Running a Standard Report

ACE Reports Videos

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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.