



Navigating the ACE Reports Home Page

ACE Reports

January 2024



U.S. Customs and
Border Protection



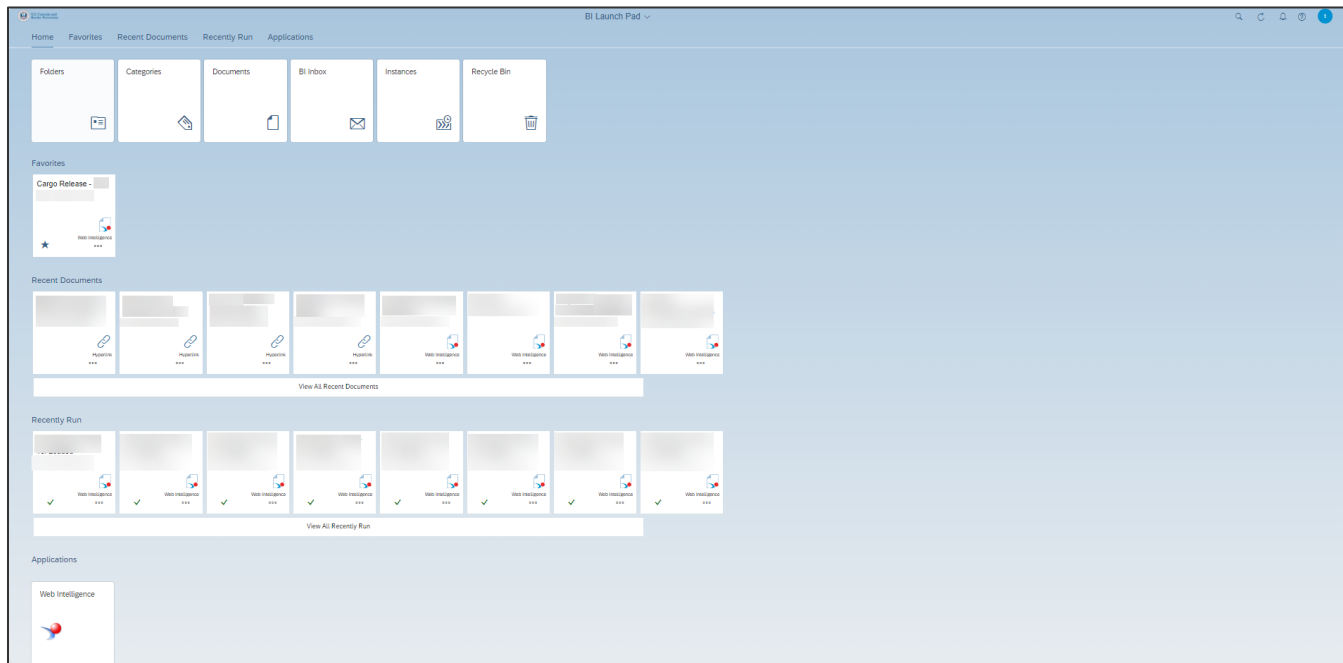
INTRODUCTION

The **ACE Reports** user interface (UI) default landing page is the **Home** page.



IMPORTANT: Your view and the functions you can perform are dependent on your assigned role. To see the function of a button, hover the cursor over it to display a tooltip.





HOME PAGE

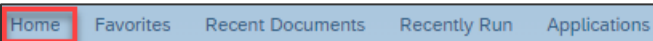


The **Home** tab provides access to workspaces, ad hoc reports, and training resources. It also provides information on recent application updates and user tips.

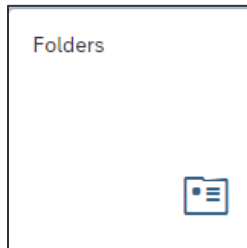


System tabs define functions within the operating system.

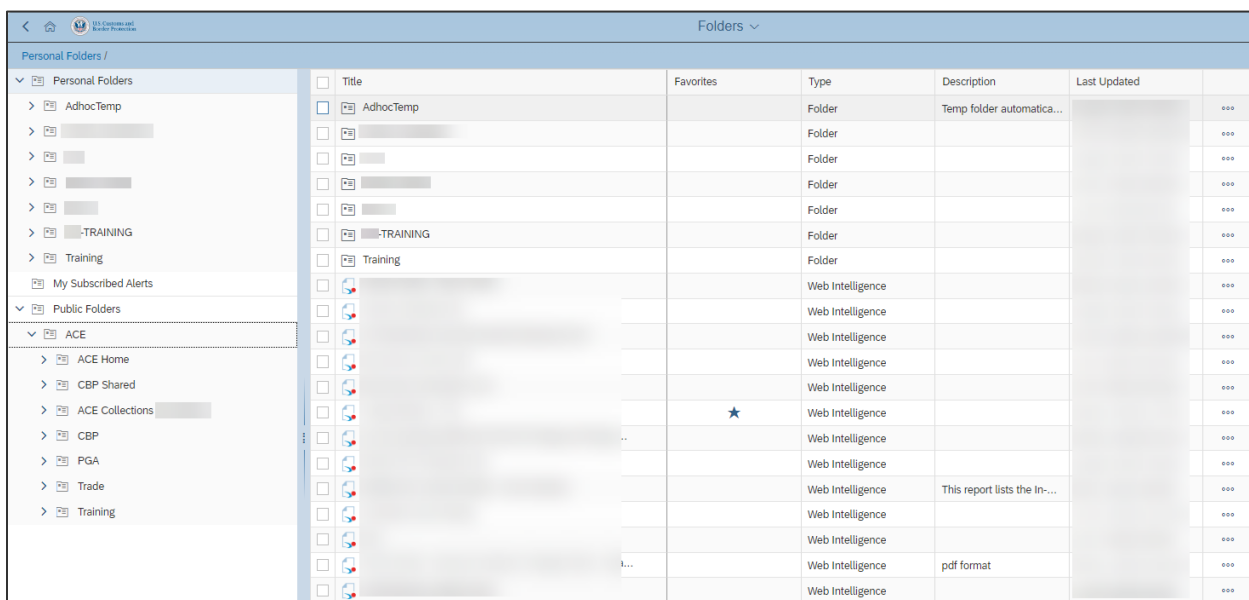
-  This is NOT a general **Search** function, but a search for information within the ACE Reports application.
-  **Refresh** updates the data on the screen.
-  This is for system generated **Notifications**.
-  This is your **Username**. Select the dropdown to choose **Settings, Edit Home Page, About, or Log out**.



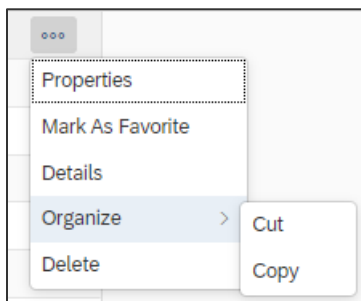
The **Home** tab contains the following tiles: **Folders**, **Categories**, **Documents**, **BI Inbox**, **Instances**, and **Recycle Bin**.



- **Folders** is a directory of all the folders you have access to in the system.



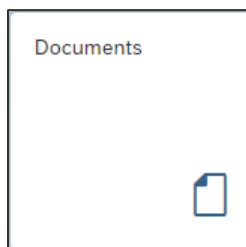
The ellipsis menu offers actions for folders and reports.





- **Categories** is a tagging system you can use for organizational purposes in addition to folders.

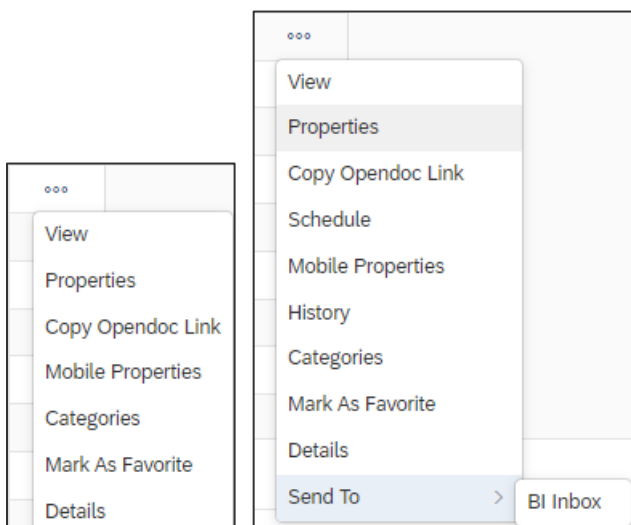
Personal Categories /						
Personal Categories	Title	Favorites	Type	Description	Last Updated	
New Category1	New Category1		Personal Category		Sep 20, 2023 10:11 AM	...

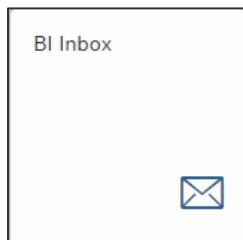


- **Documents** is a directory of documents, reports, and hyperlinks.

All Documents						
Title	Favorites	Type	Description	Last Updated		
[redacted]		Hyperlink				...
[redacted]		Hyperlink				...
[redacted]		Hyperlink				...

The ellipsis offers additional actions depending on the type of document.

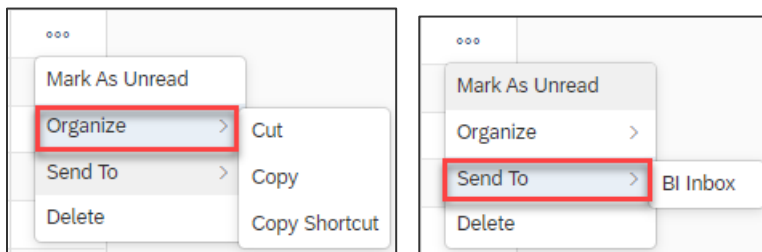




- The **BI Inbox** is used for communication and is comprised of both **Documents** and **Alerts**. The **Documents** section contains reports other users have sent you.

BI Inbox / Documents						
Documents		Title	From	Type	Description	
Alerts				Web Intelligence		...

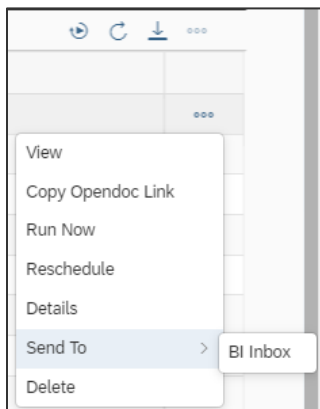
The ellipsis offers actions for files within **BI Inbox**.



- **Instances** are used to schedule and view instances of a report.

Schedule Instances							
Instance Time:	Status:	Type:	Title:	Scheduled By:			
02.10.2023 - 03.10.2023	Select Instance Status	Select Document Type	Enter Document Title	Enter Scheduled By	Go		
Instances							
Title	Type	Status	Instance Time	Expiry	Created On	Subscription	
	Web Intelligence	Success	Oct 2, 2023 9:28 AM	Oct 2, 2023 9:28 AM	Oct 2, 2023 9:23 AM		...

The ellipsis offers actions for reports within the **Instances** window.



- The **Recycle Bin** consists of deleted files, folders, and documents. Items in the Recycle Bin are subject to deletion at any time.

Title	Type	Deleted on
	Web Intelligence	Sep 26, 2023 9:28 AM

The ellipsis offers additional actions for a deleted file, folder, or document.

