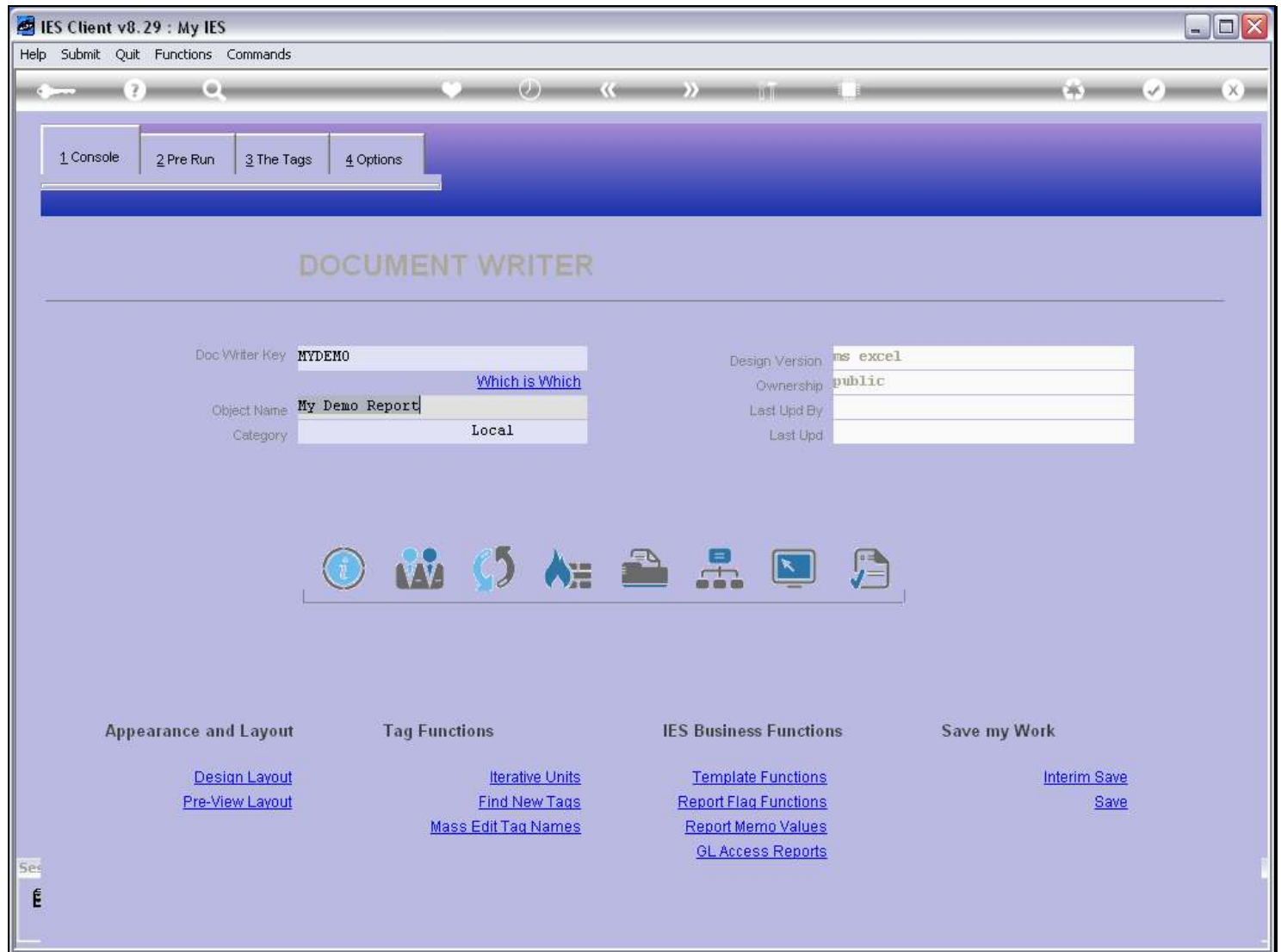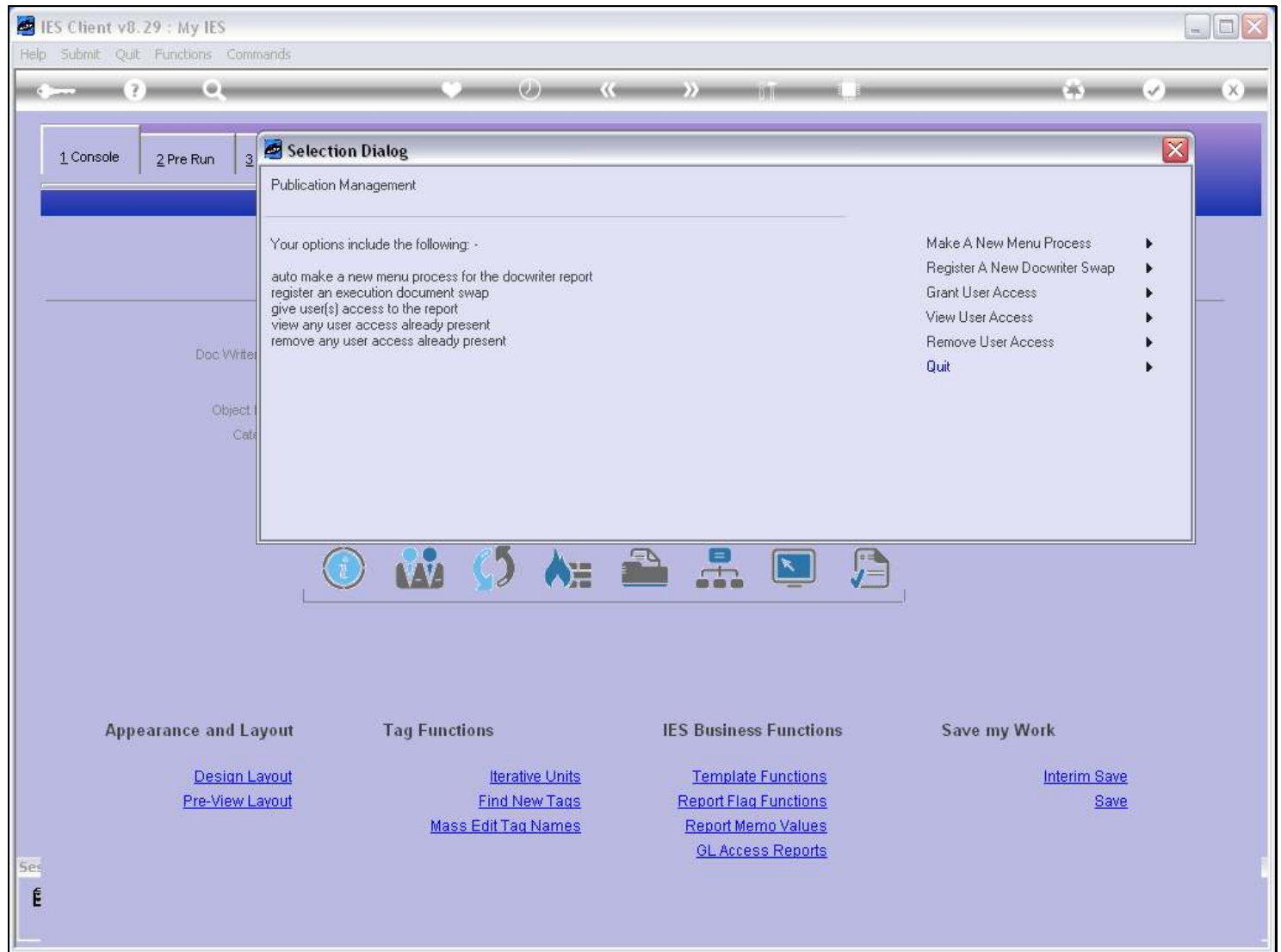## Slide 1 - Slide 1

Slide notes

When we have made a new Report, then it can be used as a Swap for execution in place of another Document, or it can be used in the Report Warehouse Library, in both cases without needing a Menu Process. But if we want to make this Report available to Users on their Menus, then we need to put the Report in the Menu Process Library. How do we do that? We will see now - we choose the Publication function.
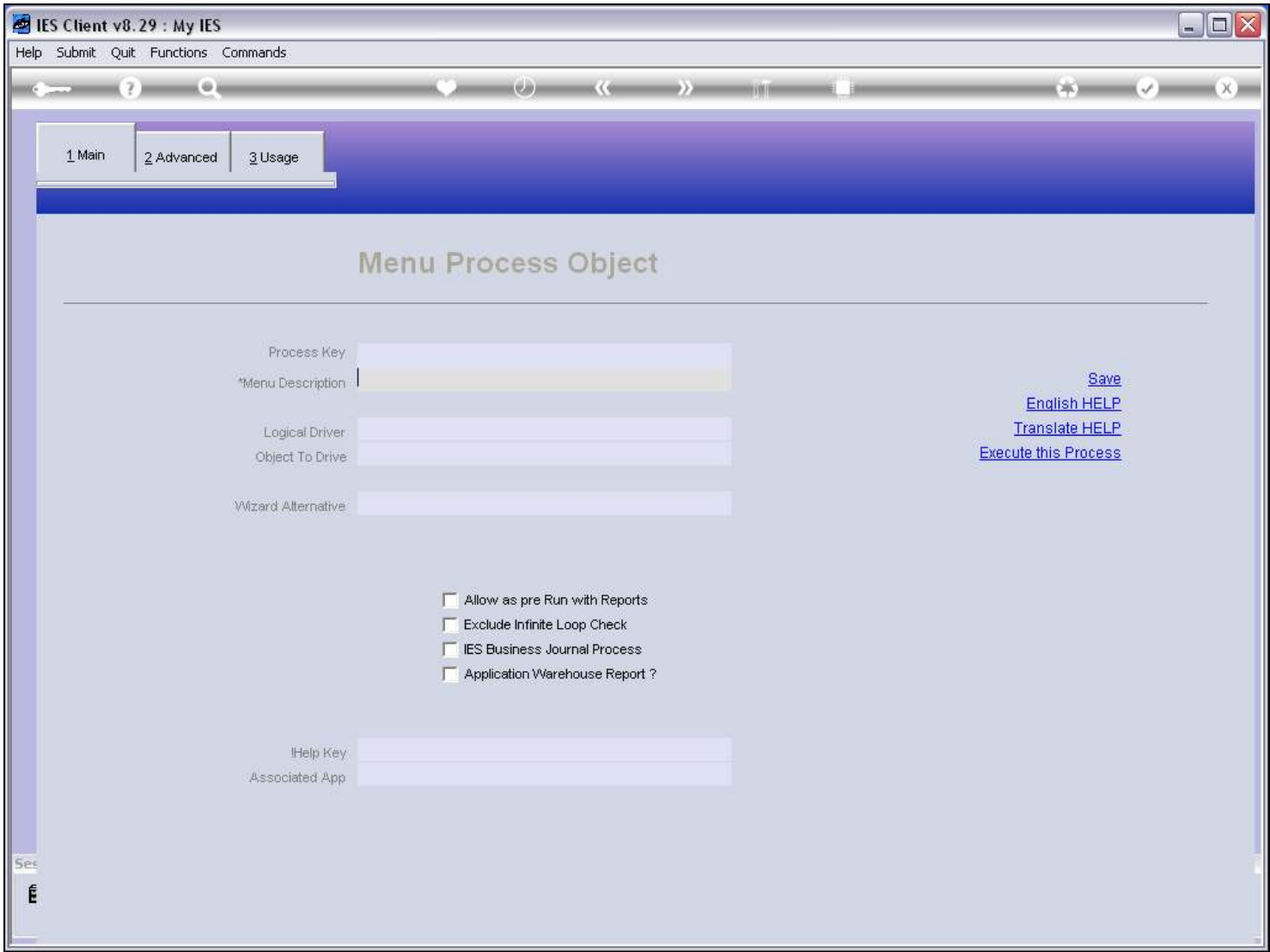
Slide 2 - Slide 2

Slide notes

If this Report is already in the Process Library, then the system will say so. This Report is not yet in the Process Library, and the system will put it there automatically if we choose 'Make a New Menu Process'.

Slide 3 - Slide 3

Slide notes

So, it has been done, and the system will now open the link to the Process Library.

Slide 4 - Slide 4

Slide notes

Slide 5 - Slide 5

Slide notes

Here is our menu process. If we want to change the Description that will appear on User Menus, then we can do so.

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Slide notes

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Slide notes

Slide 8 - Slide 8

Slide notes

The 'how do I' system will use the same words that are in our Menu Description for inclusion in the 'how do I' system.

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Slide notes

Slide 11 - Slide 11

Slide notes

And now, as we can see, the system shows us that this Report is already listed in the Process Library.

Slide 12 - Slide 12
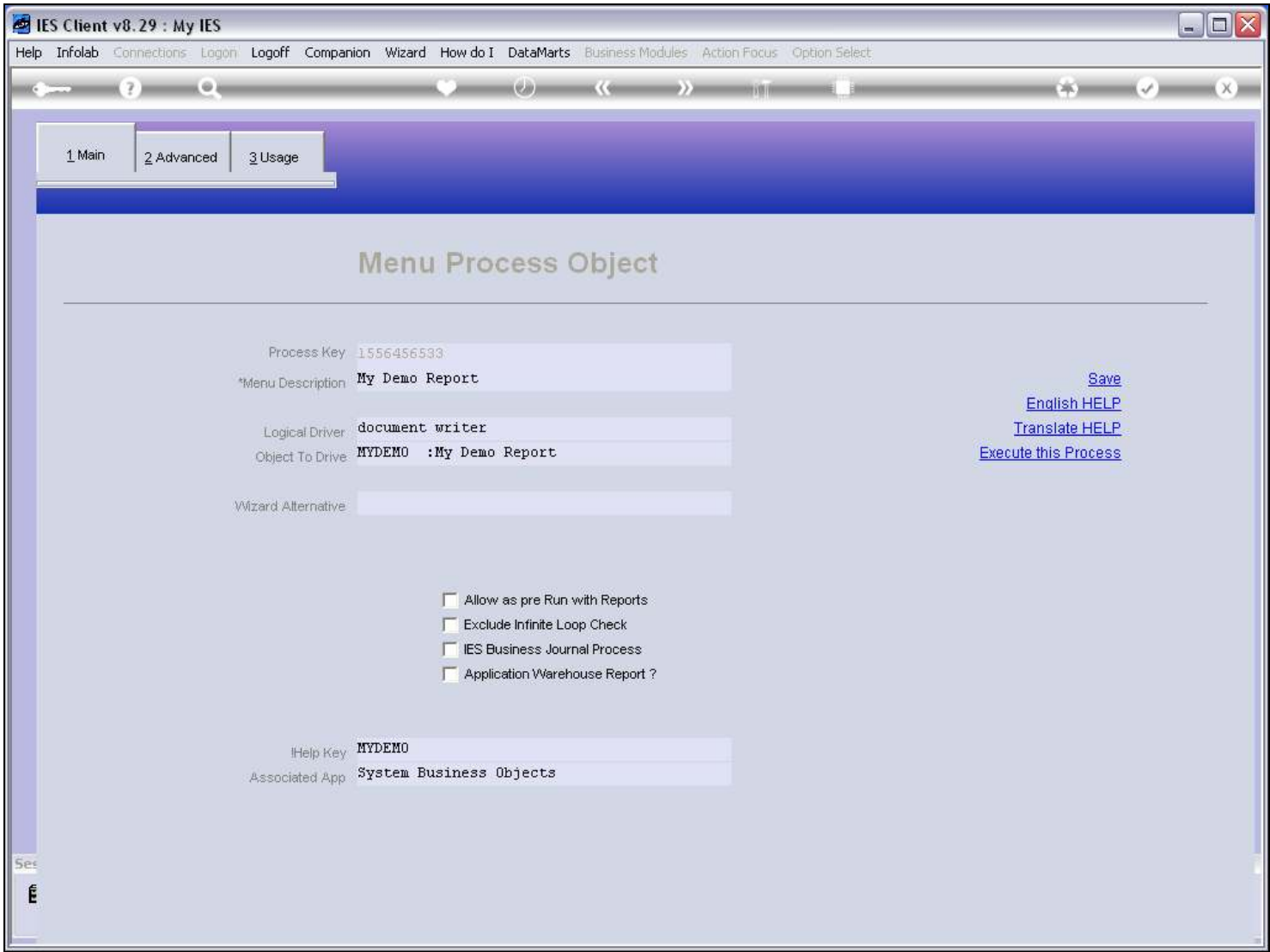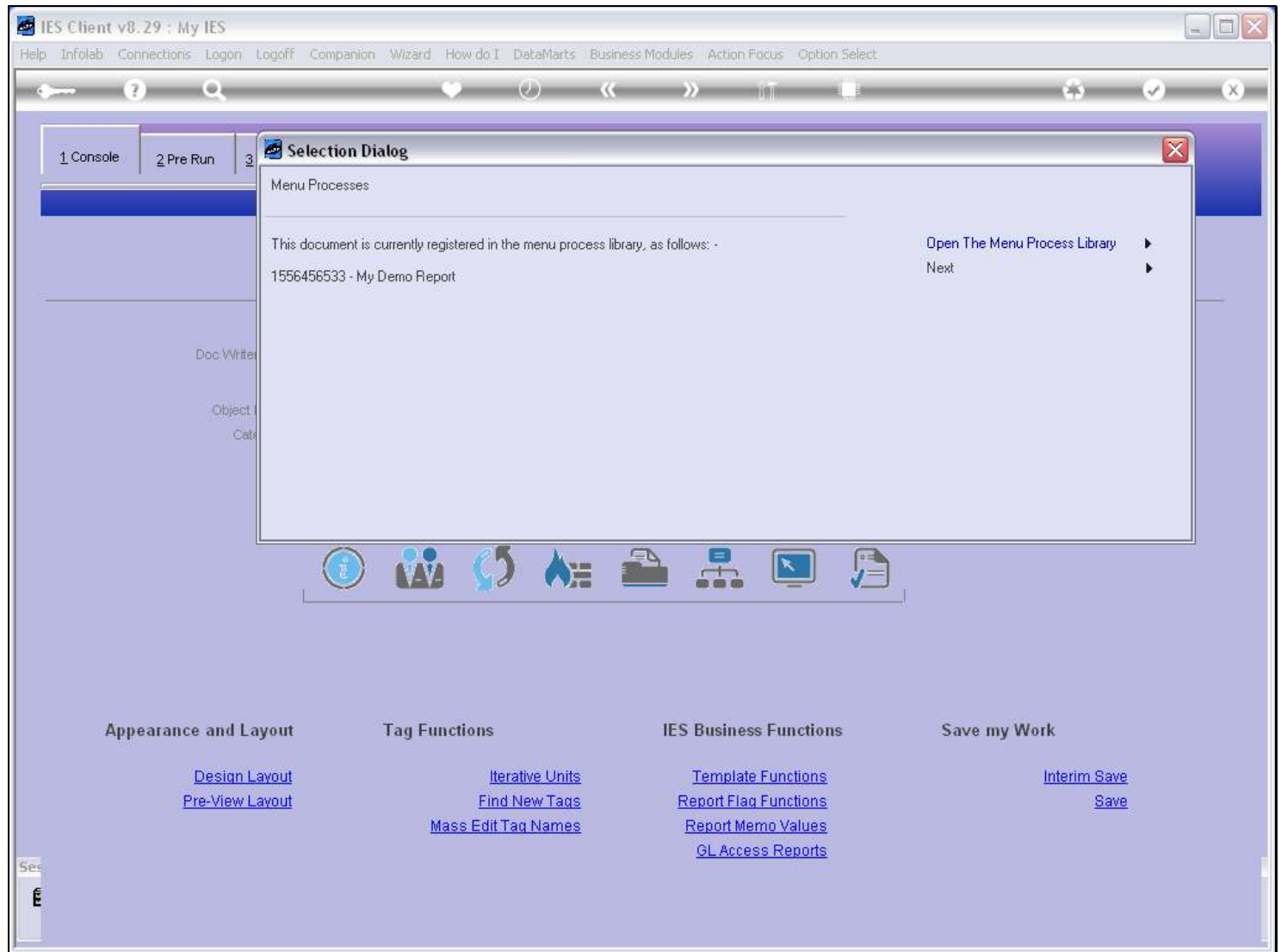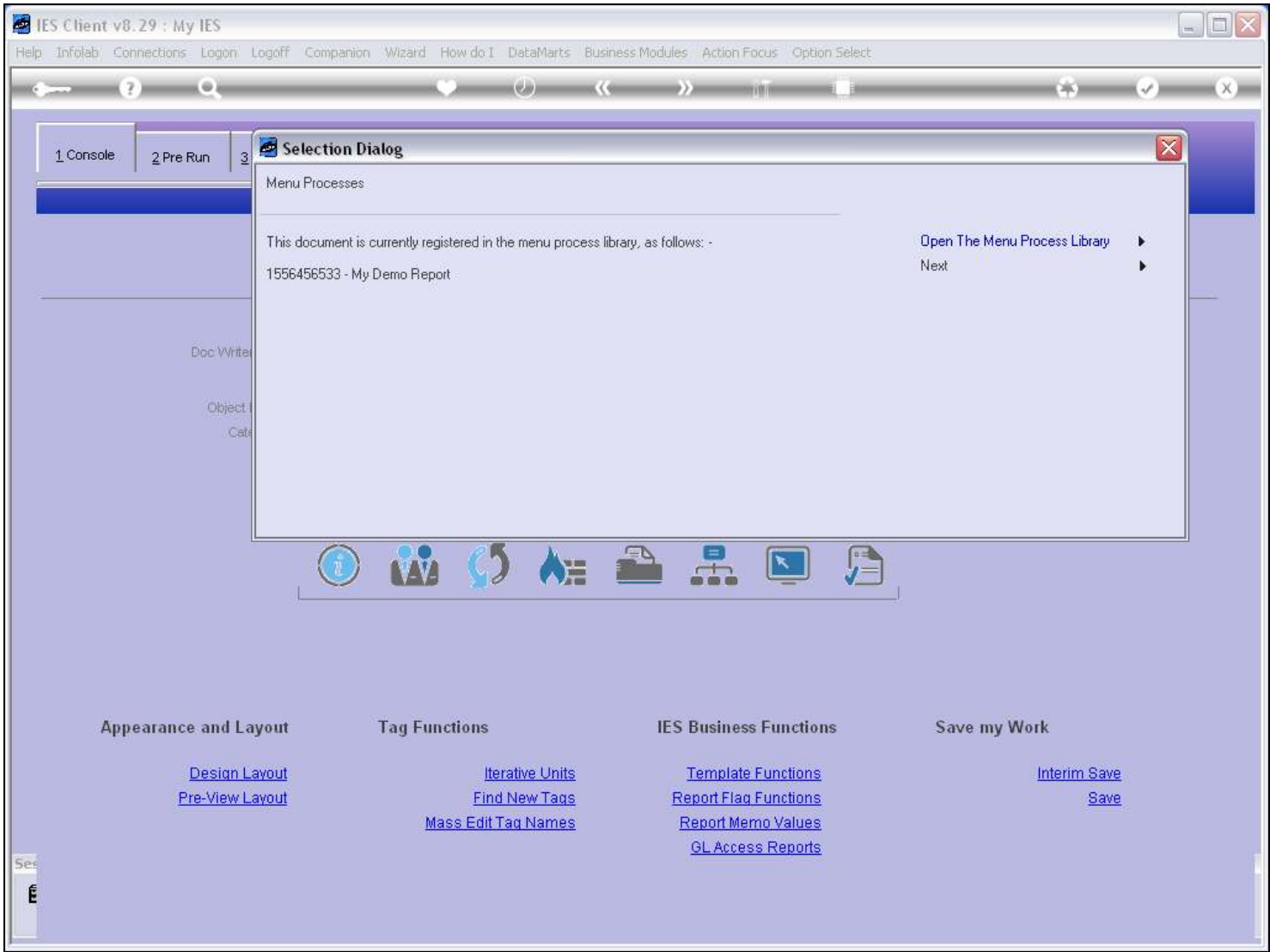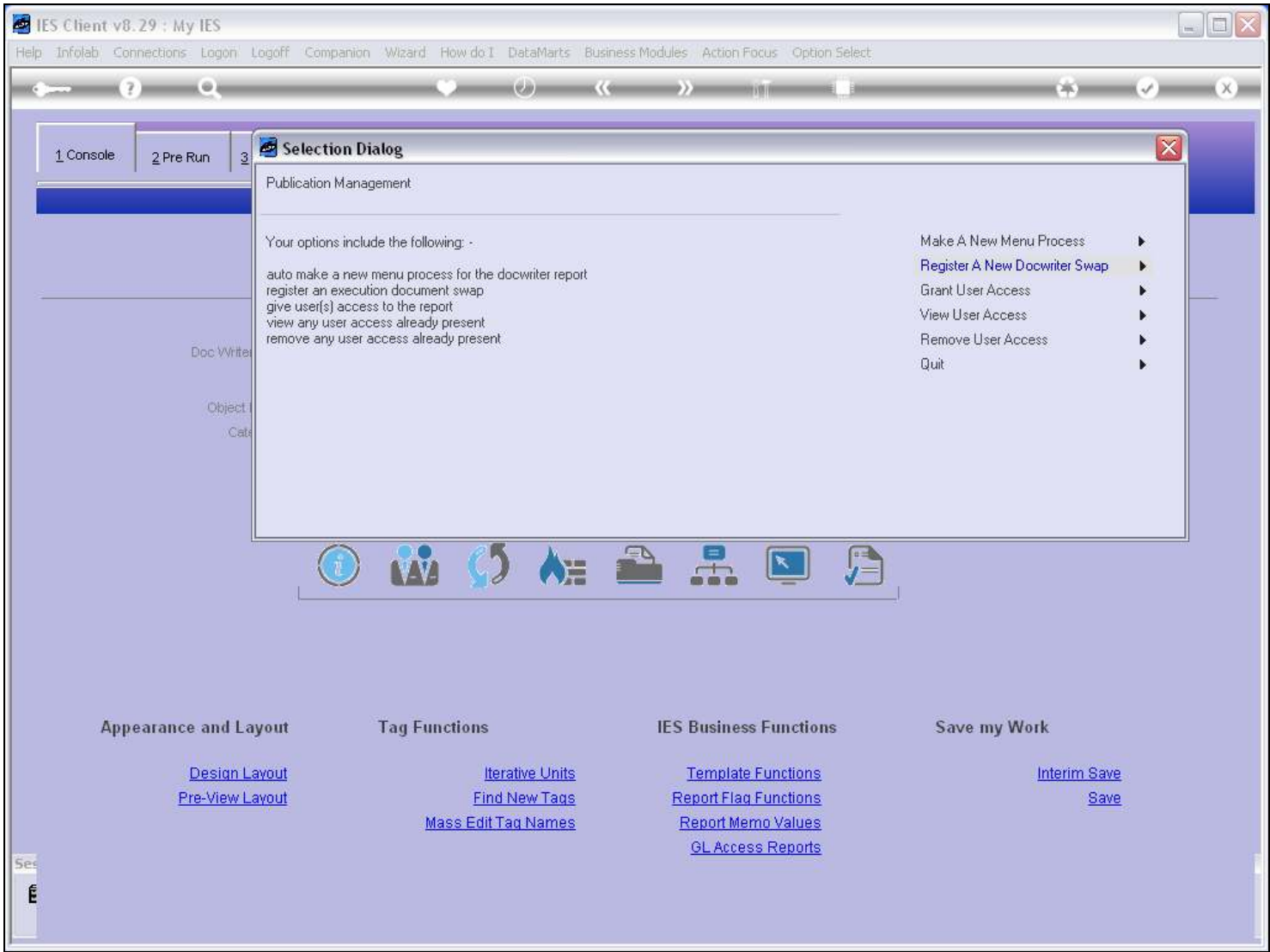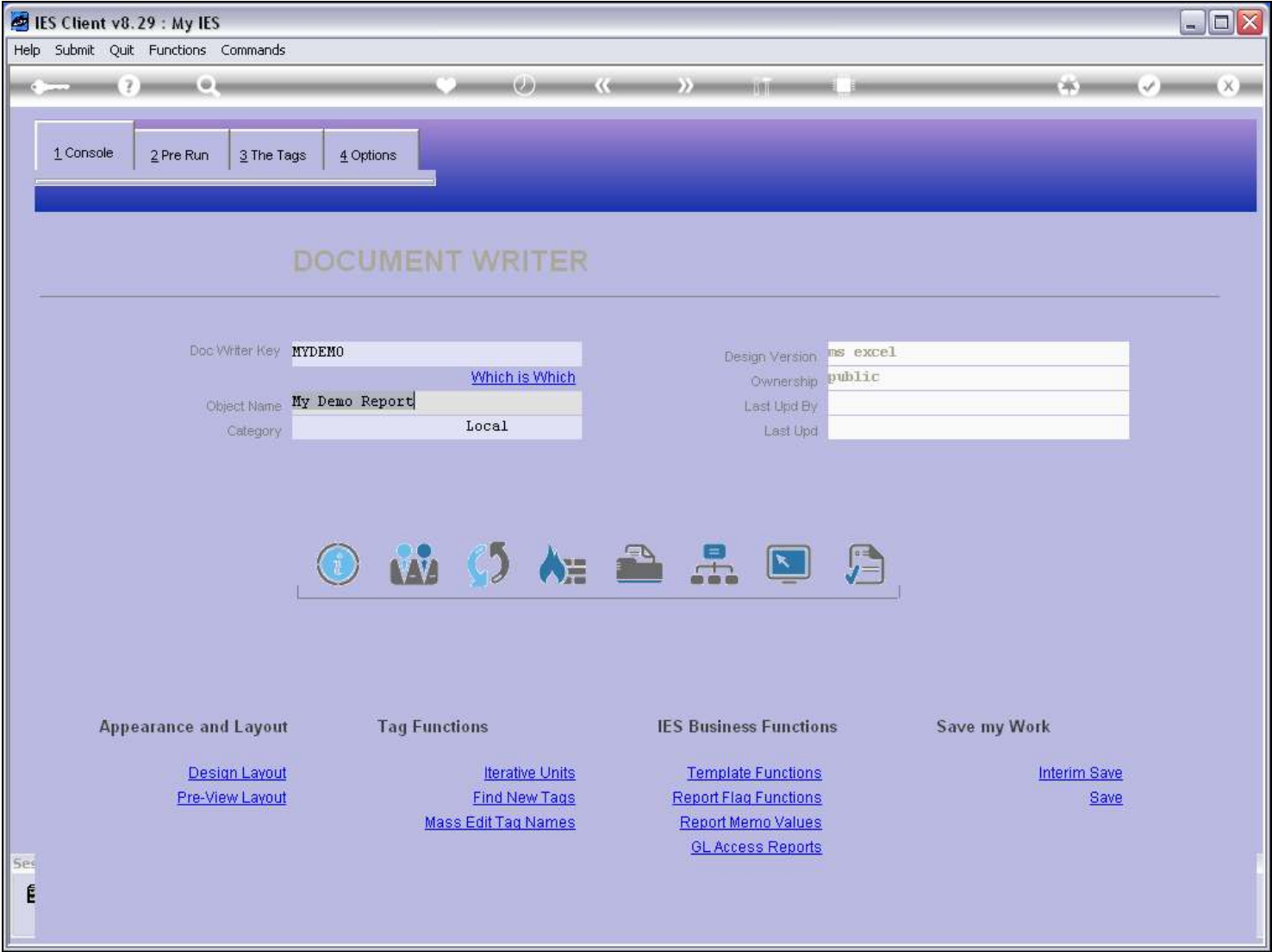

Slide notes

Slide 13 - Slide 13

Slide notes

Slide 14 - Slide 14

Slide notes