

ACCESSING ACE REPORTS

1. Open Internet Explorer.
2. Go to the ACE Portal site by typing <https://ace.chp.dhs.gov> in the address bar.
3. Type your *UserID* and *Password*.
4. Select the **Login** button.





5. Select the **ACE Reports** icon.

Or

6. Select the **Accounts** tab.
7. Select **Reports**.
8. Select **Launch Tool** button.

LOGGING OUT OF ACE REPORTS AND THE ACE PORTAL

1. To log out of ACE Reports, select  in the top-right of the page.
2. You are then returned to the ACE Portal. To log out of the ACE Portal select the **Log off** icon .

NEW ACE REPORTS LANDING PAGE

NOTE: The **New ACE Landing Page** has replaced the **Old Home Page**. It is easier to navigate, and user friendly. To revert to the legacy home page or specify a custom home page, change the default setting under **Preferences<General<Home Tab**.

Your user role, will determine the types of reports you can access.



1. Select the ACE Reports icon. The **ACE Landing Page** displays.

Selecting a Report from the New ACE Landing Page

1. Select the **Work Space** for the desired report.

Or

Type the name of the report in the **Search Workspaces** field.

NOTE: This will open a new tab with all the reports contained in that workspace.

2. Select the desired report.

NOTE: The **Viewer** will open with the report with the **Prompts** dialog box.

Create an AD HOC Report

1. Select **Create ad hoc report**.
2. Select a **Universe** from the drop down arrow.

NOTE: **Report Name** and **Report Description** are optional fields.



3. Select **Create Adhoc**.

View ACE Reports Training Resources


1. Select the **View ACE Reports Training Resources**.
2. Select a tab under **Reference Materials** or **Training Content** or a link under **ACE Reports Data Dictionary** for the desired training.


ACCESS REPORTS USING THE DOCUMENTS TAB


Accessing Personal Reports

1. Select the **Documents** tab.
2. Select the **My Documents** bar if it is not selected.
3. Select the **My Favorites** folder.
4. Select the  next to a sub-folder to view the reports or double-select a report to open it.
5. To close the report select the  on the report tab.


Accessing Public Folders & Reports

1. Select the **Folders** bar.
2. Select the  next to **Public Folders**.


NOTE: A  next to any folder indicates the folder has already been expanded.

3. Select the  next to a sub-folder to continue expanding until you reach the desired report.

NOTE: Hover the mouse over a report name to see the report's description.

4. Double-select the report to open it.
5. To close the report select the  on the **Report** tab.

Searching for Reports

1. Select the **Search** bar.
2. Type the report name (partial names can be used).
3. Select the **Search** icon .
4. Double-select the desired report title from the list on the right hand side.

THE OLD HOME TAB

Accessing My Recently Viewed Documents Panel



1. On the **Home** tab page, select a report in the **My Recently Viewed Documents** panel to open that report.
2. Select a report in the **My Recently Viewed Documents** panel to open that report.
3. Modify the report as needed.

Accessing My Recently Run Documents Panel

1. Select a report in the **My Recently Run Documents** panel to run that already-created report.
2. Modify the report as needed.

My Applications Panel

Note: Depending on the user, you may see multiple icons listed in this panel; however, only the **Web Intelligence Application** icon is used.

1. To start the process of creating a report select the **Web Intelligence Application** icon  (red ball with “swoosh”).
2. A security warning dialog box appears asking if access is allowed to the application; select the **Allow** button.
3. The **Web Intelligence** tab appears. Select the **New** button  to start creating your custom report. The **Create a Document** dialog box displays.
4. Select the **Universe** link.
5. Select **Ok**. The **Universe** panel displays.

NOTE: The **Unread Messages in My Inbox** and **Unread Alerts** panels will show a value of zero in the header as they are currently not in use.

Quick Reference Card



ACE SECURE DATA PORTAL

Reports for Trade

**Accessing ACE Reports and
Navigating to the New Reports
Landing Page**



**ACE Business Office
Office of International Trade
U.S. Customs and Border Protection**

For additional information about reports for the Trade, see <http://www.cbp.gov/trade/ace/reports-training-and-user-guides>.

For assistance, contact the
Technology Service Desk (TSD) at:
1-866-530-4172, option 1, then option 1 for password
issues or option 2 for all other Trade issues
CBP TECHNOLOGY SERVICE DESK
<CBP.TECHNOLOGY.SERVICE.DESK@cbp.dhs.gov>

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