

Online Common Functionality Reports

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

Reference Guide

- Linked Reports
- Reports Manager

Report Permissions

01. Main Processes

02. Business Processes

Name

Processes

Main Business Administration

Report Management

Report Permissions Report Processing

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.

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.

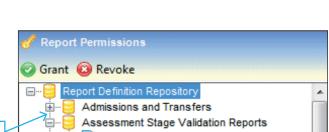
1. Select the report folder for which you wish to grant users permission to run.

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.



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Read-Write

Read-Write-Delete

Deny

Read

Groups

Image: Search and Search an

Welcome System Administrator | Help | Logout

- M

Hearing Impairment Summary

-

Run

Links

M SOL Mail Merge

Census Exception Report KSM

Census Exception Report

Linked Reports

Search Person

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	G Hearing Impairment Summary - Windows Internet Explorer
the printing options dialog.	one Copyright © 2011 Capita. All rights reserved, worldwide.
Click the Export button to save and export the report to a specified location.	Business Objects



Reference Guide Online Common Functionality Reports



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

Highlight the required module area in the 1. Welcome System Administrator | Help | Logout Report Definition Repository navigation tree Team Workload Links My Workload to display the list of available reports by Title. Select the report, then click the Run button to 2. Available Reports Submitted Reports display the Report Parameters dialog. A Report Definition Repository Admissions and Transfer I Hearing Impairment Summary ▲ Impairment HearingImpairment VisualImpairment The Report Parameters dialog displays the Report Parameters Hearing Impairment Summary parameter details. Select a Parameter Name to display the 3. Parameter Name Parameter Value Parameter Values. Enter or search for the Enter Student ID: required value. (You may be asked for more Q than one value.) studentid or select a custom value Click the Submit Report button to display the 4. Submitted Reports sub-tab. Q Submit Report Close

Managing Submitted Reports

Reports Manager

Error - the report has not completed, check the report parameters, then re-submit.

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.

Available Reports Submitted Reports List of Submitted Reports Refresh ₹ Submitted On 🕅 Start Time 🟹 Report Status 🟹 Title 4/5/2013 9:44:41 AM Completed 🚱 Hearing Impairment Summary 13 Click to Click to view the delete the Not Started - the report may be in a queue. report in report. a new Internet Executing - the report is running, you cannot view the report at this stage. Explorer window. Completed - the report is ready to view and can be printed.

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

Report Status

Icon

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