



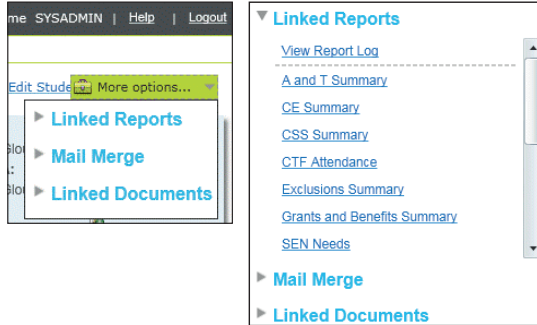
A&T Back Office

Linked Reports

Linked Reports are available via **v4 Online | A&T Back Office | Student/Bases | More Options | Linked Reports.**

Reports linked to a screen are available from:

- Student | Applications
- Student | All Students
- Process | Transfer Groups
- Process | Appeals
- Bases | Receivers
- Bases | All bases



1. Click the **More Options** hyperlink in the top right-hand corner of the page.
2. Click **Linked Reports** to display a link to the **Report Log** and a list of all reports for which user group permissions have been granted.
3. Click the **View Report Log** hyperlink to display the **Report Log**, or a report name to run the report.

When you run a report, you can choose to add it to the log. A PDF copy of the Crystal Report is then also saved as a linked document for the record against which the report was run.

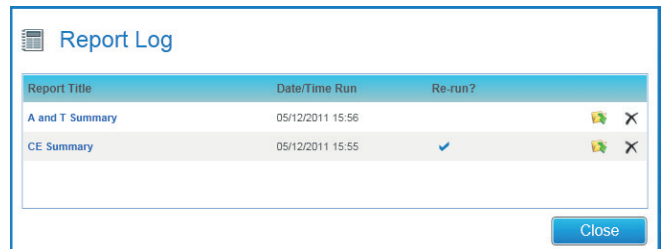
The Report Log

The **Report Log** lists the linked reports that have been run from this page, displaying the **Date** and **Time** they were run.

Reports that have been re-run display a selected check box in the **Re-run?** column.

Click the appropriate report title or the **Re-run Report** button to run the report in the Crystal Report viewer. You can either create a new log entry or overwrite the existing entry.

Click the **Delete Report** button to delete a logged report.



Running Linked Reports

A linked report can be configured to accept a default parameter, sent from the screen on which it is run. If no other parameters are present, the report runs without prompting for additional parameters.

If the report contains multiple parameters, you will be asked to select parameter values in the **Report Parameters** modal window when you run the report. All the parameters are editable, including the default.

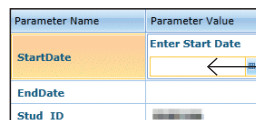
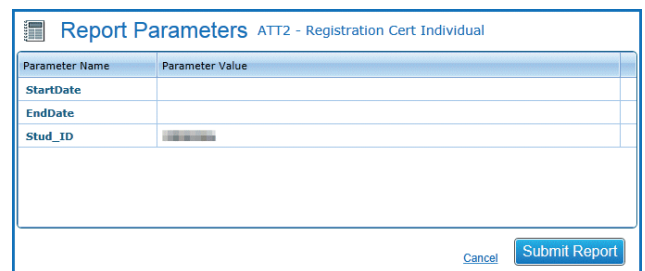
When you run a report, you can choose to include it in the **Report Log**. If you choose to include the report in the log, an entry in the Report Log is created for that entity (**Base, Student, Transfer Group, Appeal** etc.). The log entry stores a link to the report file and the parameters supplied to the report at the time it was run. This entry is visible to all users who have access to that entity and to linked reports, and it is accessible by clicking the **View Report Log** link at the top of the list of linked reports.

1. To run a linked report, either:
 - Click the report title in the **More Options | Linked Reports** drop down, or
 - Click the report title or the **Re-run** icon in the **Report Log**.

A prompt is displayed, asking if you wish to log the report.
2. Click the **Yes** button to include the report in the **Report Log** (see above).

3. If necessary, enter or edit the parameters.

In the example below, **StartDate**, **EndDate** and **Stud_ID** are the parameters, with **StudID** being a default parameter.



Click in the **Parameter Value** field to edit the default or to enter a new value.

4. Click the **Submit Report** button to launch the report in a Crystal Report Viewer window.

NOTE: Linked reports are not sent to **Reports | Submitted Reports**, and are not retained for future viewing by the logged on user.



A&T Back Office

Linked Reports

Adding a New Linked Report

Select **Reports | All Reports** to display the **Reports** search.

1. Click the **Add New Report** hyperlink.
2. Enter a **Report Title** (mandatory).
3. Select a **Process** from the browse.
4. Click the **Upload new report** hyperlink to display an **Open** dialog.
5. Browse to a Crystal Report (.rpt) file and click the **Open** button.
6. Select the **Data Shielding** check box to ensure that the report complies with data shielding applied via the **Personnel** module.
7. Select the **Linked Report** check box to include this report in **More Options | Linked Reports**.
Last Uploaded and **Report ID** are read-only fields.
8. Click the **Save** button.

The **Links To** tab is now available, enabling you to choose the screens to which the report will be linked, and to view the report parameters sent by each screen.

9. On the **Links To** tab, click the **Edit** hyperlink to display a list of available screens.
10. Select the check boxes for the screens to which this report is to be linked.
The default parameters sent by each screen are displayed on the right-hand side as the screens are selected.
11. Click the **Save** button.

Editing a Report

Click this **Edit** hyperlink to change the **Report Description**.

Click this **Edit** hyperlink to change the **Report Details**:

- A new report file can be uploaded.
- The **Data Shielding** and **Linked Reports** check boxes can be edited.