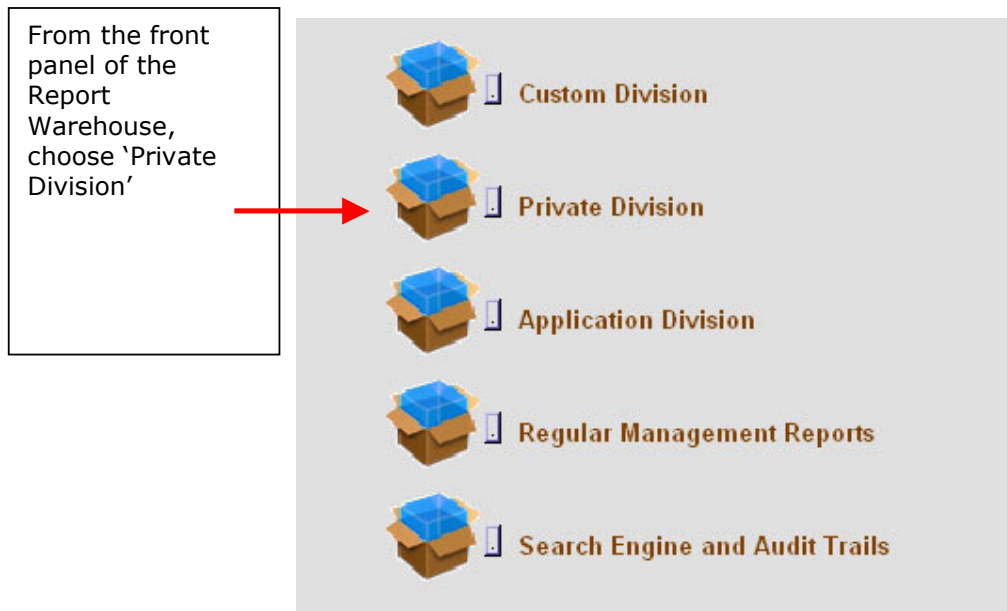


REPORT WAREHOUSE: Private Division

Introduction

The Private Division of the Warehouse is where you store your own Catalogue of Reports. This may include any Reports that you choose to publish here, and may even include Reports from the Custom Division when you want to retain a private copy. The point is that nobody tampers or interferes with your Private Catalogue, and any Report you publish here will stay here unless you yourself decide to delete or remove it. The Private Division, therefore, is a publication space for Report output that you wish to store, rather than an execution facility. Whatever you publish here, you can view at any time, and any Report published here remains intact, i.e. the content does not change.

How to get there




How to publish a Report to your Private Catalogue

Whenever you perform or execute a Report in an IES Business Datamart, and choose Text File or HTML as an output format for the Report, then the system offers you a publication option. This is even valid when viewing Reports from the Custom Division, i.e. you can publish anything that you can view in the Custom Division of the Report Warehouse into your own Private Catalogue.

You can also organize your Catalogue into Categories, Time or Period references, and with your own assigned Report Names.

Below we show a standard Report Execution step, to point out the so-called 'output' choice: -

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REPORT WAREHOUSE: Private Division

Pre-Defined Data Selector Choice
Data Selector: ies-select INTERNAL SELECTION
Report Header: Balance Sheet
Include: - OPEN Records only CLOSED Records Only EITHER
Format: REPORT
OutPut: FILE
File Type: htm HTML FILE
Template: Not Available
Buttons: Change Data Selector, Execute Report, EXIT

Above we show a 'cut' from a Report execution screen. Note the OUTPUT and FILE TYPE prompts. If the Output choice = File and the File Type = HTML or TEXT, then the system will give you an option to PUBLISH the results.

Below, we show the access choices on the Report Output. Note the PUBLISH option.

You can view the Report Output with the OPEN choice, and if you then decide to publish the results, you can still choose PUBLISH. If you do, the system will respond by prompting you for Catalogue publication details.

File Browser & Executor
FileName: C:\Infolab\info_c\docs\my\h1.htm
Buttons: Open, Browse, Kill, Publish, Close
Instructions: Use OPEN to open a designated FileName, BROWSE to find and select a FileName, CLOSE to quit this function. For sensitive Data, use KILL to delete the File before closing. Use PUBLISH to store the Report in your Private Report warehouse.

Ar Audit Trail [Publish Private Report [3] (Save / Update : Active)
Publish Private Report
EXIT
SINGLE SELECT: Existing Categories
One of these?
1 GL Ledger
2 AP Creditors
3 AR Debtors
Buttons: Select ALL, OK, Cancel
Publish Private Report form fields: Category, Time Description, Report Name, Report Notes
Publish button

Have you used your IES today?

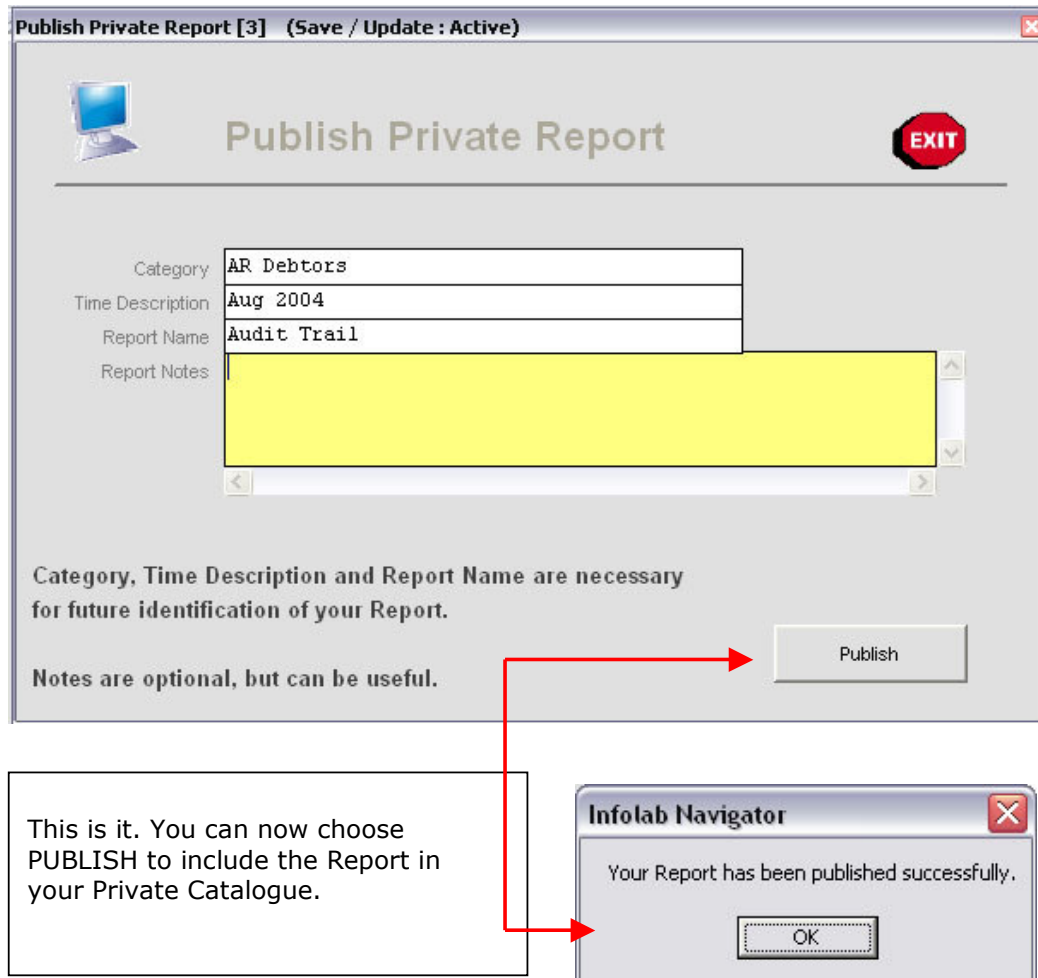
REPORT WAREHOUSE: Private Division

Your Private Catalogue is organized into Report Categories. If you already have some Reports published, the system will list the existing Categories, and if the new Report will be classified as one of these, then you can simply select the appropriate Category. If not, then you can choose 'cancel' and type the name of the new Category directly onto the field.


Likewise, you will be offered to choose from existing Time References, or to specify a new one. What is a Time Reference? Simply a description that relates to a Period, Quarter, Year or some other reference that is appropriate for the Report. For example, you may store certain Reports results, where in each case it is the same Report in the same Category, but you do it in each Quarter of the Year, or for each Financial Period, etc. This Time Description is of your own design, and we are only providing a suggestion or example, but you can use it anywhere you see fit, to make sense out of your own Catalogue.

Finally, you need a Report Name, and this may be the same as the Menu Name, or entirely different – it is up to you.

You are also allowed to record Notes. This is optional, and may not be necessary for each Report you publish, but when you do want to record any Notes to see whenever you open the Report again, then you can - most useful in some cases.



Publish Private Report [3] (Save / Update : Active)

Publish Private Report 

Category: AR Debtors
 Time Description: Aug 2004
 Report Name: Audit Trail
 Report Notes:
 (Empty text area)


Category, Time Description and Report Name are necessary for future identification of your Report.

Notes are optional, but can be useful.

This is it. You can now choose PUBLISH to include the Report in your Private Catalogue.

Infolab Navigator

Your Report has been published successfully.

Have you used your IES  today?

REPORT WAREHOUSE: Private Division

Note: You do not need to be in the Report Warehouse when publishing to it, i.e. you can publish a Report to your Catalogue from anywhere in the system.

How to view a Report in your Private Catalogue

When you enter your Private Division in the Report Warehouse, the system lists all report categories that currently exist in your Catalogue.

Report Warehouse: Private Division [1] (Save / Update : Inactive)

REPORT WAREHOUSE: Private Division

Data Manager

>>> Report Categories

| | |
|---|--------------|
| 1 | GL LEDGER |
| 2 | AP CREDITORS |
| 3 | AR DEBTORS |

Dbi-click a Category on the left to populate the Reports list on the right.
Dbi-click a Report in the Reports List to open it.

| >>> | Time Description | Published | Report Name |
|-----|------------------|-----------|-------------|
| 1 | | | |
| | | | |
| | | | |
| | | | |

Just choose a Category on the left, double-click it, and the system will list all available Reports in that Category on the right.

To view a Report, just double-click it in the list on the right.

Data Manager

>>> Report Categories

| | |
|---|--------------|
| 1 | GL LEDGER |
| 2 | AP CREDITORS |
| 3 | AR DEBTORS |

Dbi-click a Category on the left to populate the Reports list on the right.
Dbi-click a Report in the Reports List to open it.


| >>> | Time Description | Published | Report Name |
|-----|------------------|------------|------------------|
| 1 | AUG 2004 | 08/04/2005 | AUDIT TRAIL |
| 2 | AUG 2004 | 08/04/2005 | TURNOVER SUMMARY |
| 3 | SEP 2004 | 08/04/2005 | TURNOVER SUMMARY |
| 4 | OCT 2004 | 08/04/2005 | TURNOVER SUMMARY |

How to organize your Private Catalogue

When you double-click a Report on the right (as shown above), the system opens the Catalogue entry.

At this point, you can view the Report, change the Catalogue details and SAVE it, or even remove the Report from the Catalogue.

If you change the Category, Time Description or Report Name, the Catalogue will automatically adapt and re-organize where necessary. For example, if you change the Category, the Report will disappear from the old Category and appear in the new.

Have you used your IES  today?

Current Private Report [2] (Save / Update : Active)



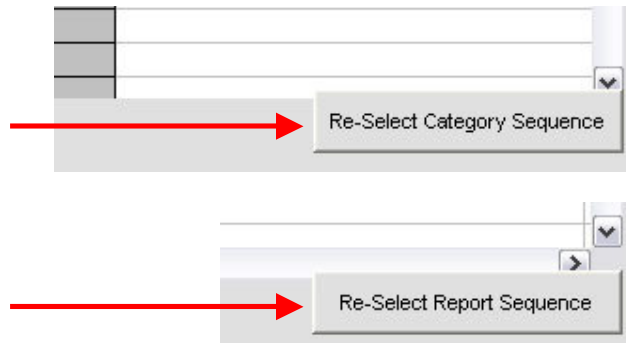
Current Private Report



| | |
|------------------|---|
| Category | AR Debtors |
| Time Description | Sep 2004 |
| Report Name | Turnover Summary |
| Published | 08/04/2005 |
| Report Notes | <div style="border: 1px solid gray; height: 40px;"></div> |


To remove a Report, choose REMOVE REPORT.
To save changes to the settings or Notes, choose SAVE CHANGES.
To open the Report, choose VIEW REPORT.

Below the Category and Report List you will also find 'Re-Select' functions to re-arrange the order of appearance. When you publish a new Report, it will always go to the top of the List, i.e. Categories and Reports always list the most recent entry at the top. Nevertheless, if you want to re-arrange the order of either, you just choose 'Re-Select'.



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Have you used your IES  today?