

## Navigating the ACE Reports Home Page

ACE Reports

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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.
- C Refresh updates the data on the screen.
- <sup>1</sup> This is for system generated **Notifications**.
- This is your Username. Select the dropdown to choose Settings, Edit Home Page, About, or Log out.







Home Favorites Recent Documents Recently Run Applications

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



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

C C W US Contents and Revelop Protection		Folders $\sim$				
Personal Folders /						
✓ ➡ Personal Folders	Title	Favorites	Туре	Description	Last Updated	
> 🖻 AdhocTemp	E AdhocTemp		Folder	Temp folder automatica		000
> =	*=		Folder			000
	·=		Folder			000
> •=	•=		Folder			000
	*=		Folder			000
> TRAINING	TRAINING		Folder			000
> 🖻 Training	Training		Folder			000
My Subscribed Alerts	<b>G</b>		Web Intelligence			000
V 🖻 Public Folders	Ģ.		Web Intelligence			000
V 🖻 ACE	<b>G</b>		Web Intelligence			000
> 🖻 ACE Home	Ģ.		Web Intelligence			000
> 🖻 CBP Shared	Ģ.		Web Intelligence			000
> 🖻 ACE Collections	G.	*	Web Intelligence			000
> 🖻 CBP	G		Web Intelligence			000
> 🖭 PGA	G.		Web Intelligence			000
> 🖭 Trade	G.		Web Intelligence	This report lists the In		000
> 🖭 Training	Ģ.		Web Intelligence			000
	G.		Web Intelligence			000
	<b>G</b>		Web Intelligence	pdf format		000
	5		Web Intelligence			000

The ellipsis menu offers actions for folders and reports.

000	
Properties	
Mark As Favorite	
Details	
Organize >	Cut
Delete	Сору



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Categories	
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	1

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

	Personal Categories /							
	🗸 🔄 Personal Categories		Title	Favorites	Туре	Description	Last Updated	
	New Category1		New Category1		Personal Category		Sep 20, 2023 10:11 AM	000
Docum	ents							

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

A	ll Documents					
	Title	Favorites	Туре	Description	Last Updated	
	C		Hyperlink			000
	C		Hyperlink			000
	e		Hyperlink			000

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

	000
	View
	Properties
000	Copy Opendoc Link
View	Schedule
Properties	Mobile Properties
Copy Opendoc Link	History
Mobile Properties	Categories
Categories	Mark As Favorite
Mark As Favorite	Details
Details	Send To > BI Inbox



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BI Inbox	
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• 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	Туре	Description	
Alerts		G.		Web Intelligence		000

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

Mark As Unread		Mark As Unread		
Organize >	Cut	Organize	>	1
Send To >	Сору	Send To	$\rightarrow$	BI Inbox
Delete	Copy Shortcut	Delete		



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

Schedule Instances										(H)
Instance Time: S	Status:	Type:		т	Title:	Sch	heduled By:			
02.10.2023 - 03.10.2023	Select Instance Status	✓ Select Docume	nt Type	~	Enter Document Title	B	Enter Schedule	ed By		Go
^ A										
Instances									⊕ C <u>↓</u>	
Title	Туре	Status	Instance Time 👳	Expiry		Created On		Subscription		
- G	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.







			_
	• C ±	000	_
		000	
	View		
	Copy Opendoc Link		
	Run Now		
	Reschedule		
	Details		
	Send To	>	BI Inbox
	Delete		
Recycle	Bin		

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



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

	000
Res	tore
Prop	perties
Dele	ete



