INTRODUCTION

The ACE REPORTS user interface (UI) consists of the Home and Documents tabs, web intelligence tabs for open workspaces and reports, and the system menu.

HOME TAB

The Home tab provides access to workspaces, ad hoc reports, and training resources. It also provides information on recent application updates and user tips.

- **Available Workspaces**: Workspaces are collections of related reports. Each ACE Reports audience (CBP, PGA, and Trade) has access to workspaces based on their user access role. For example, a PGA user would have access to the PGA workspace. The upper right ribbon of the landing page displays the current user's access role.

- **Updates**: Provides a list of the most recent application updates to ACE Reports.

- **Tips**: Provides quick tips to better use ACE Reports.

- **Create Ad Hoc Report**: Select the link to create a new report from scratch.

- **View ACE Reports Training Resources**: Displays the ACE Reports – Training Resources page, which provides links to a collection of ACE Reports reference and training materials.

DOCUMENTS TAB

Four panels in the Documents tab contain hierarchical folder structures to browse and manage report content.

- **My Documents**: Access to My Favorites folder and subfolders, Inbox, My Alerts, Subscribed Alerts, and Personal Categories. My Alerts and Subscribed Alerts are not functional in ACE Reports.

- **Folders**: Contains a shared folder structure for storing reports.

- **Recycle Bin**: Contains a list of deleted reports, and allows for the restoration of deleted reports.

- **Search**: This function is not operational in ACE Reports.

SYSTEM MENUS

- **Applications**: Links to Web Intelligence applications. This course does not cover these advanced functions.

- **Preferences**: Allows the user to customize and modify the view of the BI launch pad and Web Intelligence interface.

- **Help menu**: Links to help documentation provided by SAP.

- **Log off**: Logs off the ACE Reports application.

WORKSPACE

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.

- **Instructor Note**: Select a standard report in the Navigation List to open the report in the Viewer pane.

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