



# Navigating the ACE Reports Home Landing Page

ACE Reports Video

*September 2020*



U.S. Customs and  
Border Protection





## 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**.

