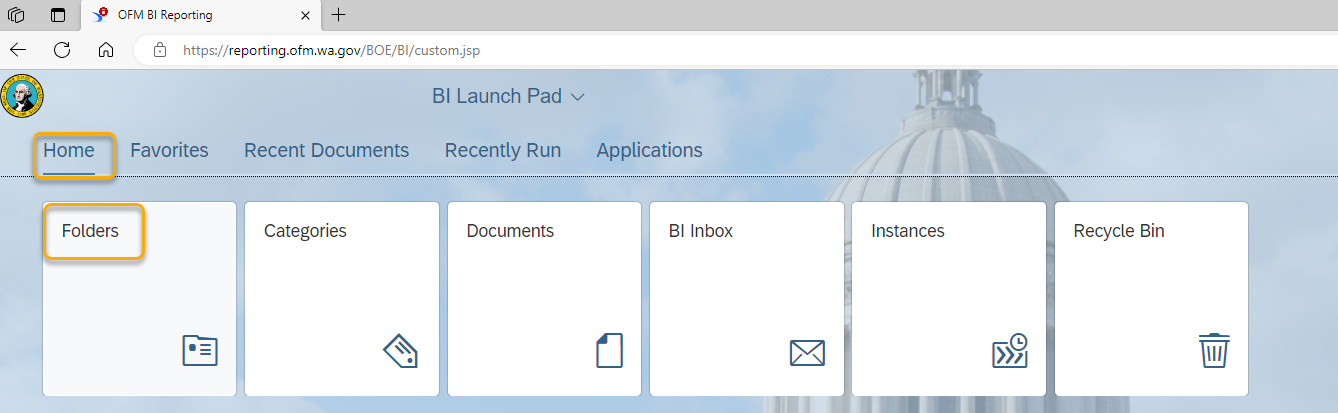
**BI Launchpad (Webi) Changing the Universe**

1. Under Home, click on Folders.



1. Under **Personal Folders**, find the report that needs to have the data source updated and right click and select**Modify** from the context menu.

Graphical user interface

Description automatically generated with medium confidence

1. Once the report opens, ensure **Design Mode** is active and click on **Change Source**

Graphical user interface, application, Word

Description automatically generated

1. Select the query that needs to be changed and click **OK**.

Table

Description automatically generated

1. In the**Change Source Wizard** window click on “Specify a new data source” and select universe from the drop down list.

Graphical user interface, application, Teams

Description automatically generated

1. Click on the 2025 universe then click **OK**.

Graphical user interface, table

Description automatically generated

1. Once you are returned to the **Change Source Wizard** window click **Next**.

Graphical user interface, application, Teams

Description automatically generated

1. In the Change Source Wizard, click **Next.**

Graphical user interface, application

Description automatically generated

1. Click **Finish**.

Graphical user interface, application

Description automatically generated

1. When the Query Panel opens, ***Verify*** that the Universe has been changed to appropriate AFRS universe for the new biennium and click **Run**.

Graphical user interface

Description automatically generated

Your reports are now ready for the new biennium. Click on “Run” to re-run report with the new biennium data and then save the updated report.

If you have any questions or concerns contact the OFM Help Desk at: [HeretToHelp@ofm.wa.gov](mailto:HeretToHelp@ofm.wa.gov) or call 360-407-9100.