



# Navigating Workspaces

ACE Reports Video

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U.S. Customs and  
Border Protection



# 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.

Available Workspaces	Info
Reference	i
Revenue	i
Vessel Management System	i
PGA	i
PGA	i
Trade	i
Broker	i
Carrier	i
Exporter	i
Importer	i
Protest Filer	i
Surety	i
Training	i
Training	i

This workspace contains reports with information related to cargo release, entry summary and revenue that are available to the customs broker community. It is designed for trade users with the Broker role in ACE, but is also available to CBP users.

**Tips**

Exporting Report

There are three methods that a user can use to export t

2. Select a workspace.

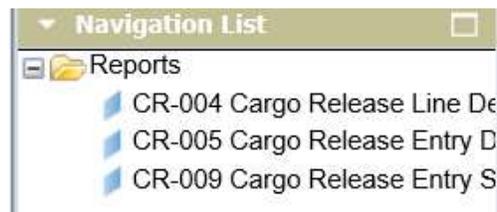
An additional web intelligence tab displays the top bar, and below it, the workspace subtabs display.



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.