



Online Common Functionality Reports

The **Reports** functionality enables you to run reports using one of the following methods:

- Linked Reports
- Reports Manager

Report Permissions

Before you can access the **Reports** area or run any online reports, permissions must be granted by a System Administrator in the v4 Client via **Tools | Permissions | User Group Processes | User Group Processes Editor**.

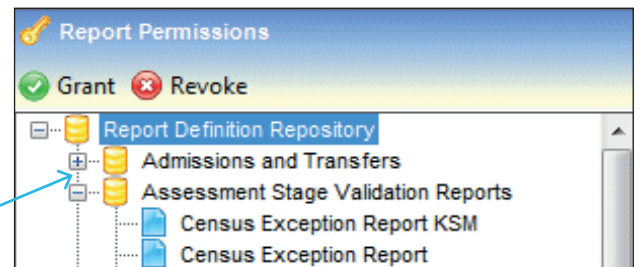
1. Select **Administration** from the **Main Business Processes** drop-down.
2. Grant **Read**, **Read-Write**, or **Read-Write-Delete** permissions for each of the report **Business Processes**.

01. Main Processes				
Main Business Processes	Administration			
02. Business Processes				
Name	Read	Read-Write	Read-Write-Delete	Deny
Report Management				✓
Report Permissions				✓
Report Processing				✓

Groups must also be granted permissions to run reports in the v4 Client via **Tools | Permissions | Report Permissions**. Permissions are granted for the report folder and not for individual reports.

1. Select the report folder for which you wish to grant users permission to run.

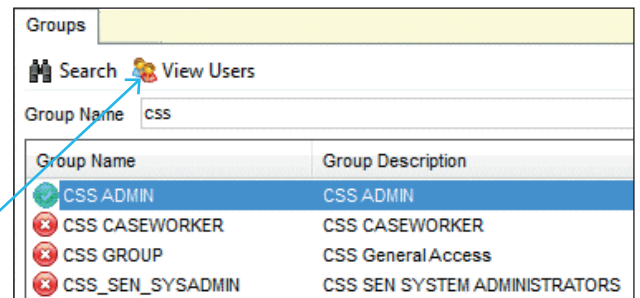
Click the plus and minus buttons to open and close the navigation tree on the **Report Definition Repository**.



2. Enter a partial **Group Name**, then click the **Search** button to display the list of groups.
3. Highlight a group, then click the **Grant** button above the navigation tree.

Permissions can also be removed by selecting the group and clicking the **Revoke** button.

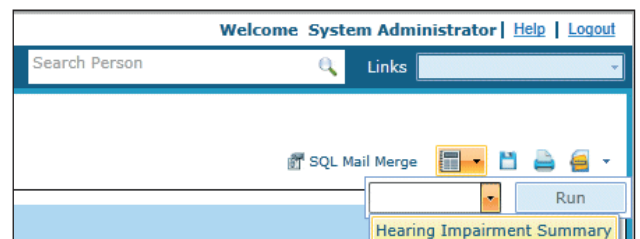
Click the **View Users** button to view the list of users for the selected group.



Linked Reports

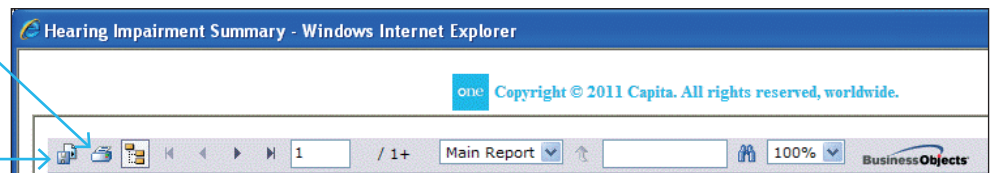
The **Linked Reports** button is available from specific records within CSS Online. It enables you to run a report in context of the individual record.

1. Click the **Linked Reports** button to display the reports browse.
2. Click the browse drop-down to display the reports that are available for the page. Select the required report.
3. Click the **Run** button to display the report in a new Internet Explorer window.



Click the **Print** button to display the printing options dialog.

Click the **Export** button to save and export the report to a specified location.





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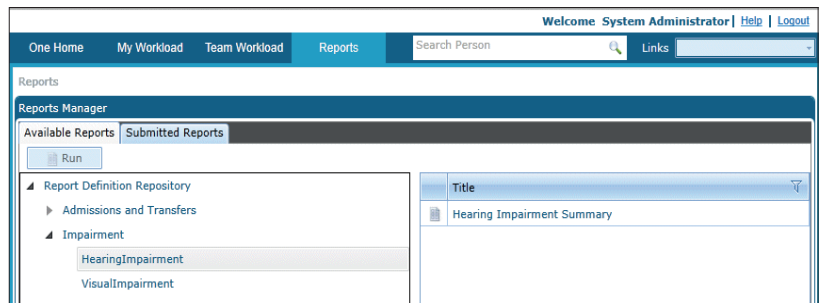
Reports Manager

Clicking the **Reports** tab displays the **Reports Manager** page. The page consists of the following sub-tabs:

- **Available Reports** - from here you can run any reports for which you have been granted permission.
- **Submitted Reports** - from here you can view a summary of the reports that you have submitted.

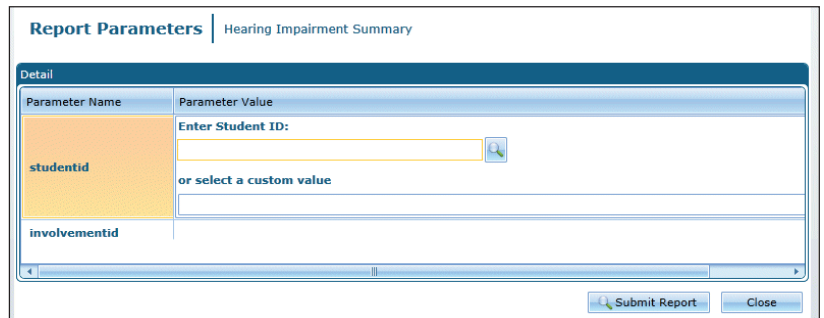
Running Reports

1. Highlight the required module area in the **Report Definition Repository** navigation tree to display the list of available reports by **Title**.
2. Select the report, then click the **Run** button to display the **Report Parameters** dialog.



The **Report Parameters** dialog displays the parameter details.

3. Select a **Parameter Name** to display the **Parameter Values**. Enter or search for the required value. (You may be asked for more than one value.)
4. Click the **Submit Report** button to display the **Submitted Reports** sub-tab.

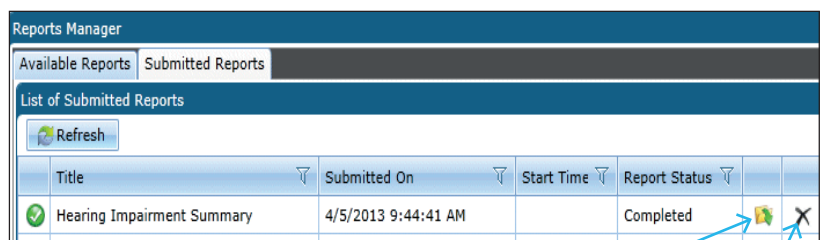


Managing Submitted Reports

The **Submitted Reports** sub-tab displays a browse list of previously generated reports.

The **List of Submitted Reports** header intermittently displays a message to inform you that the browse is refreshing. Click the **Refresh** button to manually update the browse.

As the report is generated the **Report Status** field is updated, as shown in the table below.



Icon	Report Status
	Not Started - the report may be in a queue.
	Executing - the report is running, you cannot view the report at this stage.
	Completed - the report is ready to view and can be printed.
	Error - the report has not completed, check the report parameters, then re-submit.

Click to view the report in a new Internet Explorer window.

Click to delete the report.