Navigating Workspaces

ACE Reports Video

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U.S. Customs and
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INTRODUCTION

The workspaces provide access to standard reports categorized by subject area (such as Cargo Release, Entry Summary, Manifest, etc.).

- Navigation List: Contains a folder structure of the standard reports within the workspace.

- Viewer: Displays the standard report selected from the Navigation List.

WORKSPACES

1. On the **ACE Reports homepage**, in the **Available Workspaces** list, select the "i" icon to the right of a workspace name.

   A tool tip displays with a brief description about the workspace.
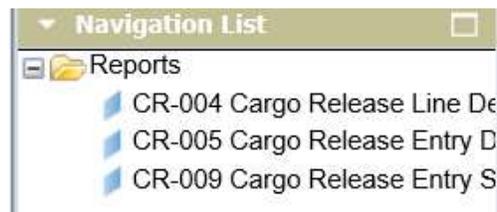
2. Select a workspace.

   An additional web intelligence tab displays the top bar, and below it, the workspace subtabs display.

   Below a subtab, in the **Navigation List**, the list of standard reports contained in the workspace display.

   NOTE: In some workspaces, expand subfolders to view additional standard reports.

3. Select a report.

   The report displays in the **Viewer** panel.