



# Running a Standard Report

ACE Reports Videos

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U.S. Customs and  
Border Protection



## INTRODUCTION

Standard reports are:

- Pre-built reports designed to meet business needs.
- Have pre-established data objects and query filters and are developed by the ACE Reports Development team.
- Modified by selecting **Design** mode and making necessary edits in the **Query Panel**.

### RUNNING A STANDARD REPORT

1. In the **ACE Reports Home Page**, select the **Available Workspace** you wish to work in.  
The **Navigation List** and **Viewer** panes display.
2. In the **Navigation List** pane, if necessary, expand the **Reports** folder.
3. In the **Reports** folder, select the standard report you wish to run.  
A **Prompts** pane for that report displays.
4. In the **Prompts** dialog box, in the **Prompts Summary** pane, type or select criteria to run the report.



**IMPORTANT:** Any data object indicated with a **red arrow**  is required to run the report.



**TIP:** To add multiple values at once, type the values together separated by a semi-colon and no spaces (e.g. 38;39;84;85).

5. Select the **OK** button.