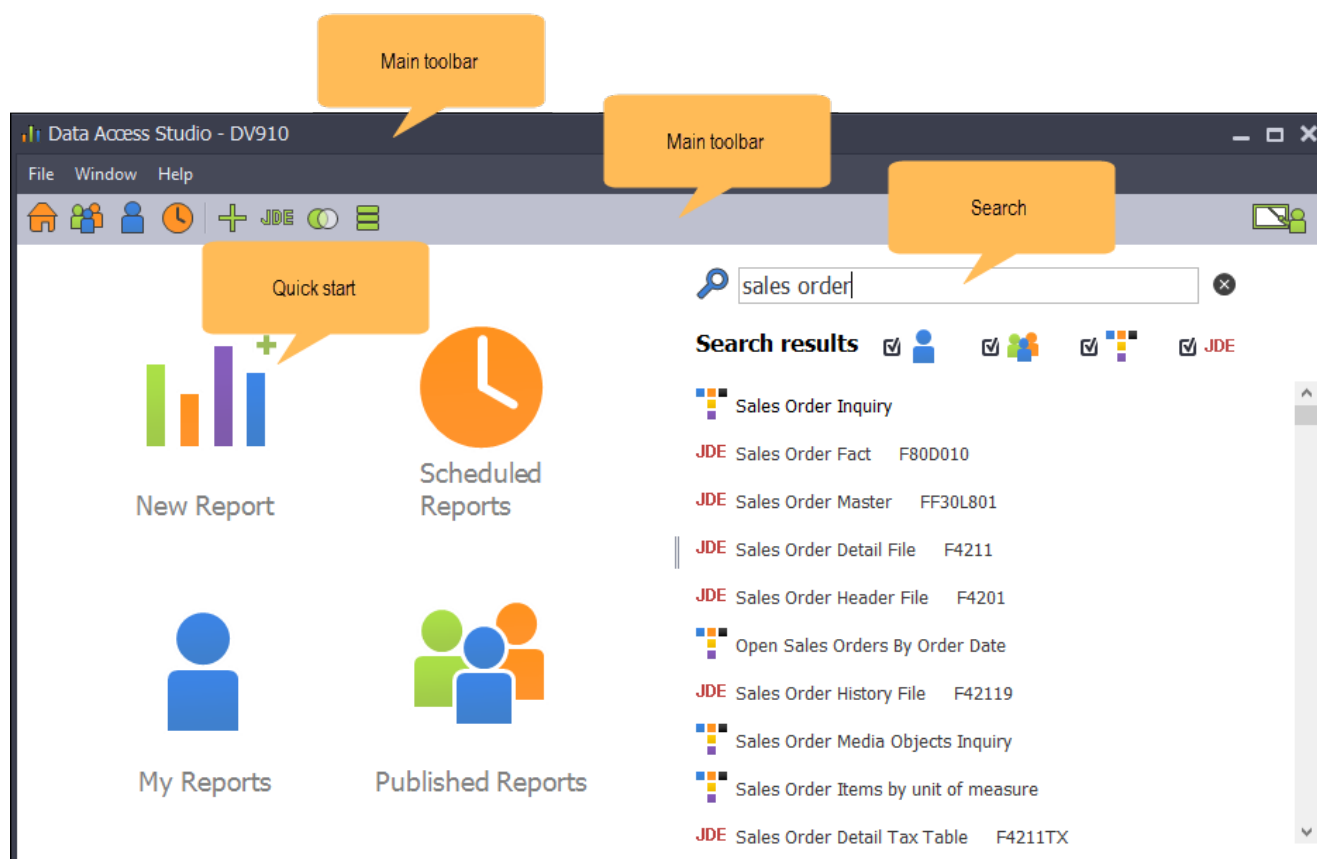


## Main Window



To	Do this
Create a new report from a table or existing view	Click the <b>New Report</b> link. Create a New Report.
Create a new report by defining a custom join	Click the <b>By Table Join</b> link. Create a Table Join from Scratch.
Work with your custom reports	Click the <b>My Reports</b> link. See Design Ad Hoc Reports.
Open a recently accessed custom report	Click hyper link of the report name under <b>My Reports</b> .
Work with reports published to you	Click the <b>Published Reports</b> link. See Run reports published to you.
Open a recently access published report	Click the hyper link of the report name under <b>Published Reports</b> .
Work with JD Edwards tables directly	Click the <b>JDE Data</b> link.
Work with tables external to JD Edwards	Click the <b>Non-JDE Data</b> link.
Search for an application, report, view, or table	Type text in the <b>Search</b> window. As you type, the search window will show JDE applications, views, tables, and reports that contain the text you type. This is a very effective way to see what the data is behind any JDE application or report.

The Search window includes **Templates**. **Templates** are pre-written documented reports written by ReportsNow. You can use **Templates** directly or as a starting point for your own reports.

Access online help

Click the **Help** button.

Access online video training

Click the **Video Training** button.

# Run Reports Published to You

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User level	JDE Knowledge	Can Design Reports	Technical Knowledge
<b>Subscriber</b>	Not needed	No	None required
<b>Quick Report Designer</b>	Minimal	Yes	Minimal
<b>Ad Hoc Designer</b>	Yes	Yes	Some
<b>Advanced Designer</b>	Yes	Yes	High

Data Access Studio lets Report Designers publish reports to Subscribers. Once a report is published to you, you are a Subscriber to that report. As a Subscriber:

- You see the list of reports published to you
- You can run the reports as you need
- You can change the report data selection if the Publisher of the report allowed it
- You cannot modify and save the report
- You cannot show columns that were hidden

## Subscriber-only users

If you are a subscriber-only user, the you:

- Need no JDE knowledge
- Choose from reports that were published to you
- Change report parameters (if applicable)
- Run reports
- Export or print the results

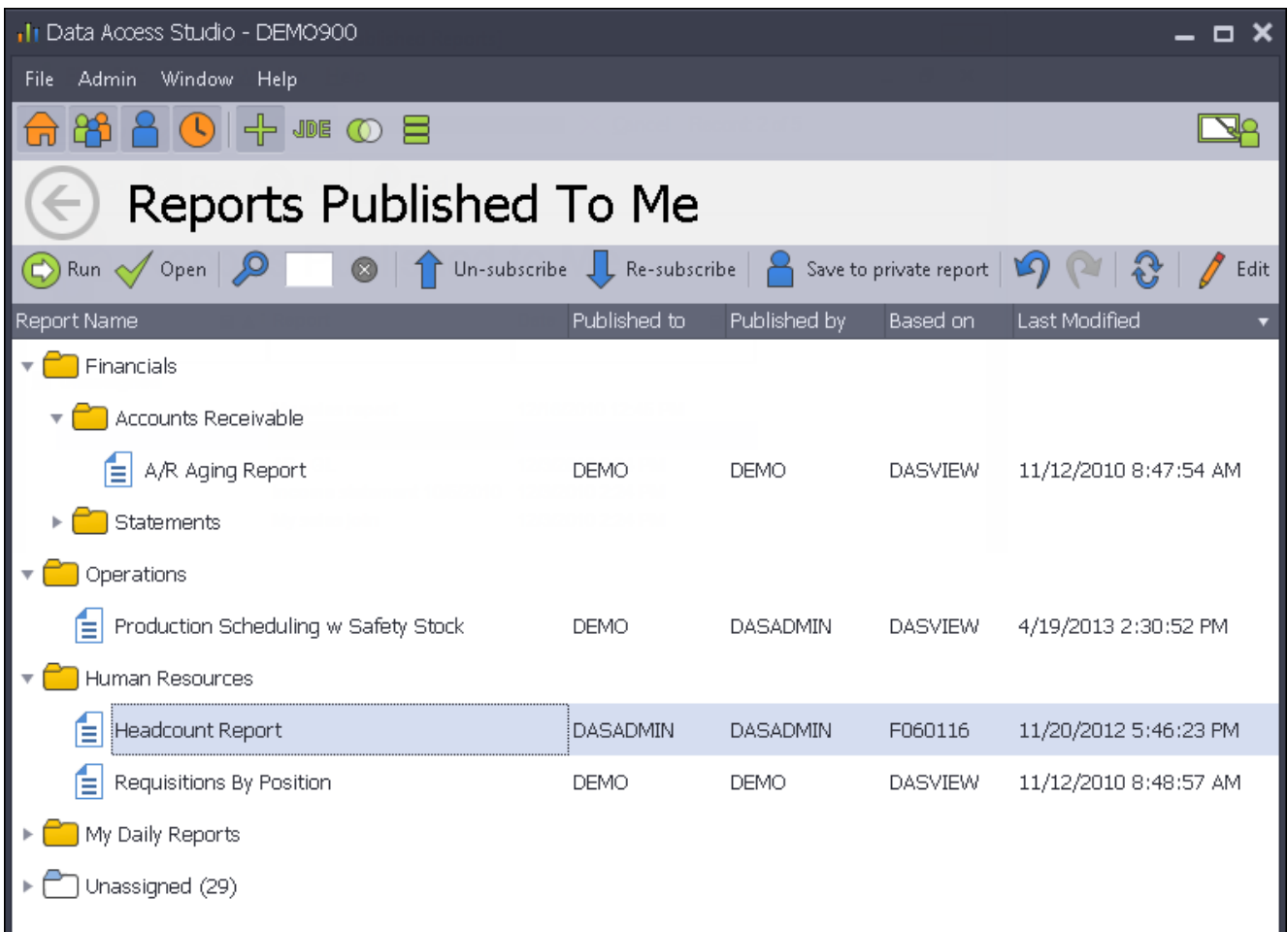
This section shows you how to run reports that are published to you in the following topics:

- Run reports published to you
- Change parameters and data selection
- Run the report
- Export and print

# Run Reports Published to You

Once you have signed in to Data Access Studio:

- If you are a subscriber only user, you will see the report selection screen below:
- If you are a designer, click **File | Open | Reports Published to me...** to see the report selection screen:



You will see one line for each report that is published to you. This form presents the report folder, report name, and date the report was published to you.

To	Do this
Open a report without running it	Left-click the report and click <b>Open</b> . Alternatively, you may double-click the row.
Close the <b>Select Reports</b> window	Click <b>Close</b> or click the <b>X</b> in the upper right-hand corner of the window.
Refresh the list of reports published to you	Click <b>Find</b> .
Un-publish a report	If you have this permission, left-click the report and click <b>Delete</b> . <b>Note:</b> if you are not authorized to do this operation, this button will not appear on this screen.
Change the subscribers for reports	If you have this permission, click the <b>Manage Subscribers</b> button.
Run a report	Left-click the report and click <b>Run</b> . The report will run with the

Save the published report to a private report which you can modify

default data selection and parameters and present you with the final result.

Left-click the report and click **Save To Layout**. Once saved, Data Access Studio will notify you that the save was completed.

You will now have a private report named the same thing as the report you copied. **Note:** if you are not authorized to do this operation, this button will not appear on this screen.

## Change Parameters and Data Selection

If you chose to **Open** a report, you will have the opportunity to change the data selection (if allowed) and report parameters for that report before you run it. You can then run the report and see the result.

Here is a sample report:



The screenshot shows a report window titled "RT\_Crossdock by Supplier & Branch". The toolbar contains "Run Report", "Get Sample Data", "Refresh", "Close", and "How to use". The parameters section includes "Primary Supplier", "Actual Ship Date", "Invoice Date", and "G/L Date". The table below has columns: "Primary Supplier", "Customer/Supplier", "Item Number", "Invoice Date", "Or Ty", and "S1 S2 S3".

Primary Supplier	Customer/Supplier	Item Number	Invoice Date	Or Ty	S1	S2	S3
4343	BK456		10/15/1998	SO	2465		3555
4345	45YB158		10/15/1998	SO	2465		3555
6031	85632		10/15/1998	SO	2465		3555
4343	BK762		4/17/2002	SO	2615		3007
4343	BK762		4/17/2002	SO	2617		3004
4345	45YB158		4/17/2002	SO	2617		3004

### To

Enter a parameter

### Do this

Click on the box next to the parameter. Use the visual assist button  to assist you in selecting valid values. Use the filter helper button  for advanced selections such as lists, not in list, ranges, etc.





Change the filter value of a column

You may want to restrict the values you see in a certain column. If the column is visible and the change filter criteria permission is allowed, you can click the gray box below the column label to enter filter criteria. See [Filter Your Data](#) for more information.  
**Note:** if the publisher has disallowed filter changing, you will not be able to modify the column filter.

## Run the Report

Once you have entered report parameters and filters, you can get sample data or run the full report. As the report runs you will see the progress bar fill.



To	Do this
See a small preview of the data without actually running the entire report	Click the  <b>Get Sample Data</b> button.
Run the report over all the data	Once you have entered the necessary parameters and are ready to run the report, click  <b>Run Report</b> .
Stop an in progress report	Click the  <b>Cancel</b> button. <b>Note:</b> you may only click the  <b>Cancel</b> button if it is enabled.

## Export and Print

Once your run completes, you will see the progress bar completely filled. You will also see the results of your report. From here you can print or export your data.

To	Do this
Print your report	Click <b>File   Print</b> . Data Access Studio will format your output to PDF and show you a preview. You can then print from the resulting PDF document.
Export your report data to Excel	Click  on the main toolbar.

Once you export, Data Access Studio will export, format, and save the report data to your default export directory. Data Access Studio will then, by default, open the result of the export for you to review, save, etc.

If you have the **Export** menu on the main menu bar for the report you are running, then you may export the data in the report as follows:

To	Do this
Export your report data to Excel	Click <b>Export   All Grid Data   To Excel...</b>
Export your report data to a web page format	Click <b>Export   All Grid Data   HTML...</b>
Export your report data to a PDF (Adobe acrobat) format	Click <b>Export   All Grid Data   PDF...</b>
Export your report data to Access or other similar third party software	Click <b>Export   All Grid Data   To Tab Separated Values...</b>
Export you report data to Oracle BI Publisher or similar third party software	Click <b>Export   All Grid Data   XML...</b>
Export your report data to Access or other similar third party software requiring CSV format	Click <b>Export   All Grid Data   To CSV...</b>
Export your report data to fixed format	Use the <b>Pad</b> calculation to make all export columns a fixed width. Then Click <b>Export   All Grid Data   To Fixed Format...</b>
Export only selected rows or columns	Select the columns or rows you want to export. Click <b>Export   Selected Grid Data  </b> and select your output format.