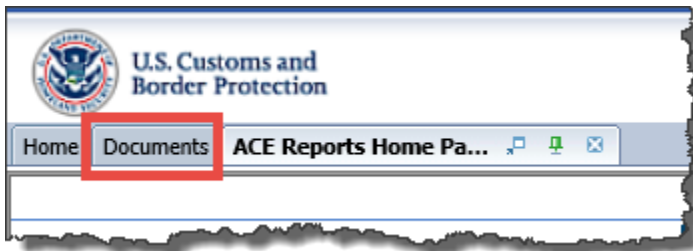


INTRODUCTION

This QRC provides guidance on changing the data source of a report from one universe to another universe in ACE Reports. This allows you to use an existing report to query data from a new universe instead of recreating the report entirely. The **Change Source Wizard** guides you through selecting a new universe and mapping the report's current data objects to data objects available in the new universe.

OPEN A SAVED REPORT FROM MY DOCUMENTS

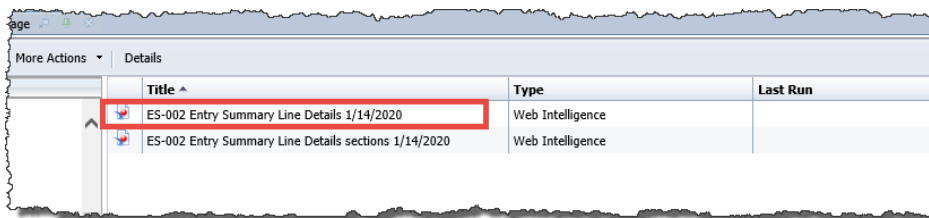
1. From the **ACE Reports** landing page, select the **Documents** tab.



2. Under **My Documents** or applicable shared folder, locate the saved report.



3. Open the report.

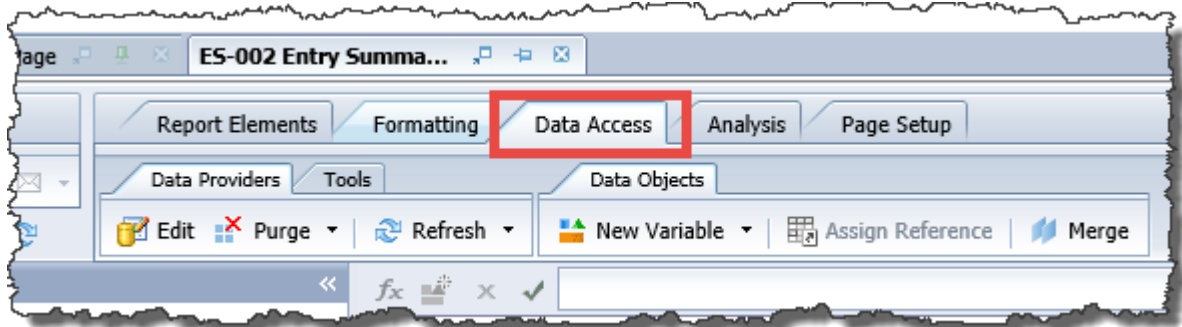


CHANGE THE DATA SOURCE OF REPORT

1. Navigate to and open a saved report.
2. Select the **Design** button to toggle from **Reading** to **Design** mode.

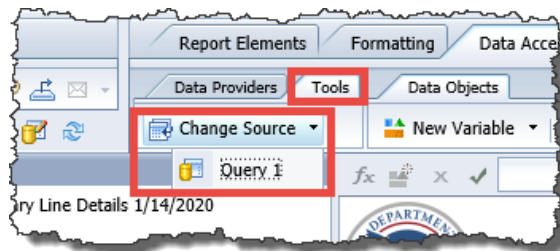


3. Select the **Data Access** tab.



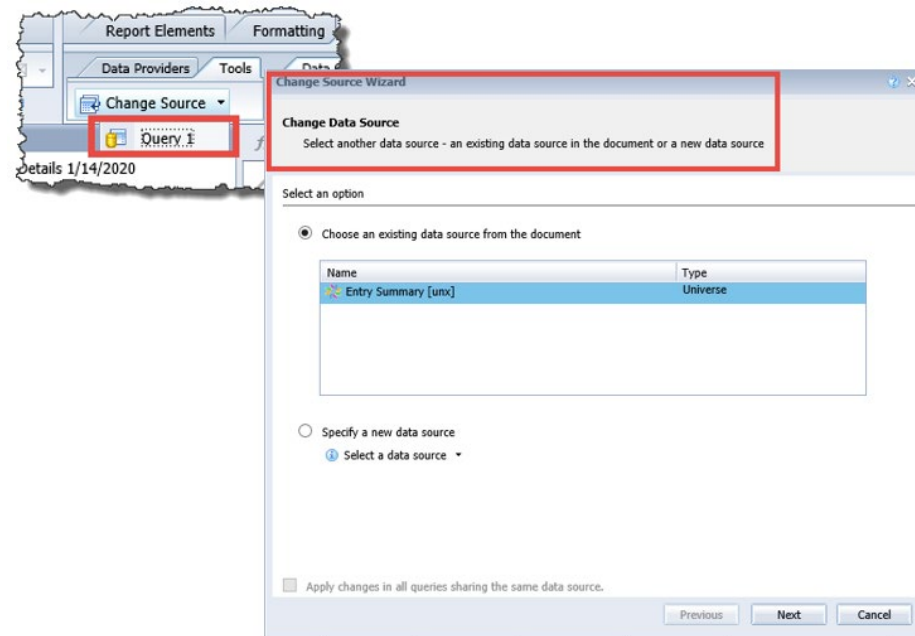
4. Select the **Tools** subtab.
5. In the **Tools** subtab, select the **Change Source** drop-down menu.

The query(s) associated with the report will display.

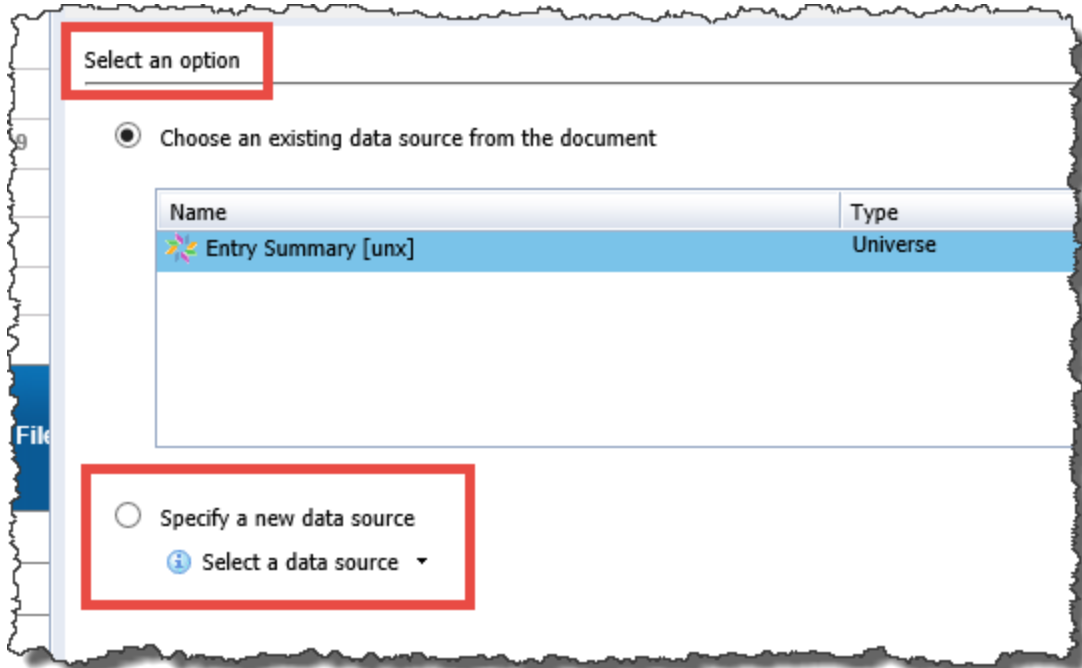


6. Select the query to change data source.

The **Change Source Wizard** dialog box displays.

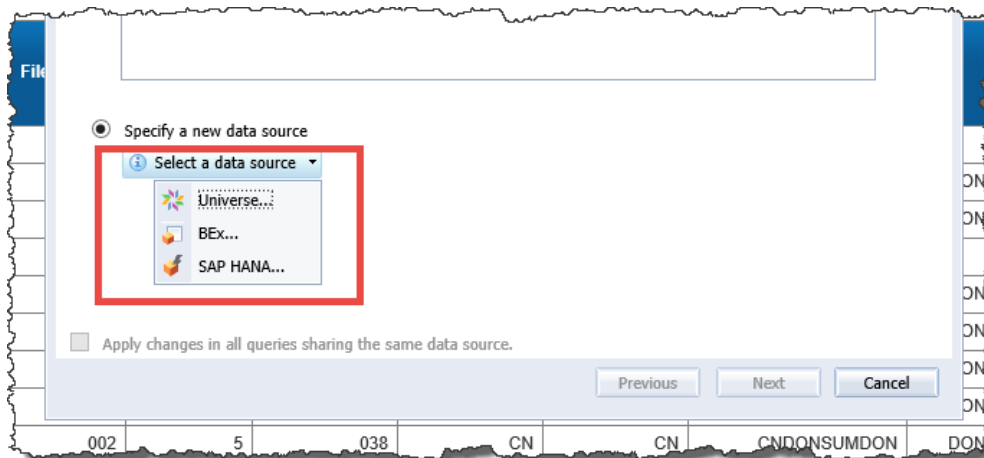


7. In the **Select an option** section, select the **Specify a new data source** radio button.



8. In the **Select a data source** drop-down menu, select **Universe**.

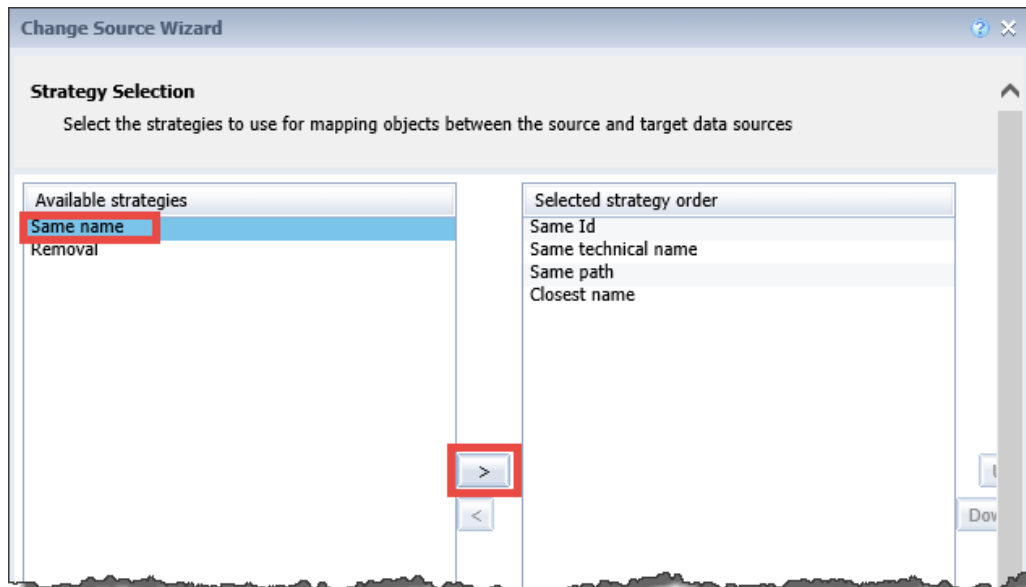
The **Universe** dialog box displays.



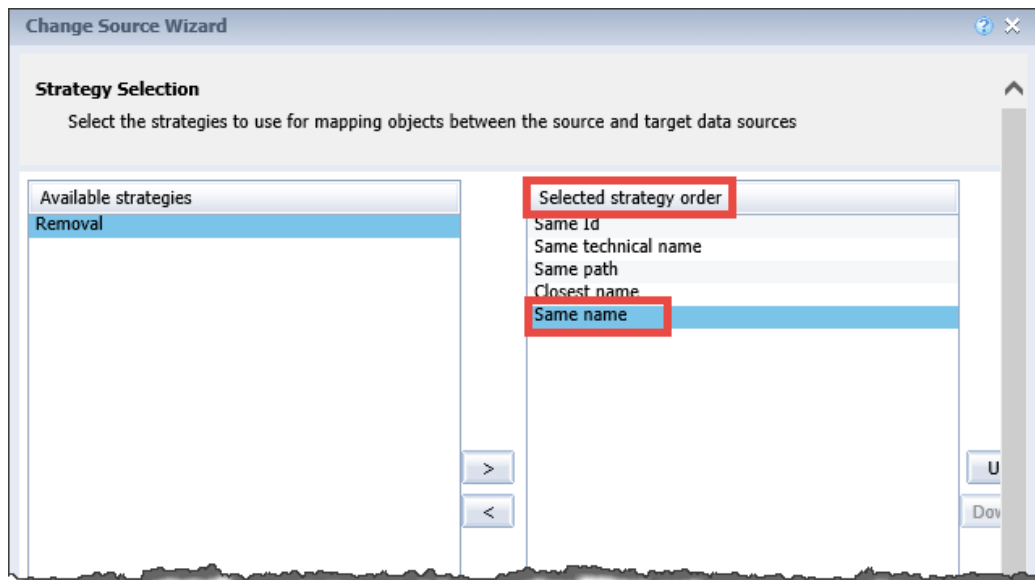


12. In the **Strategy Selection** section, in the **Available strategies** column,
 - a. Select **Same name**.
 - b. Select the right arrow.

Same name moves to the **Selected strategy order** column.



13. Select the arrow to move **Same name** to the **Selected strategy order** column.



14. Use the **Up** and **Down** buttons to change the priority of methods to map data objects from the current universe to the new universe.



NOTE: The recommended order is: **Same Id, Same technical name, Same path, Same name, Closest name.**

