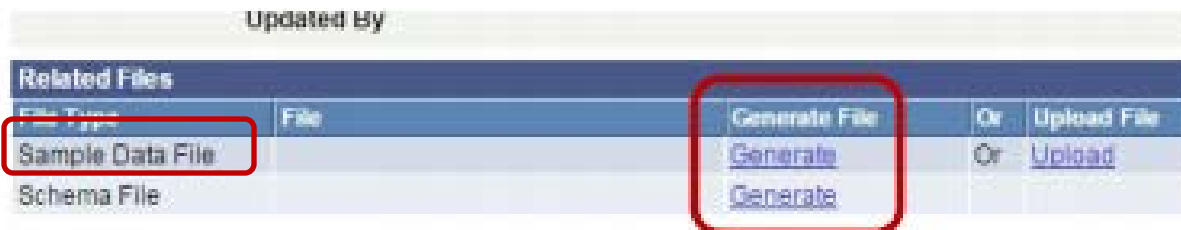## FAQs about Using *Real Data* When Designing and Previewing Your Template
(downloading your query as an XML File)

The following method enables you to preview the actual data as you work on your Microsoft Word template. You can thus finalize the report before uploading to Report Definition.

What does this mean?

If you create your Data Source by generating **sample** XML data, it will look like this on the Data Source page:

And the preview in Word with sample data will look like this:

STATE

CITY sample data

Ext Org Id	Name	Postal	Atp Cd
EXT_ORG_ID	DESCR50 sample data	POSTAL sampl	ATP_CD
EXT_ORG_ID	DESCR50 sample data	POSTAL sampl	ATP_CD
EXT_ORG_ID	DESCR50 sample data	POSTAL sampl	ATP_CD
EXT_ORG_ID	DESCR50 sample data	POSTAL sampl	ATP_CD
EXT_ORG_ID	DESCR50 sample data	POSTAL sampl	ATP_CD
EXT_ORG_ID	DESCR50 sample data	POSTAL sampl	ATP_CD
EXT_ORG_ID	DESCR50 sample data	POSTAL sampl	ATP_CD
EXT_ORG_ID	DESCR50 sample data	POSTAL sampl	ATP_CD
EXT_ORG_ID	DESCR50 sample data	POSTAL sampl	ATP_CD
EXT_ORG_ID	DESCR50 sample data	POSTAL sampl	ATP_CD

The beginning of the same report, previewed with **real data**, will look like this:

AK

Anchorage

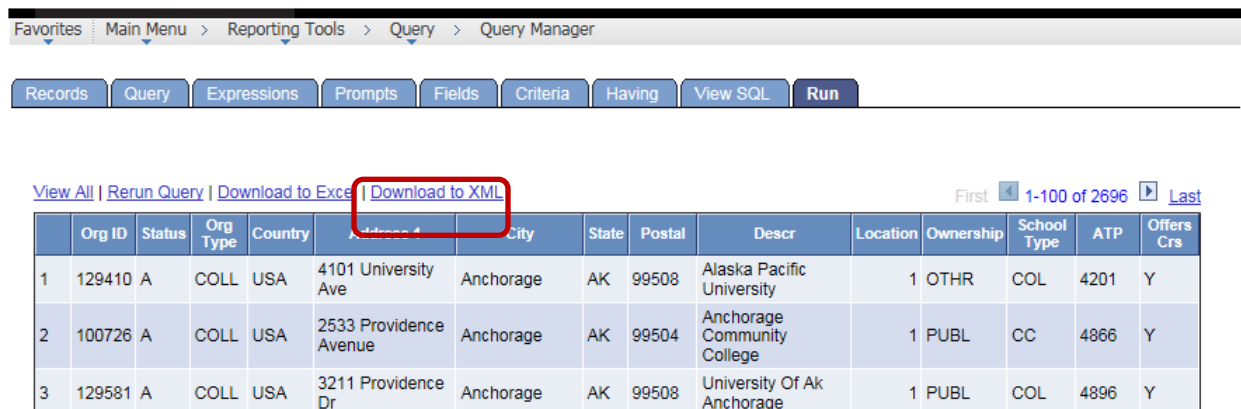| Ext Org Id	Name	Postal	Atp Cd
129410	Alaska Pacific University	99508	4201
100726	Anchorage Community College	99504	4866
129581	University Of Ak Anchorage	99508	4896

Bethel

Ext Org Id	Name	Postal	Atp Cd
100609	University Of Alaska Fairbanks	99559	004370

Haines

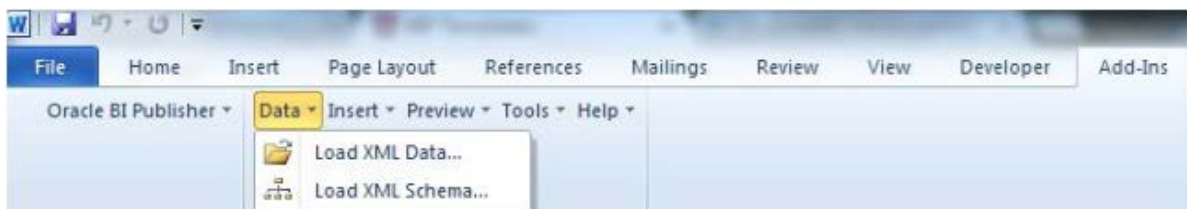| Ext Org Id	Name	Postal	Atp Cd
128222	Covenant Life College	99827	0127

How do I create the XML file to preview with the real data?

If you are creating a query-based report, after you run the query, download it as an XML file by clicking on the **Download to XML** link. Save the XML file in the desired directory.

How do I associate the XML File with the Word template?

Open your Word Template file. Click Add-Ins > Data > Load XML Data to load in the newly downloaded XML File.

You can now work on your Word template, and when you preview it you will see real data.

When do I create the BI Publisher Data Source?

You do not need to create the BI Publisher Data Source until you want to test the report online with PeopleSoft. Once you are ready to create the Data Source, follow the procedures on **Slide 6, Register Data Source**, of the **BI Publisher – Outline of Steps**.

Can I preview real data when I work on the Report Definition?

When on the Report Definition > Template page, Template Files section, you can check the box named **Use Alt. XML** (Alternate XML) and select any available XML File for your preview. A dialog box will open allowing you to browse for and upload any XML File, enabling you to choose the file that will display the real data.