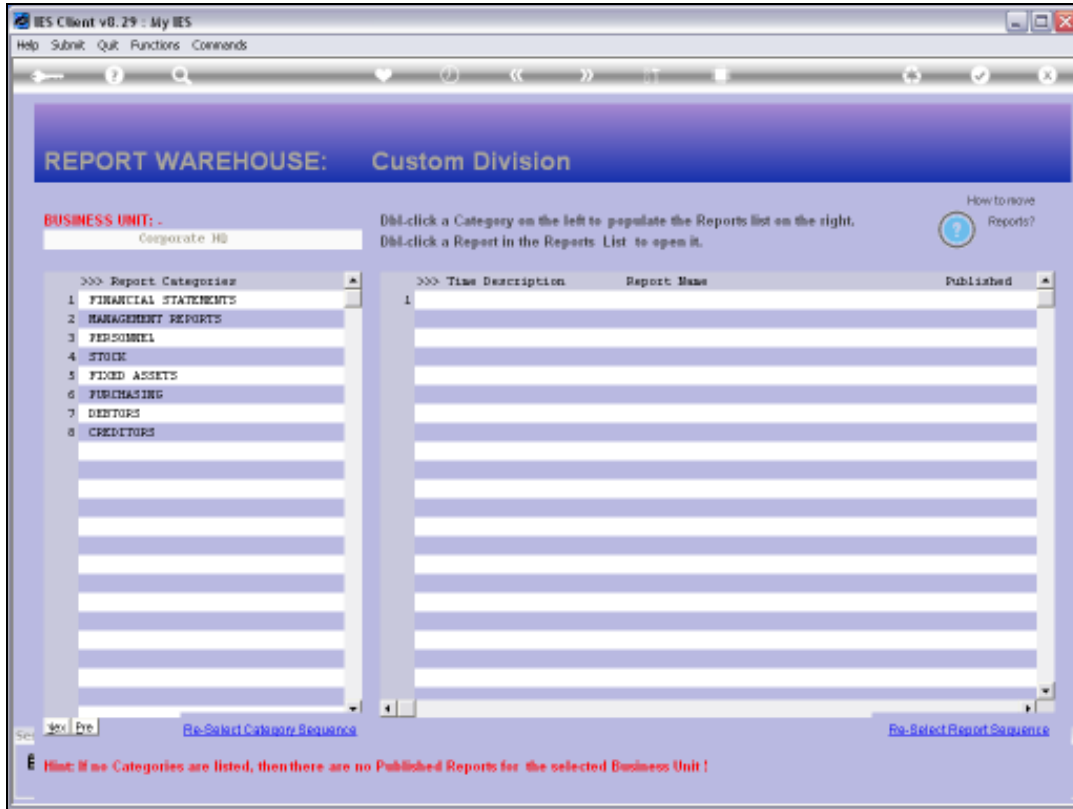


Slide 1

Slide notes: A Systems Administrator can remove any Report that has been published in error, or for another valid reason, and that removal can be done by the manual method. In this tutorial, we want to show the 'Selective Removal' function, which can be used to delete a few or thousands of Reports with very little effort. We typically use this method to remove very old Reports that are no longer needed or wanted in the Report Warehouse.



Slide 2
Slide notes:



Slide 3

Slide notes: Before we do that, we want to show certain Reports that are currently available in the Warehouse, because we are going to remove them.

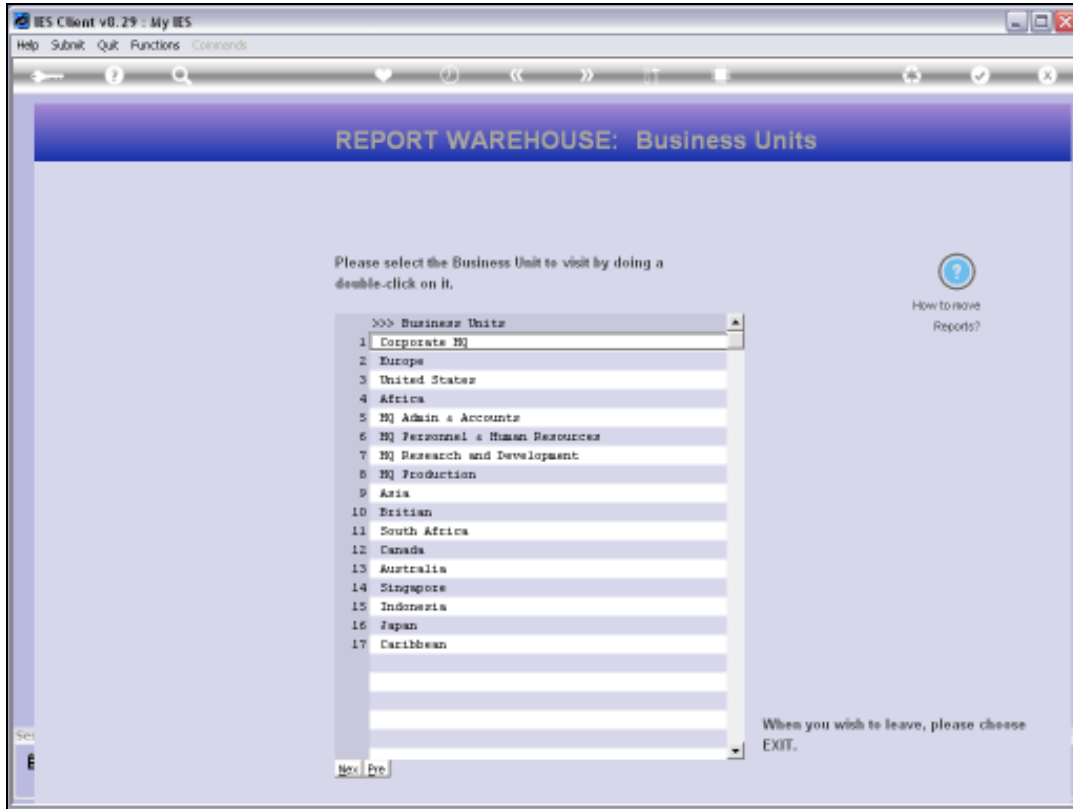


Slide 4

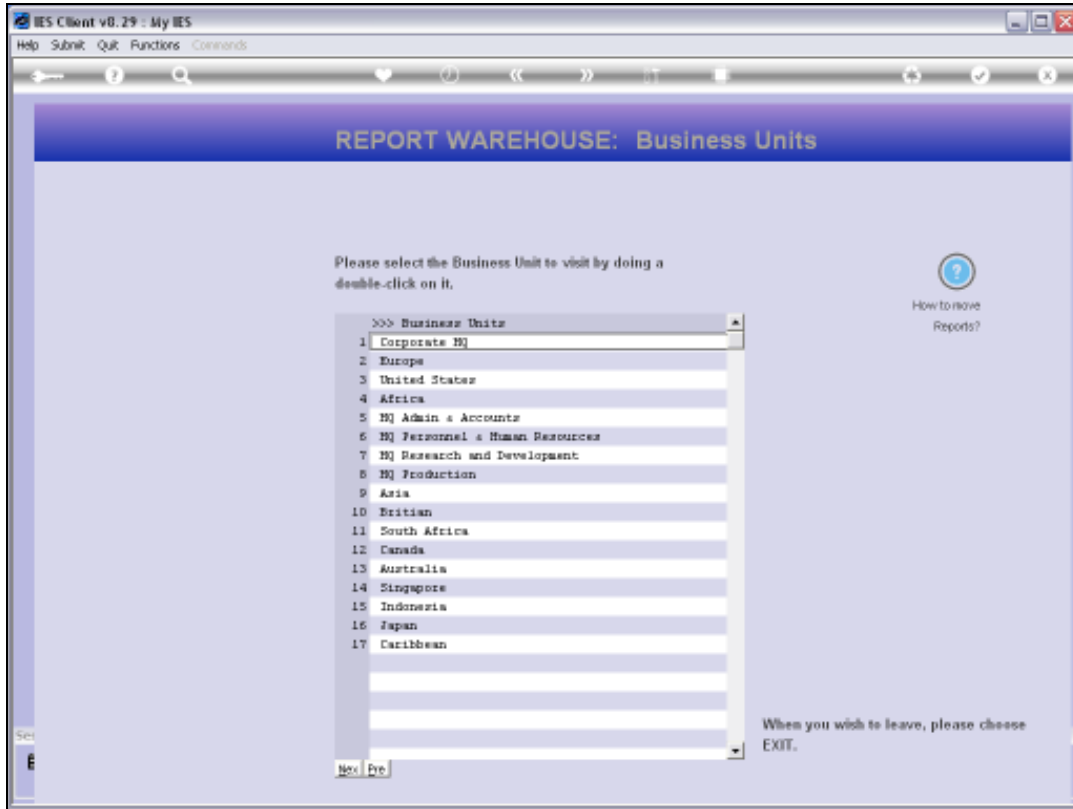
Slide notes: On the Management Reports category, we have these Reports shown on the right. All of them will be gone after our Selective Removal exercise.



Slide 5
Slide notes:

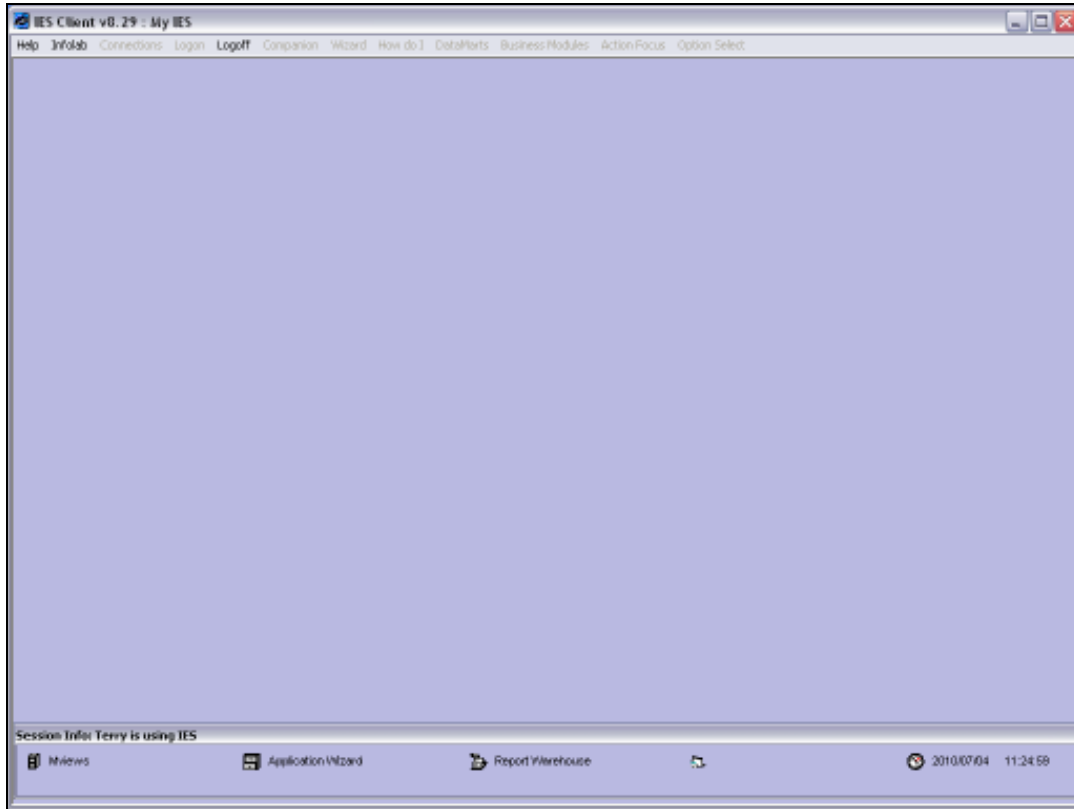


Slide 6
Slide notes:

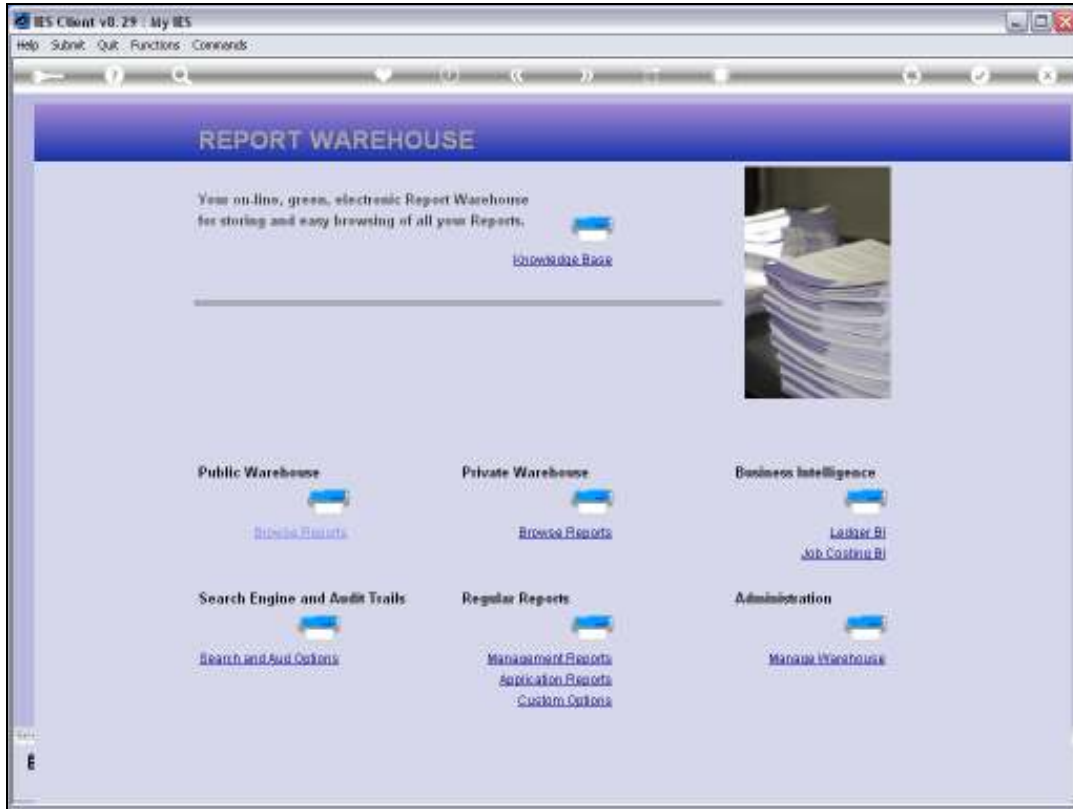


Slide 7

Slide notes:

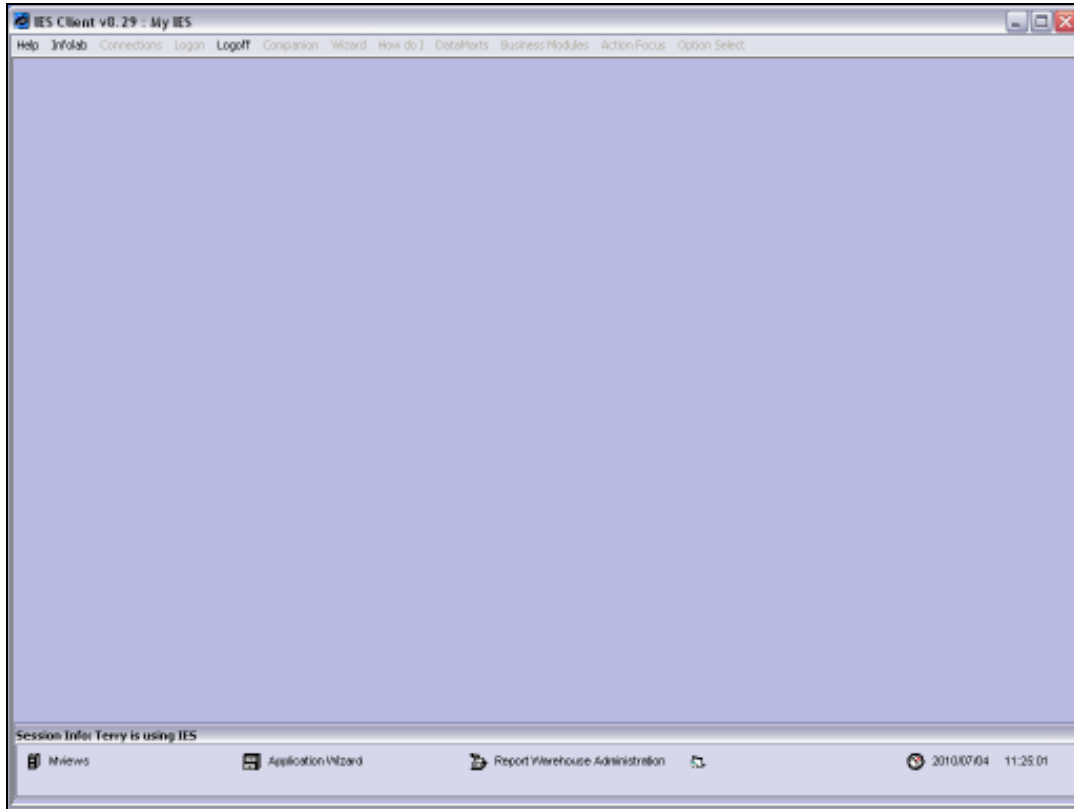


Slide 8
Slide notes:



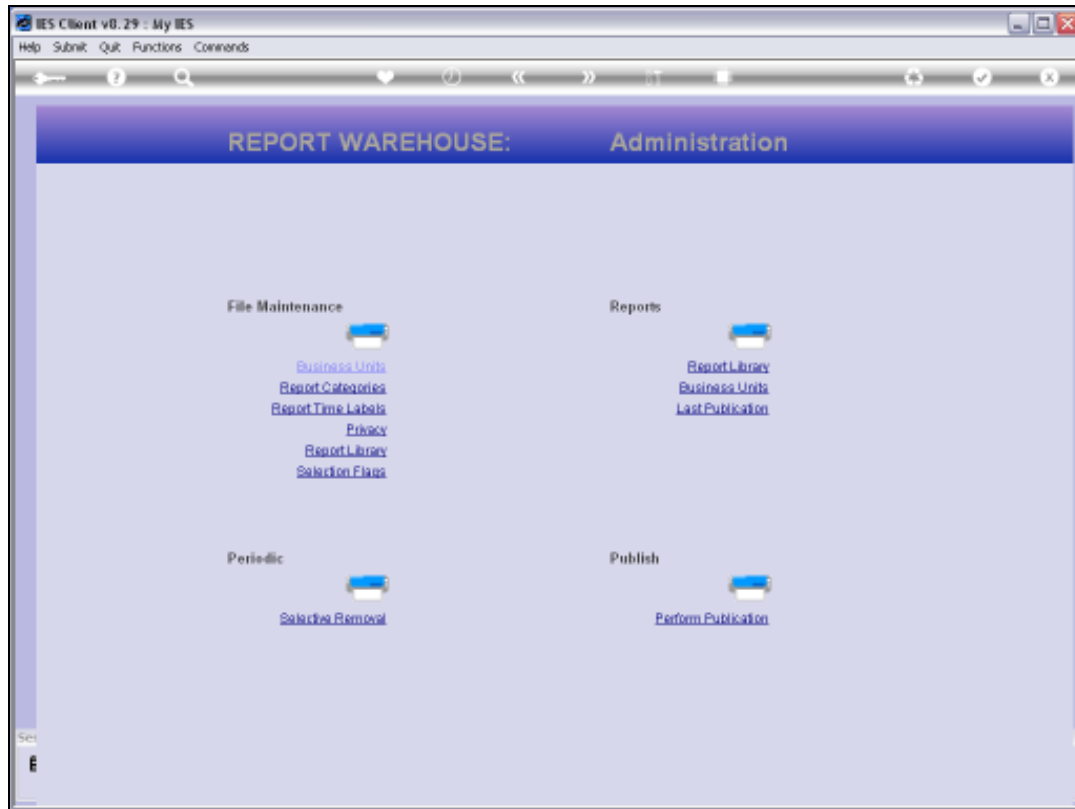
Slide 9

Slide notes: Next, we go to 'Manage Warehouse'.



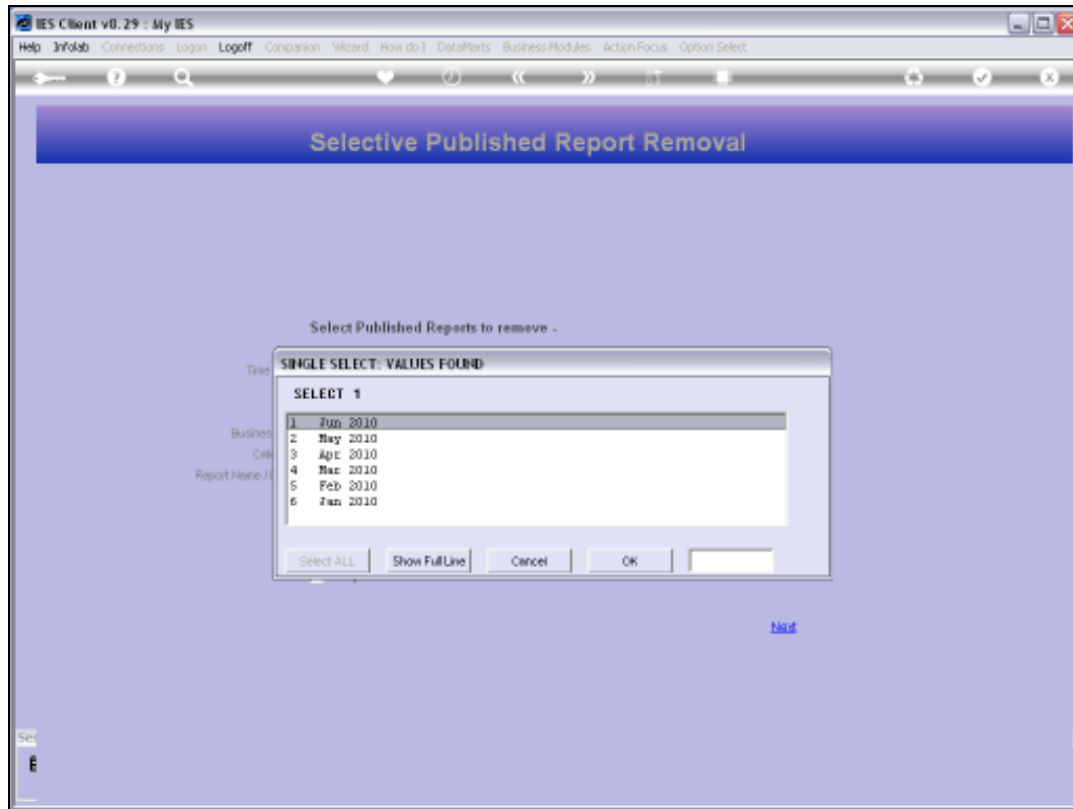
Slide 10

Slide notes:



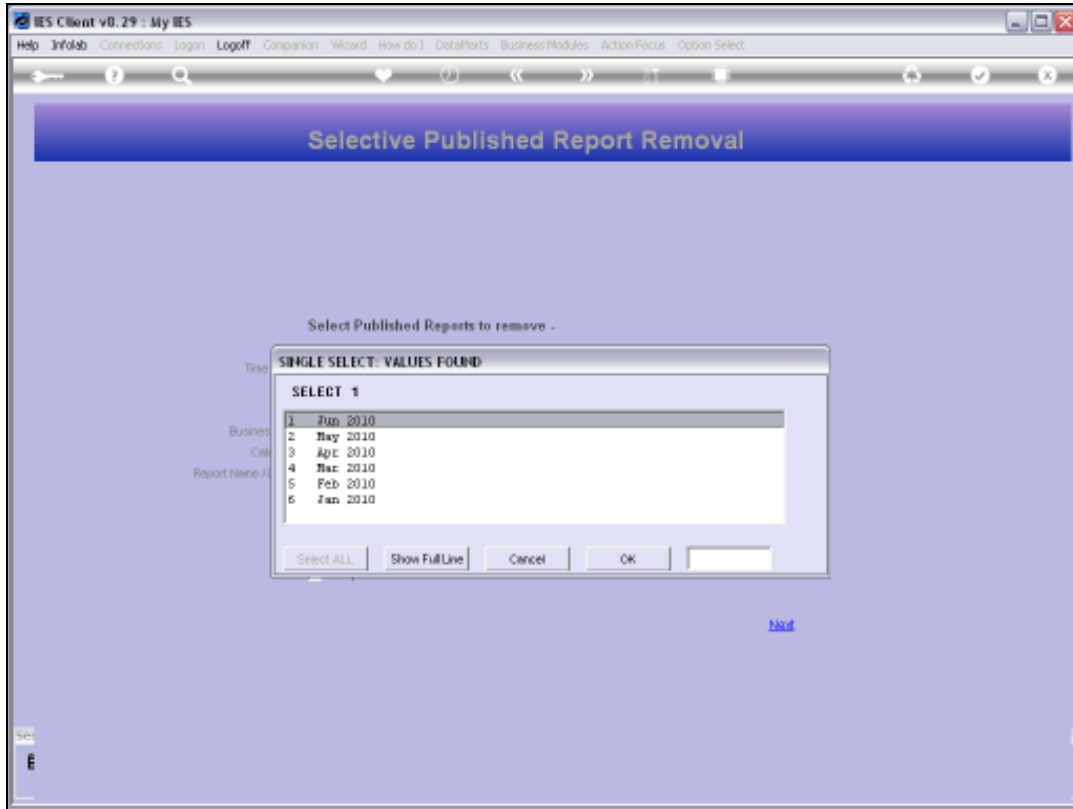
Slide 11

Slide notes: And we choose 'Selective Removal'. This is only available to Systems Administrators.



Slide 12

Slide notes: Selection of the Time Label is all important. It is the primary indicator that will be used to identify the Reports that we want to delete.



Slide 13

Slide notes:

The screenshot shows a web browser window titled "IES Client v8.29 : My IES". The browser's address bar and navigation buttons are visible. The main content area has a purple header with the text "Selective Published Report Removal". Below the header, the text "Select Published Reports to remove -" is centered. The form contains the following fields and options:

- Time Label:** A text input field containing "Jul. 2010" and a dropdown menu set to "mandatory".
- Business Unit:** A text input field with a dropdown menu set to "optional".
- Category:** A text input field with a dropdown menu set to "optional".
- Report Name (Class):** A text input field with a dropdown menu set to "optional".

Below the form fields, there is a red warning message: "Without a prompting request, reports will be removed automatically." Underneath this message is a checked checkbox labeled "Prompt Each Removal". A blue "Submit" button is located at the bottom right of the form area.

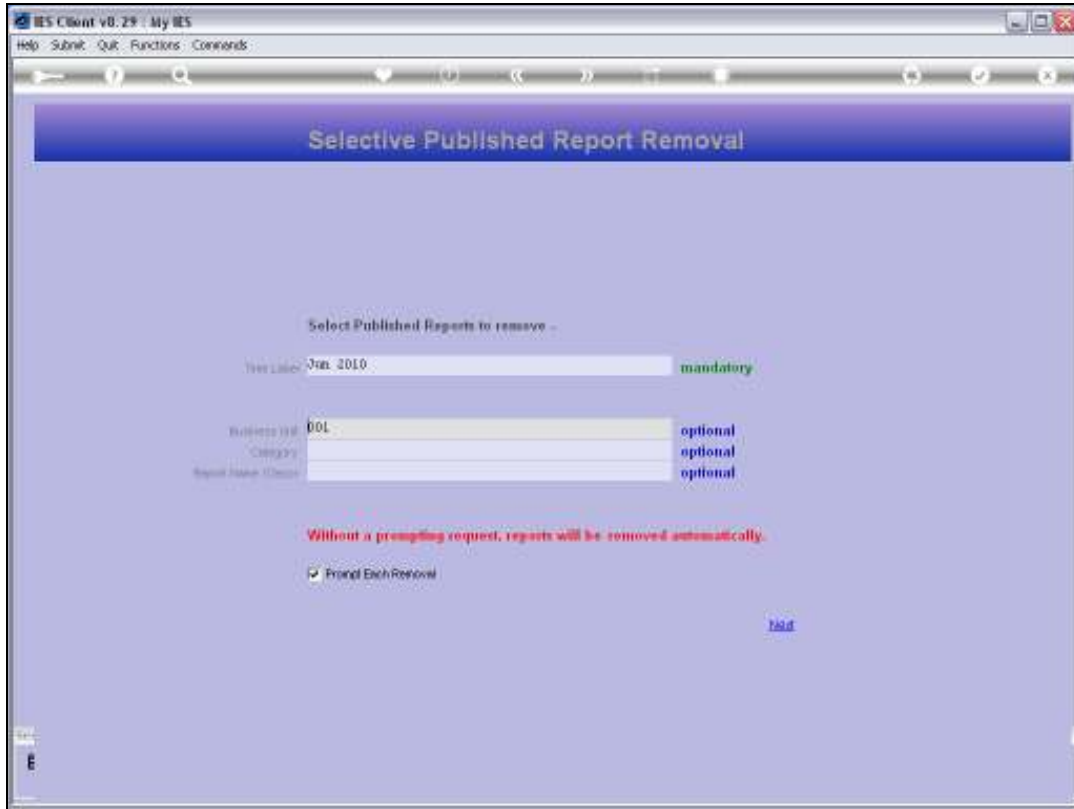
Slide 14

Slide notes: The other parameters are all optional, and if not specified, then all Reports of that parameter are included, as long as the Time Label fits. And whenever we select a parameter for any of the other fields, then we restrict the removal to Reports that fit also that indicator.



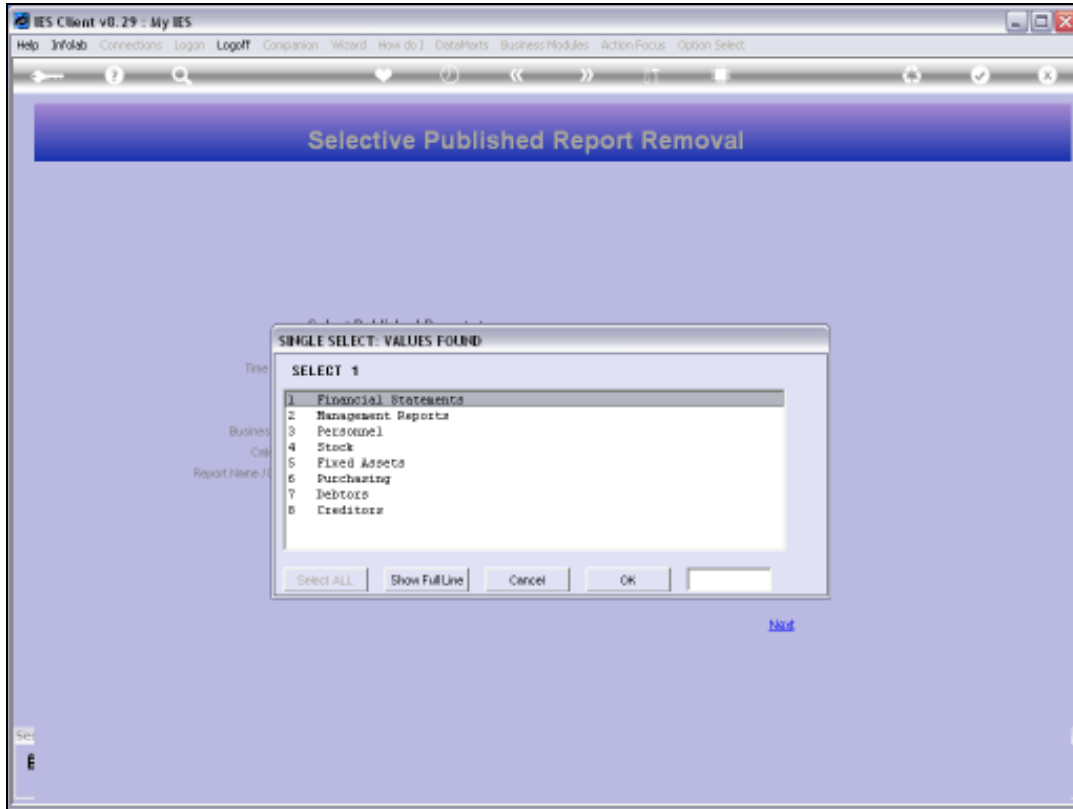
Slide 15

Slide notes:



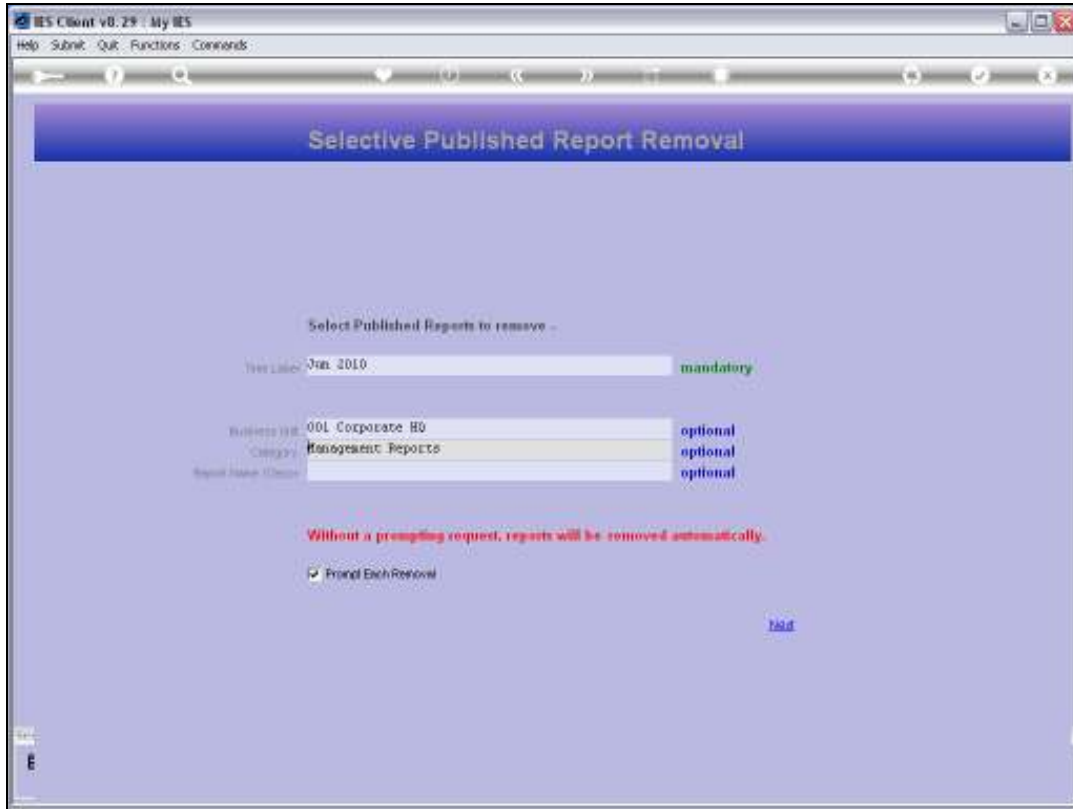
Slide 16

Slide notes:



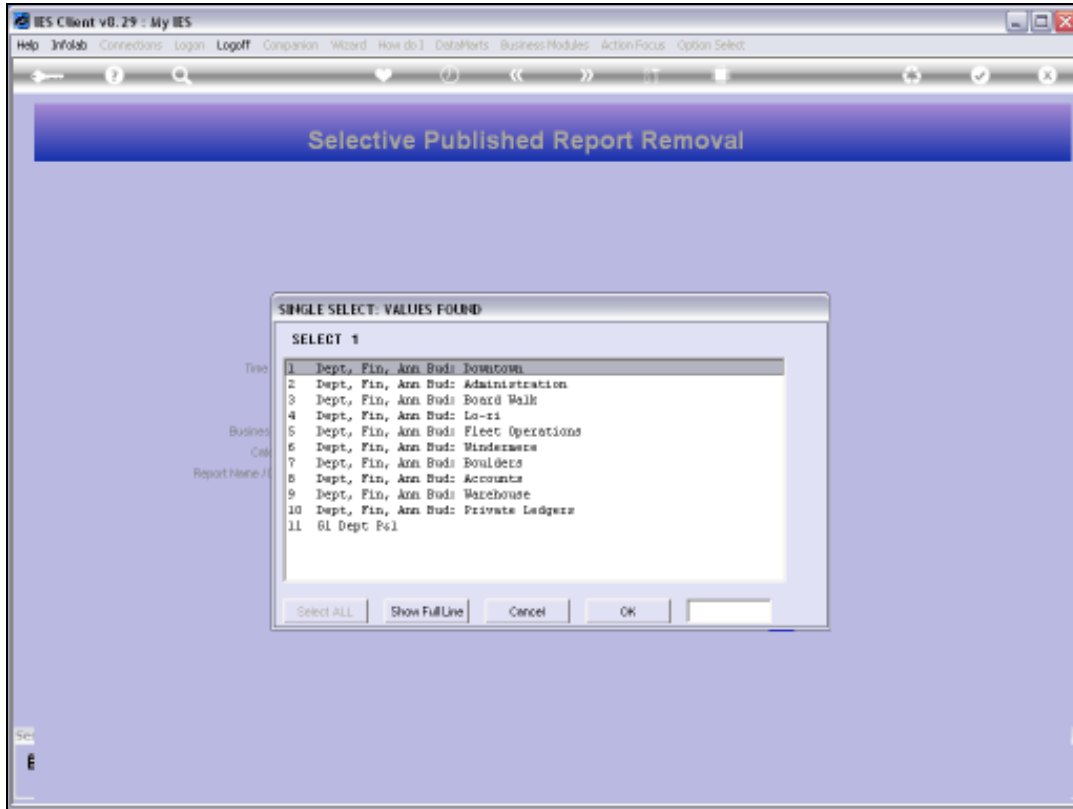
Slide 17

Slide notes:



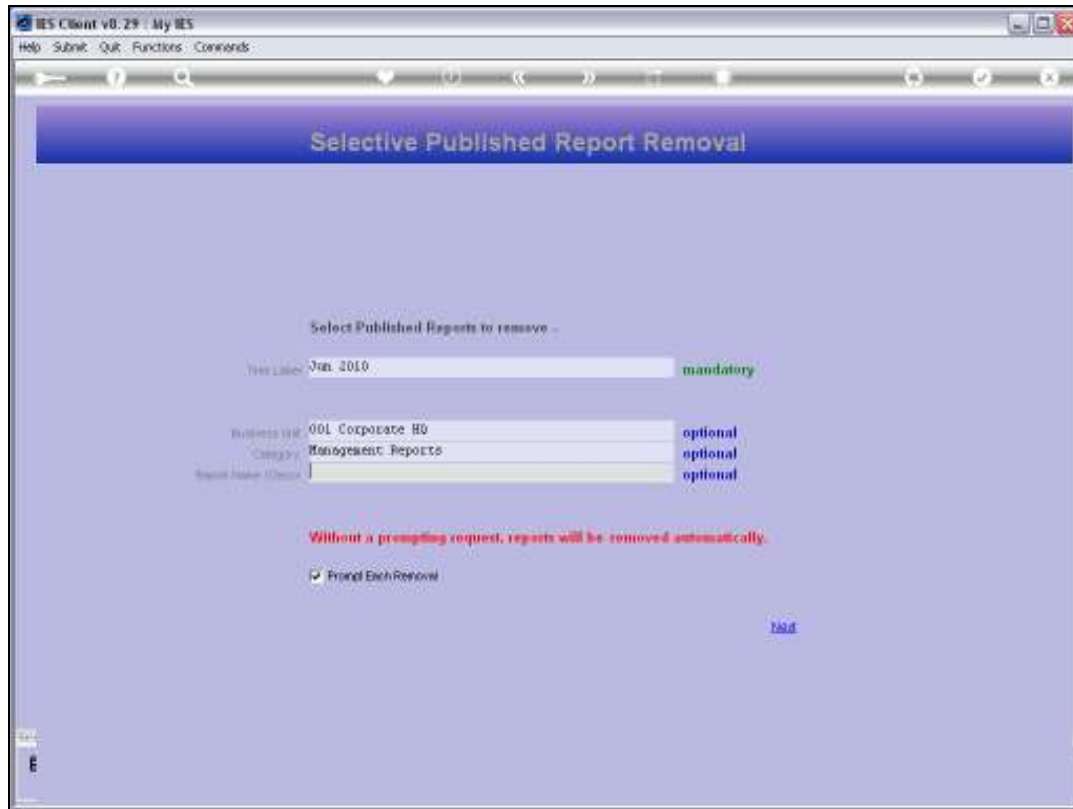
Slide 18

Slide notes:



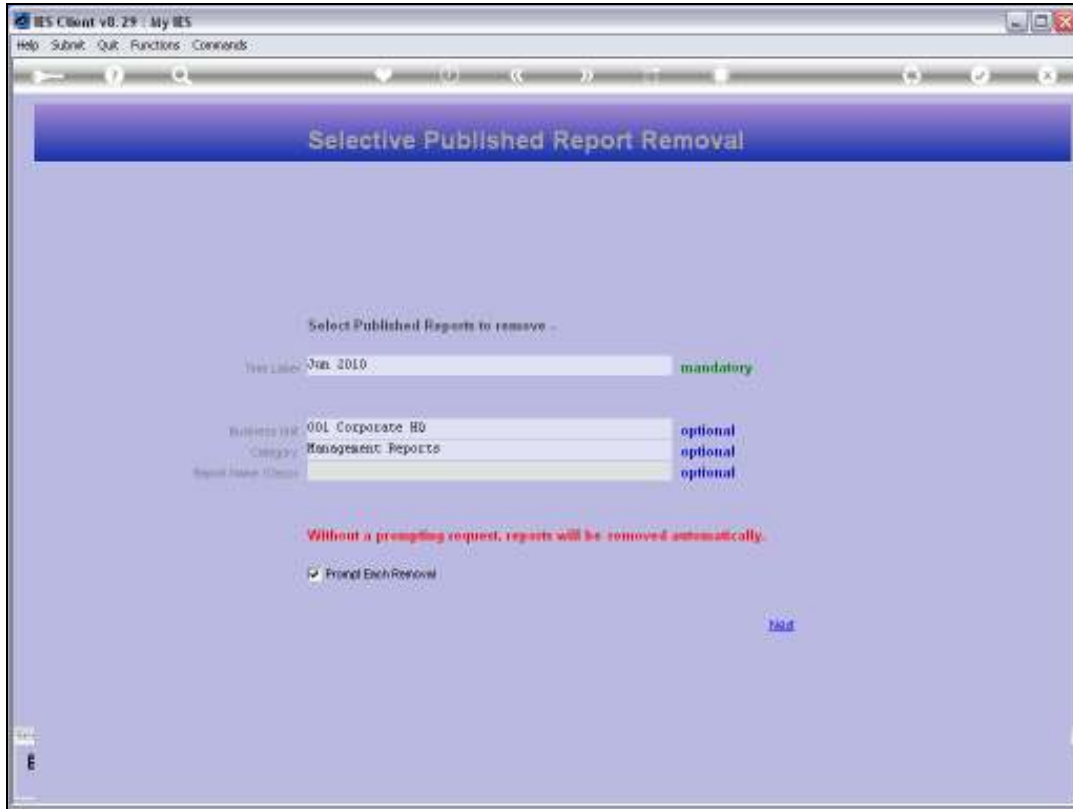
Slide 19

Slide notes:



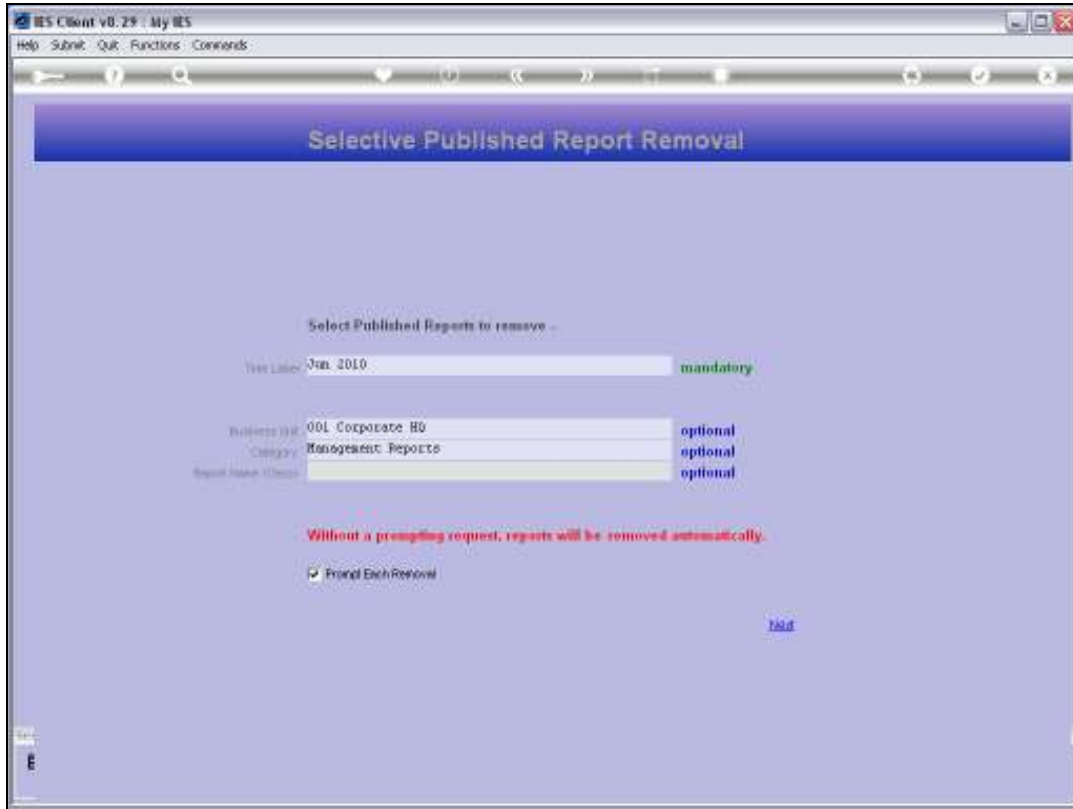
Slide 20

Slide notes: So, let us be clear. Only Reports that fit the selected Time Label will possibly be removed. Next, we are confining removal to Reports published in the 'Corporate HQ' Business Unit, and we are also confining removal only to the 'Management Reports' category.



Slide 21

Slide notes:



Slide 22

Slide notes:

IES Client v8.29 - My IES

Help Submit Quit Functions Commands

Selective Published Report Removal

Select Published Reports to remove -

Year Label: Jan. 2010 mandatory

Business Unit: 001 Corporate HQ optional

Category: Management Reports optional

Report Name (Optional): optional

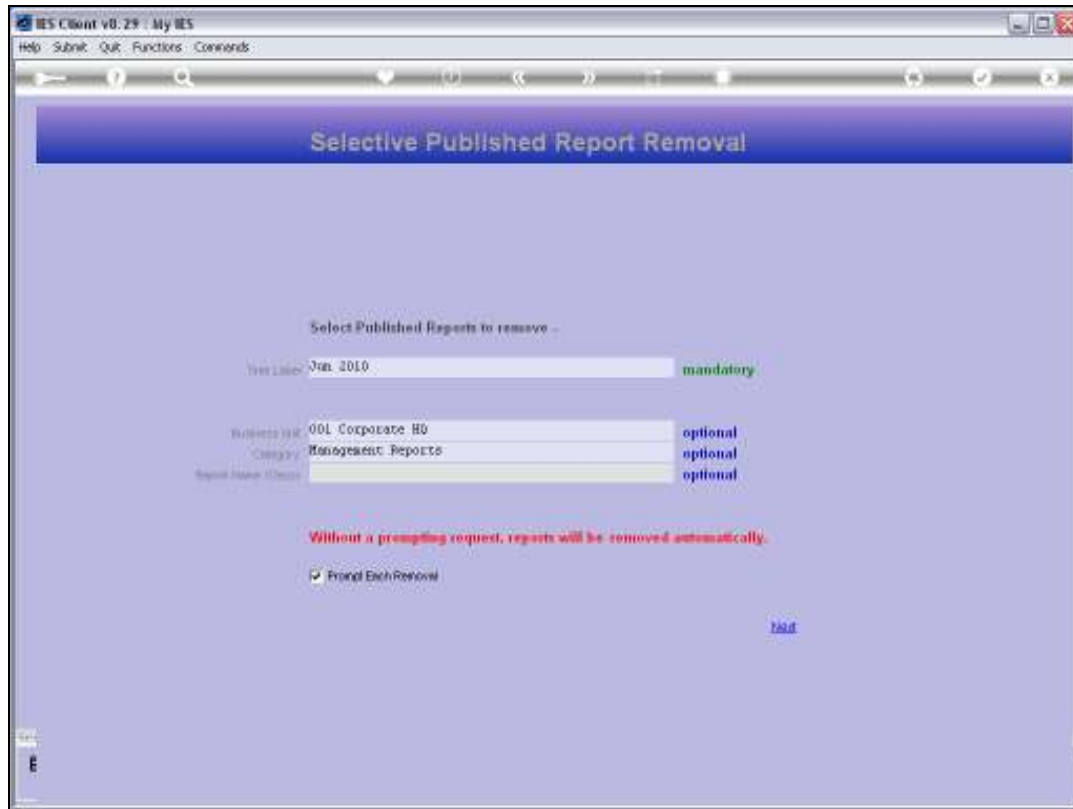
Without a prompting request, reports will be removed automatically.

Prompt Each Removal

[Submit](#)

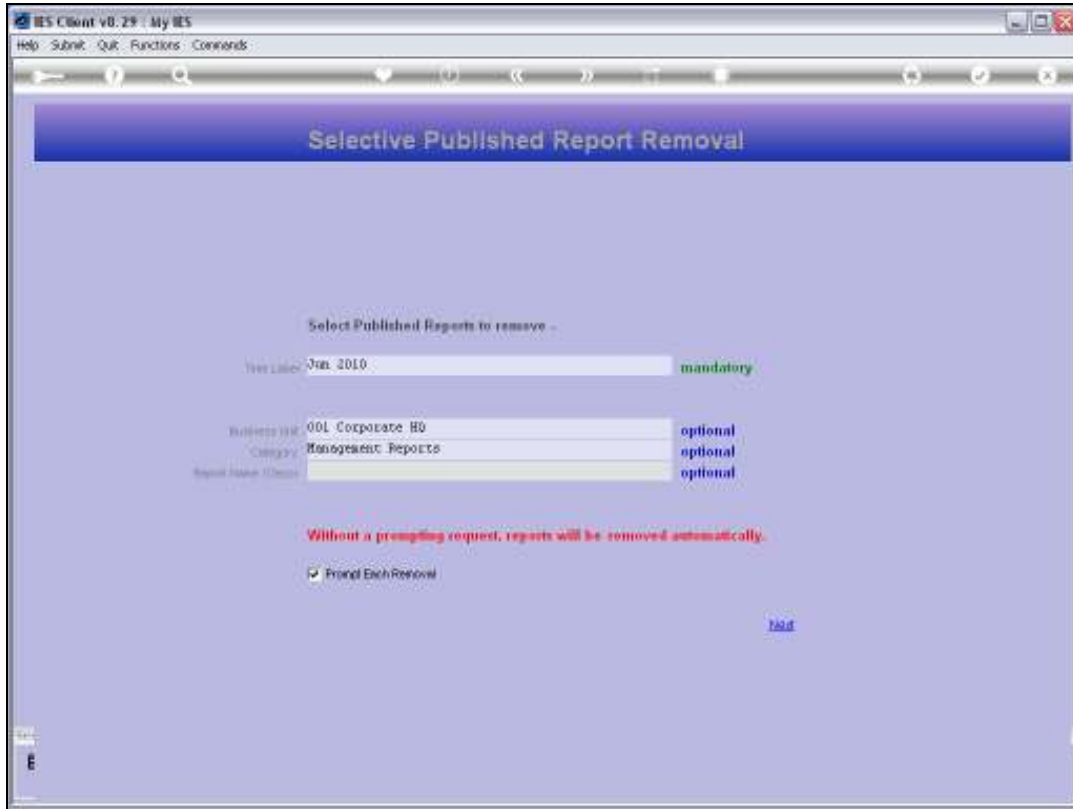
Slide 23

Slide notes: By excluding the Report Name parameter, we are indicating that any Report Name can qualify for removal, as long as the other indicators fit.

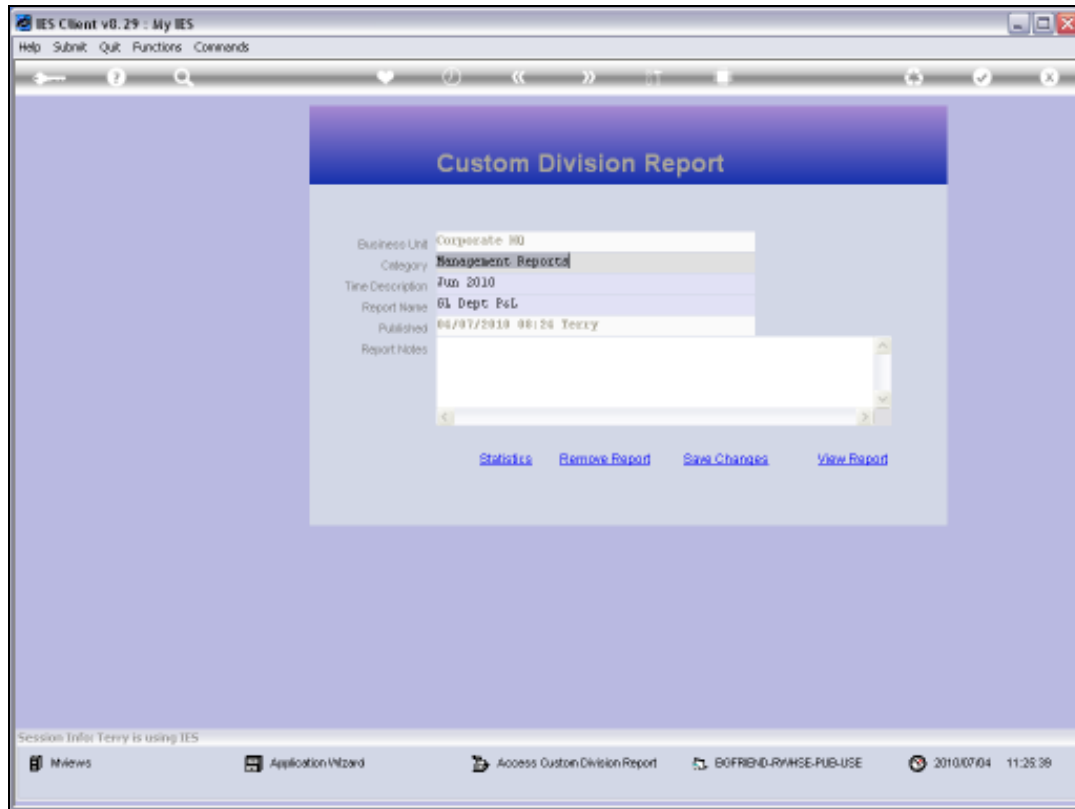


Slide 24

Slide notes: Next, there are 2 methods to do this. The slow method is to ask to be prompted for each Report removal. That means we can make a final check and a final decision in each case.

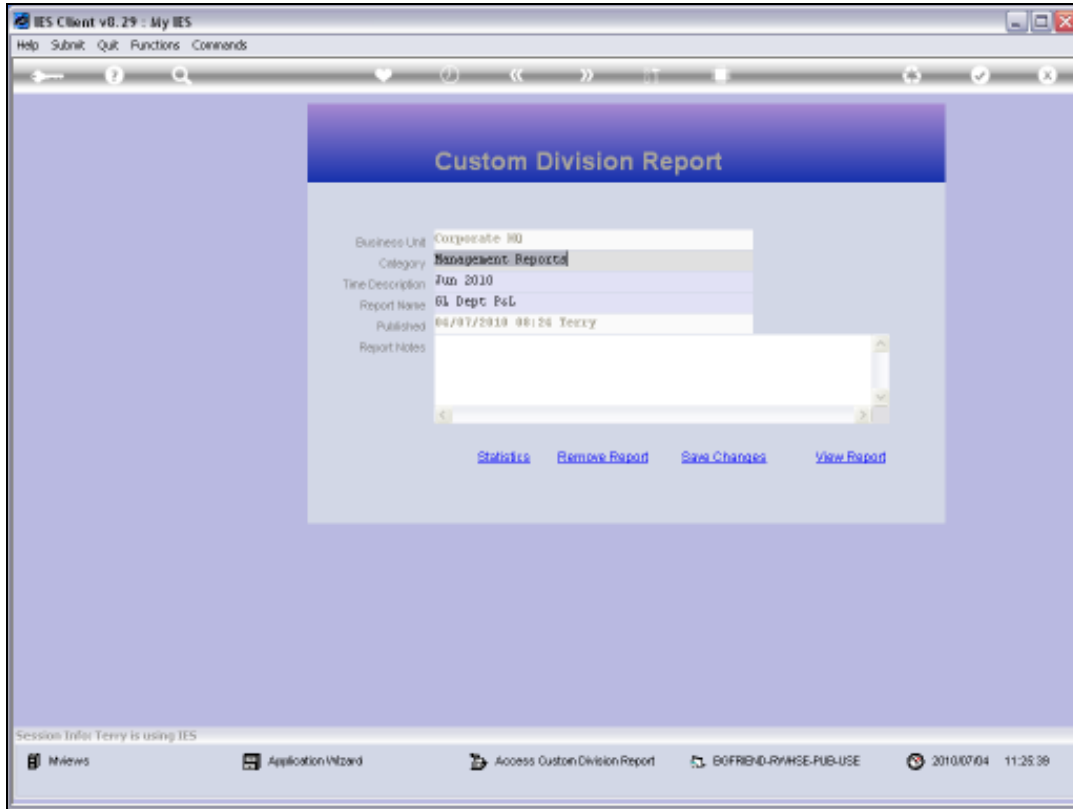


Slide 25
Slide notes:



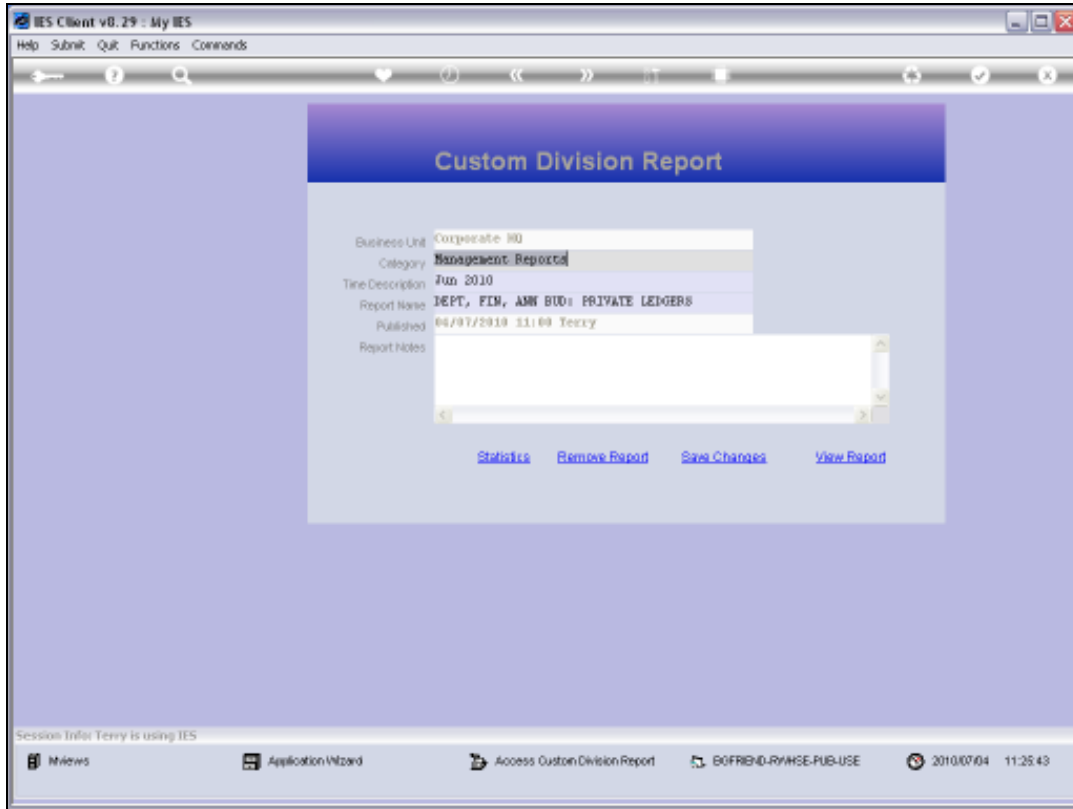
Slide 26

Slide notes: Now the system shows us 1 Report after the other, from Reports that qualify for removal based on our stated parameters. In each case, we can choose to remove or we can choose not to remove by just exiting the Report option.



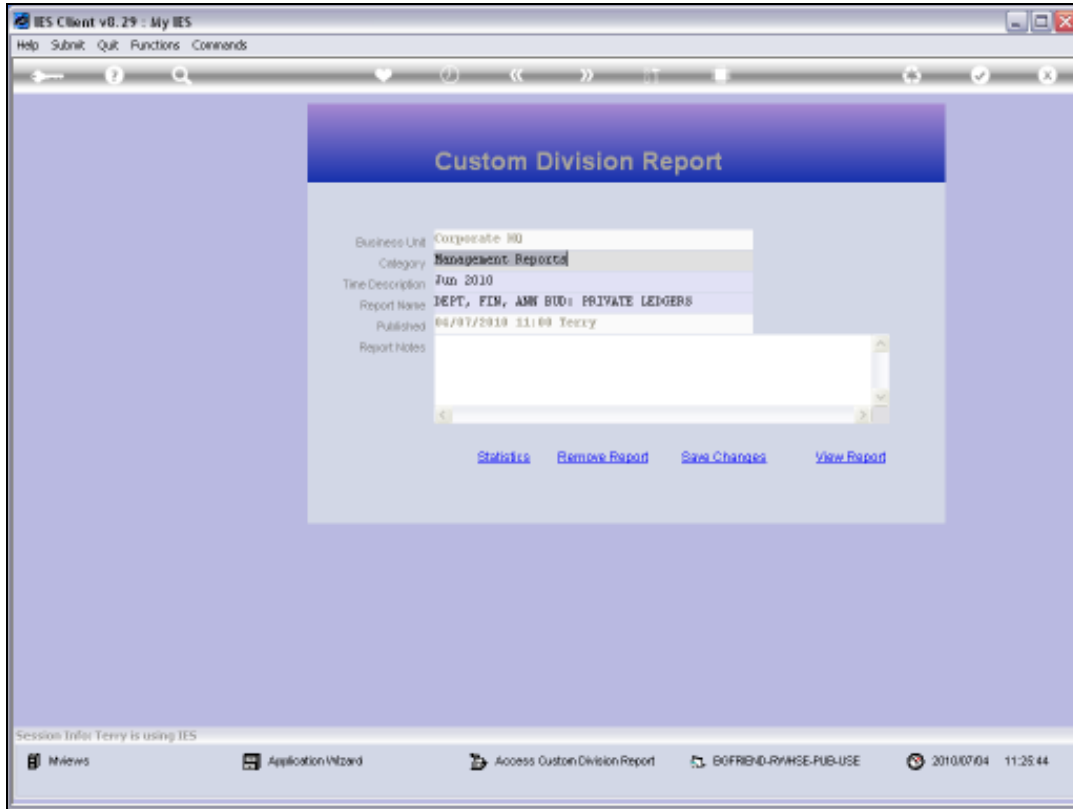
Slide 27

Slide notes:



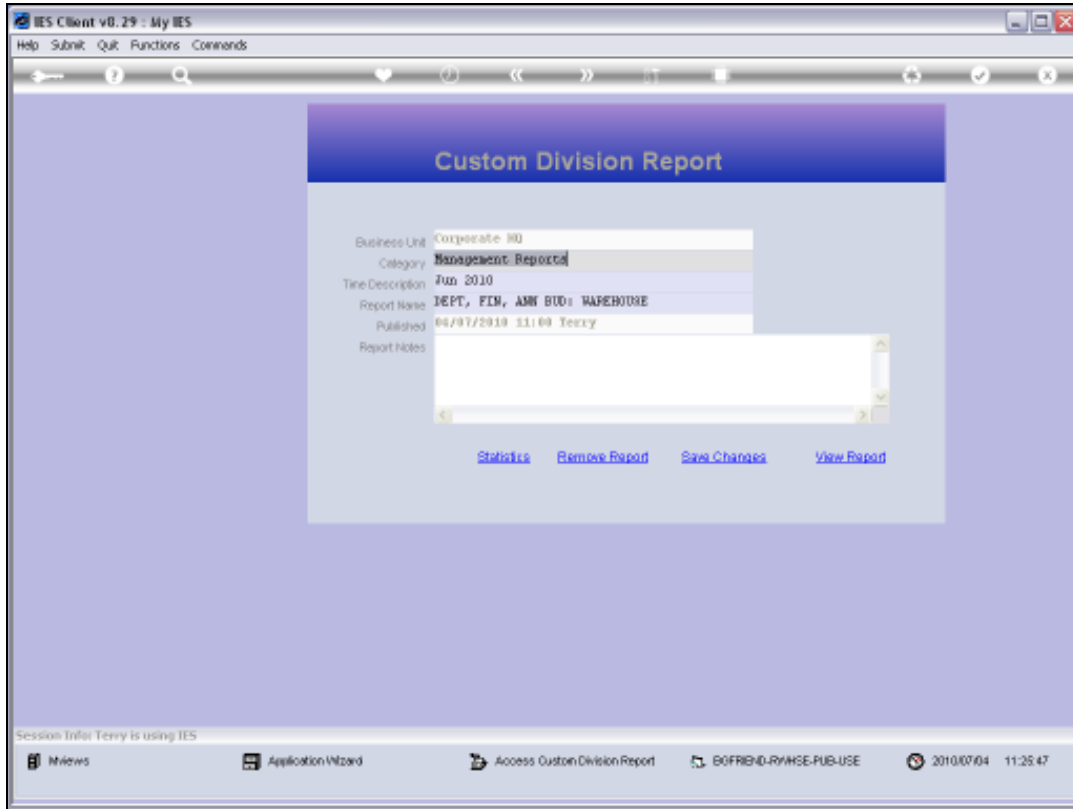
Slide 28

Slide notes:



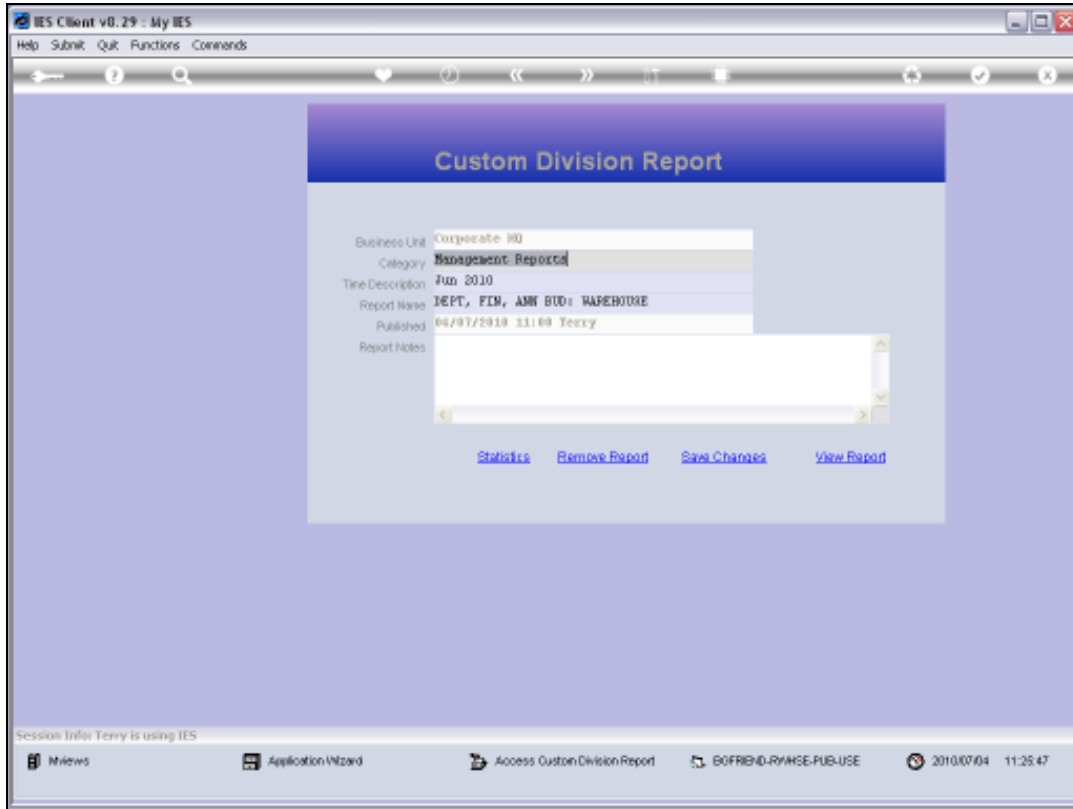
Slide 29

Slide notes:



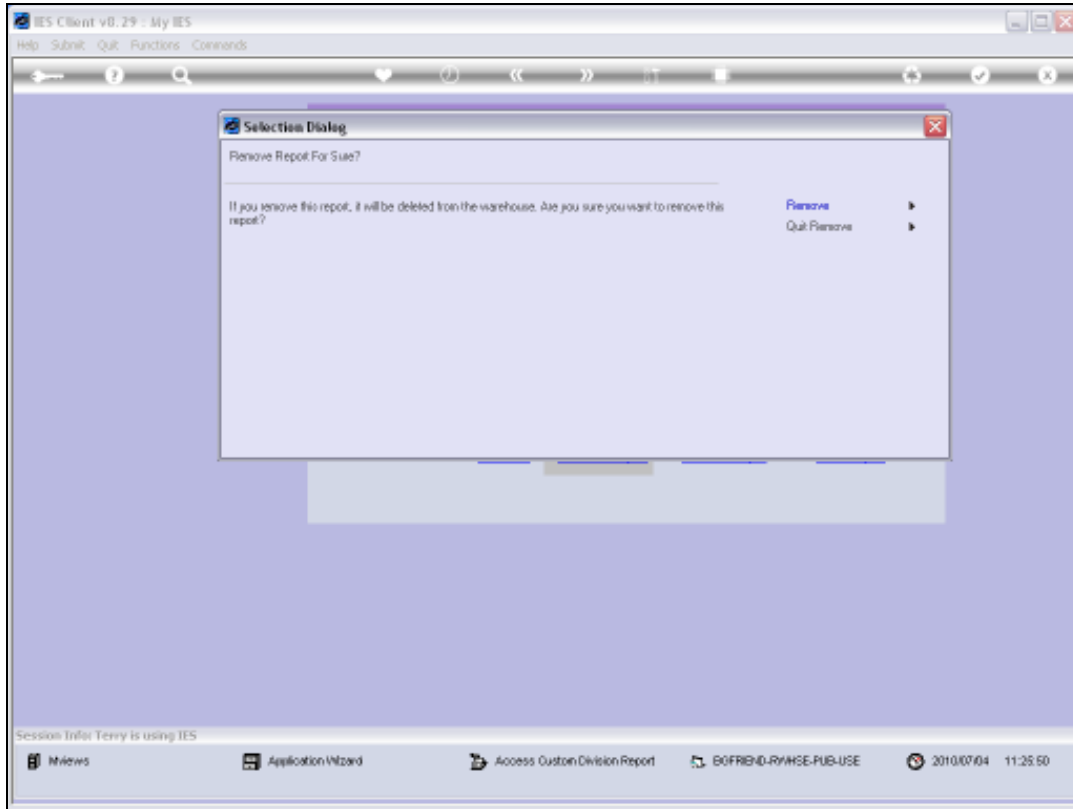
Slide 30

Slide notes:



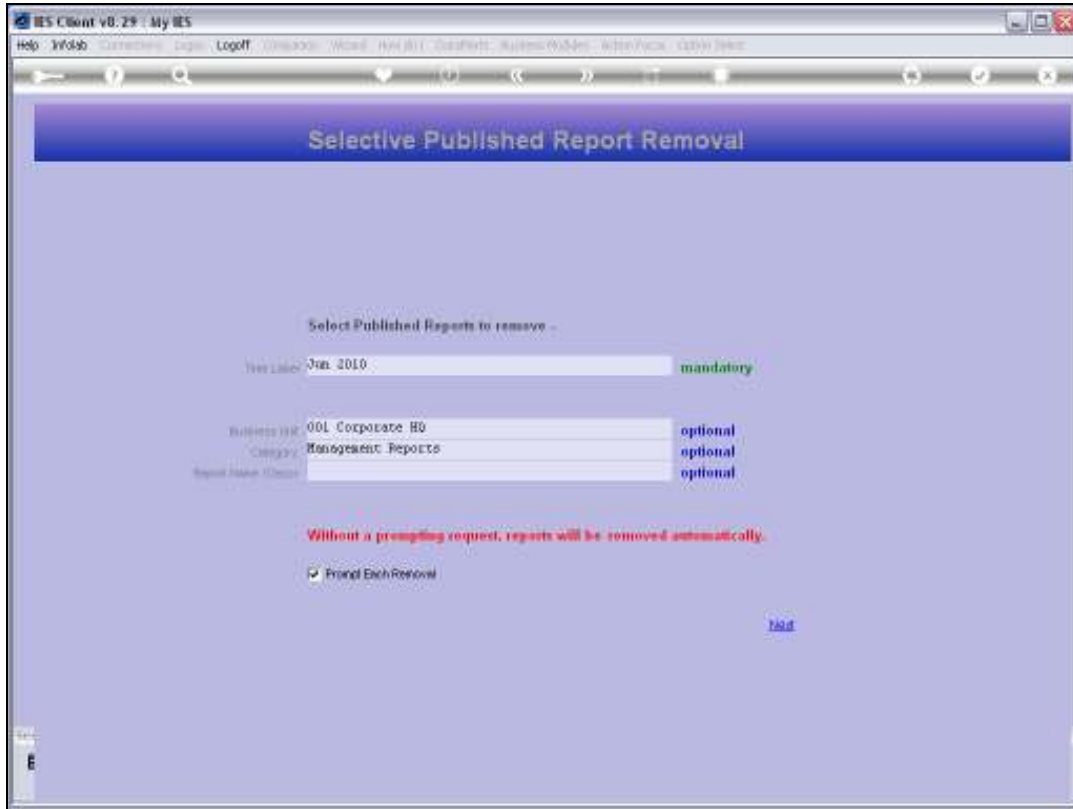
Slide 31

Slide notes:



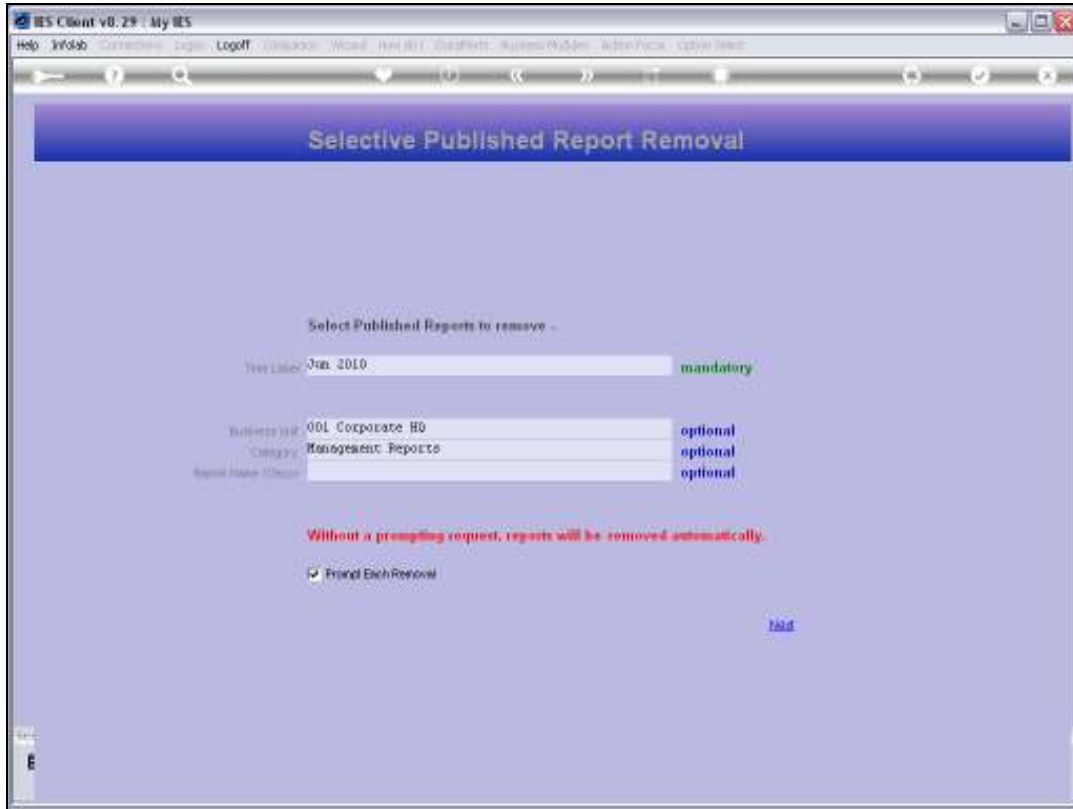
Slide 32

Slide notes:



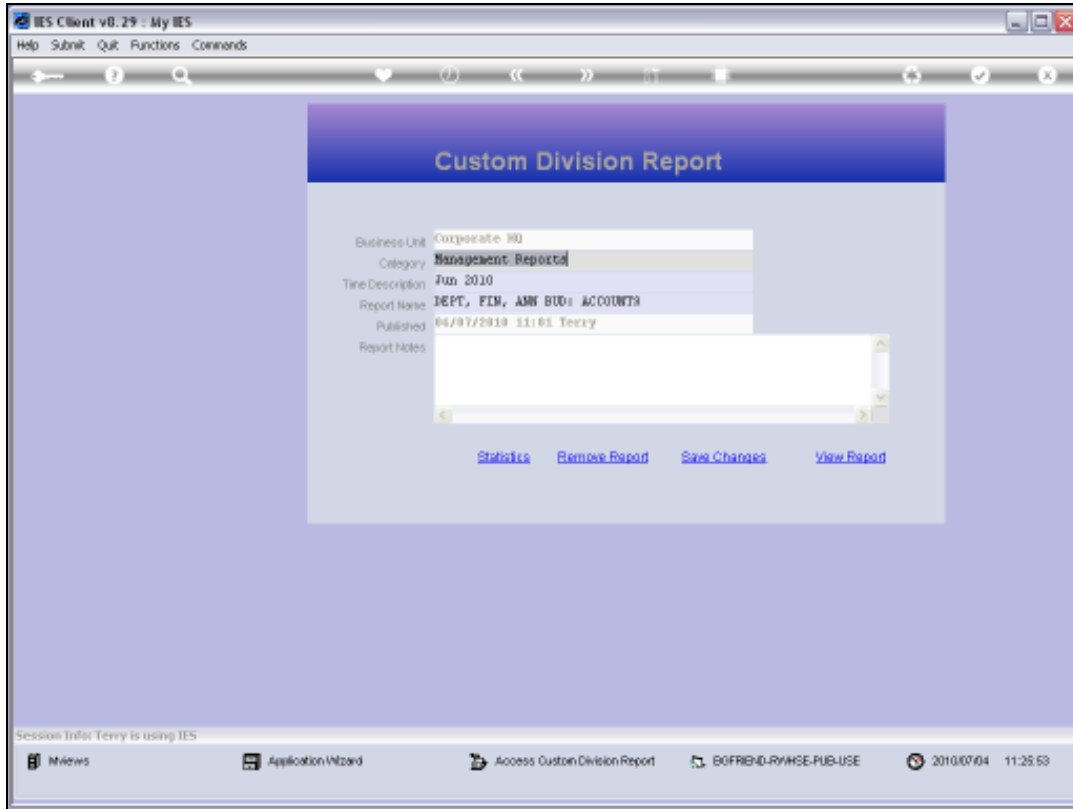
Slide 33

Slide notes:



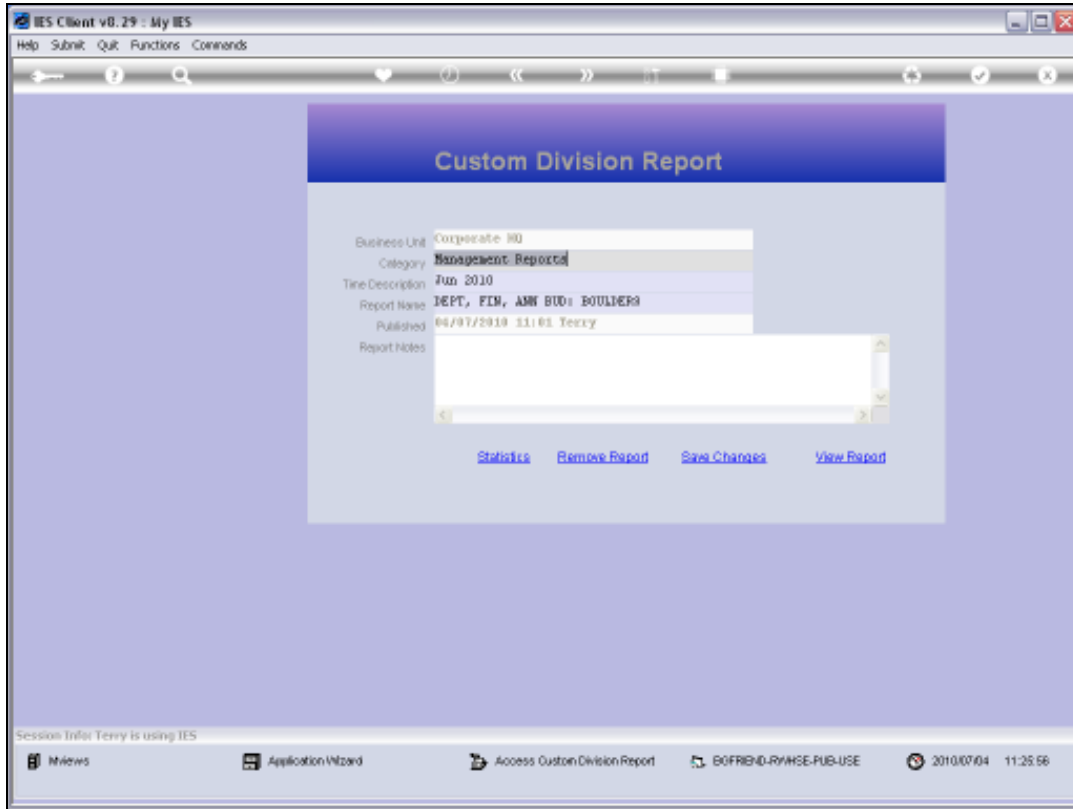
Slide 34

Slide notes:



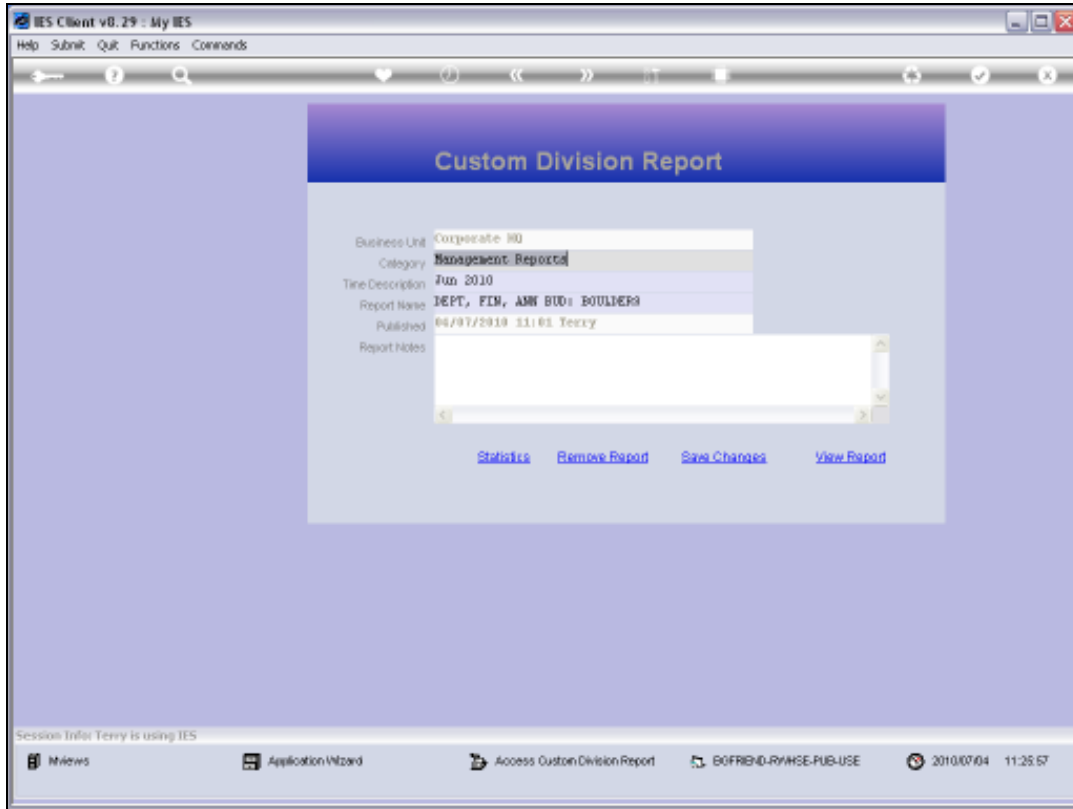
Slide 35

Slide notes:



Slide 36

Slide notes:

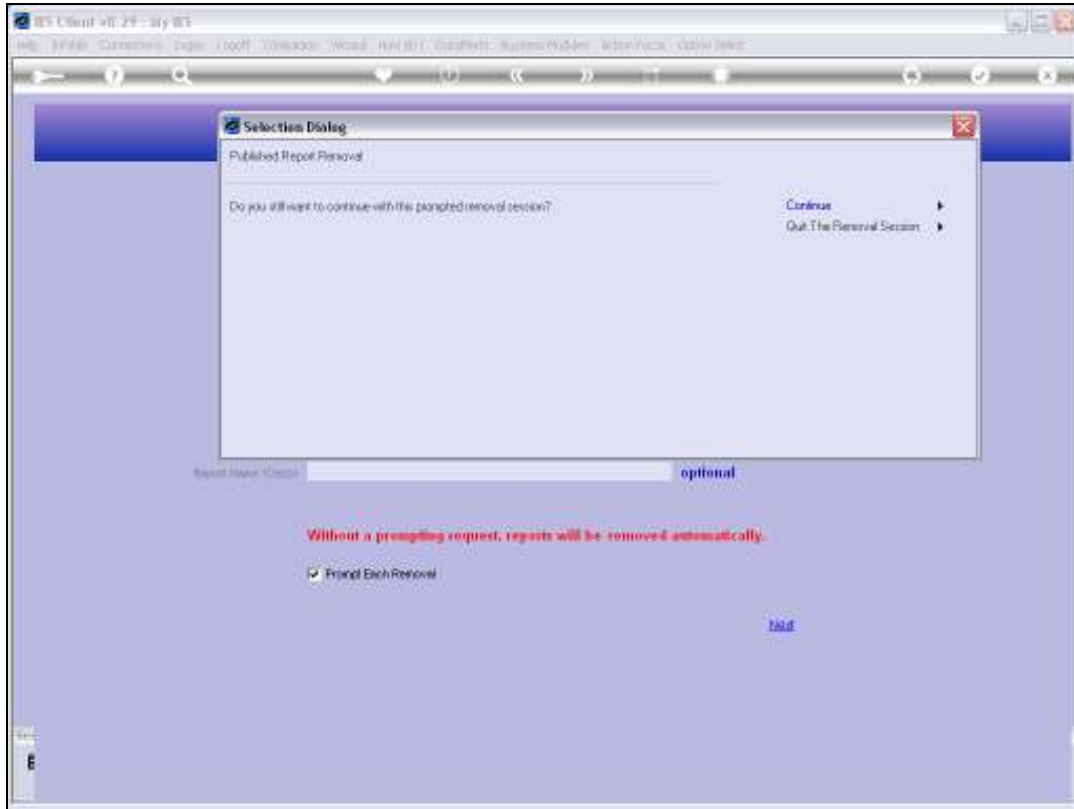


Slide 37
Slide notes:



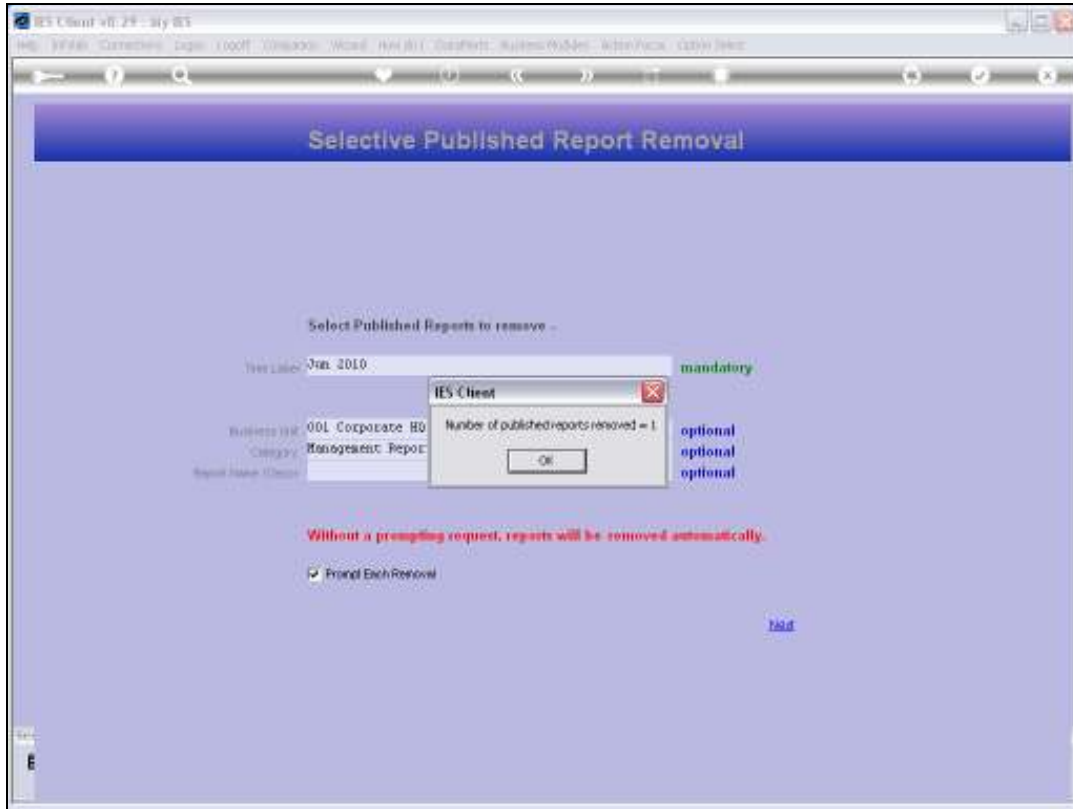
Slide 38

Slide notes: After every x number of options have been prompted, we get a chance to quit the procedure or continue. This is useful if we change our mind and the selection includes hundreds or thousands of reports, which would take a long time to work through.



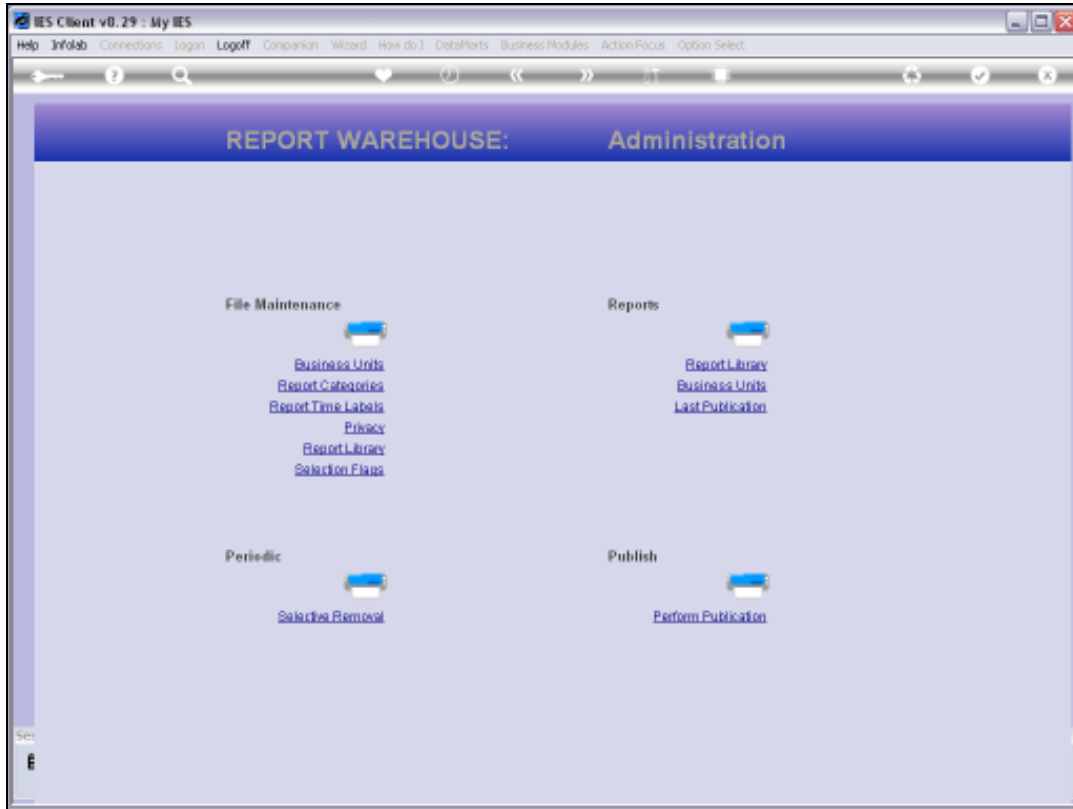
Slide 39

Slide notes:

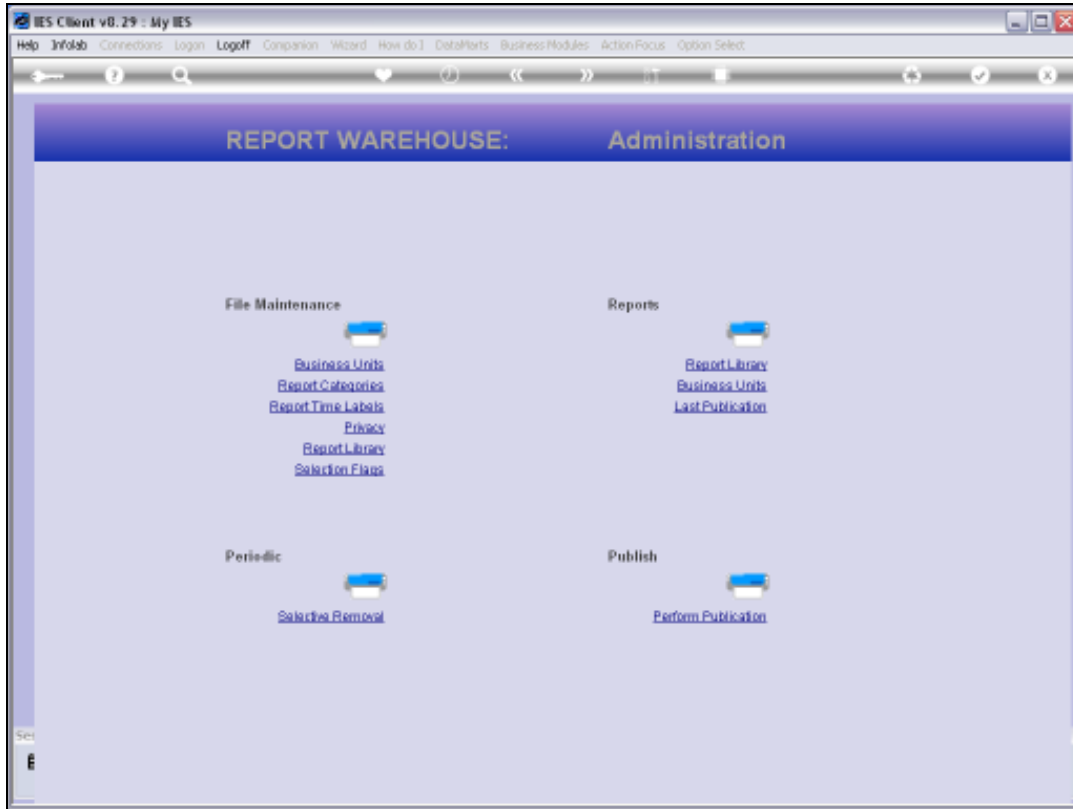


Slide 40

Slide notes: We have been prompted with a number of reports, but have in fact removed only 1.

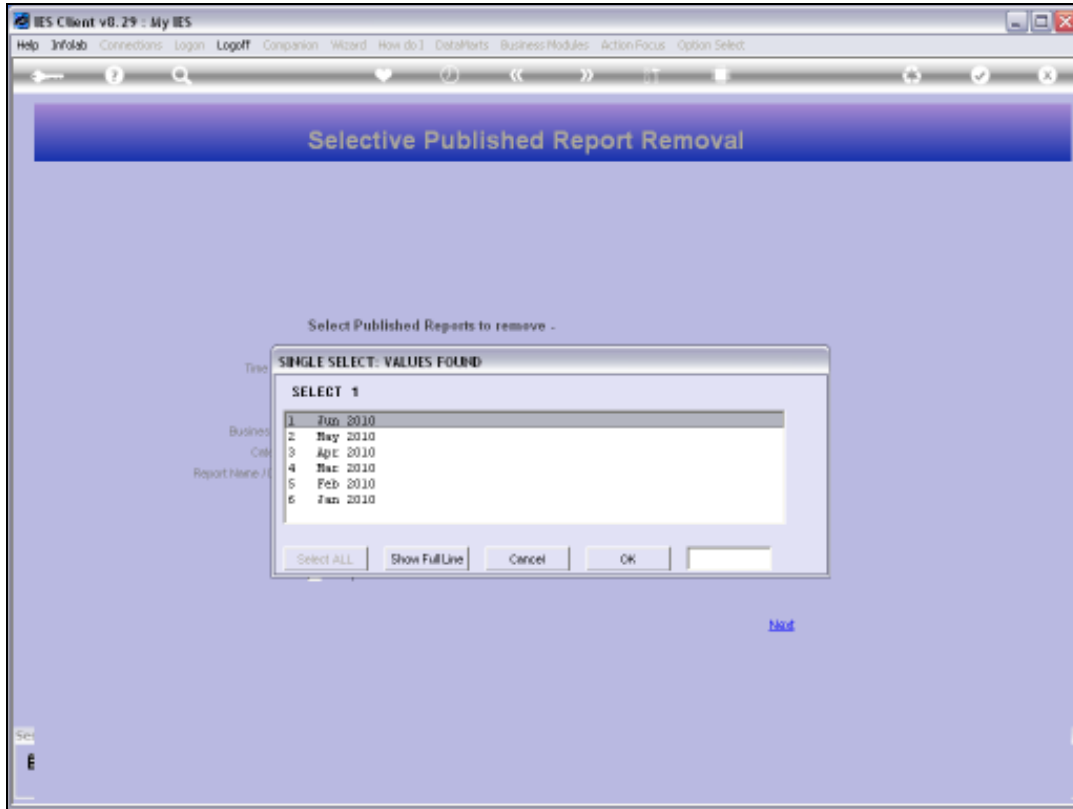


Slide 41
Slide notes:



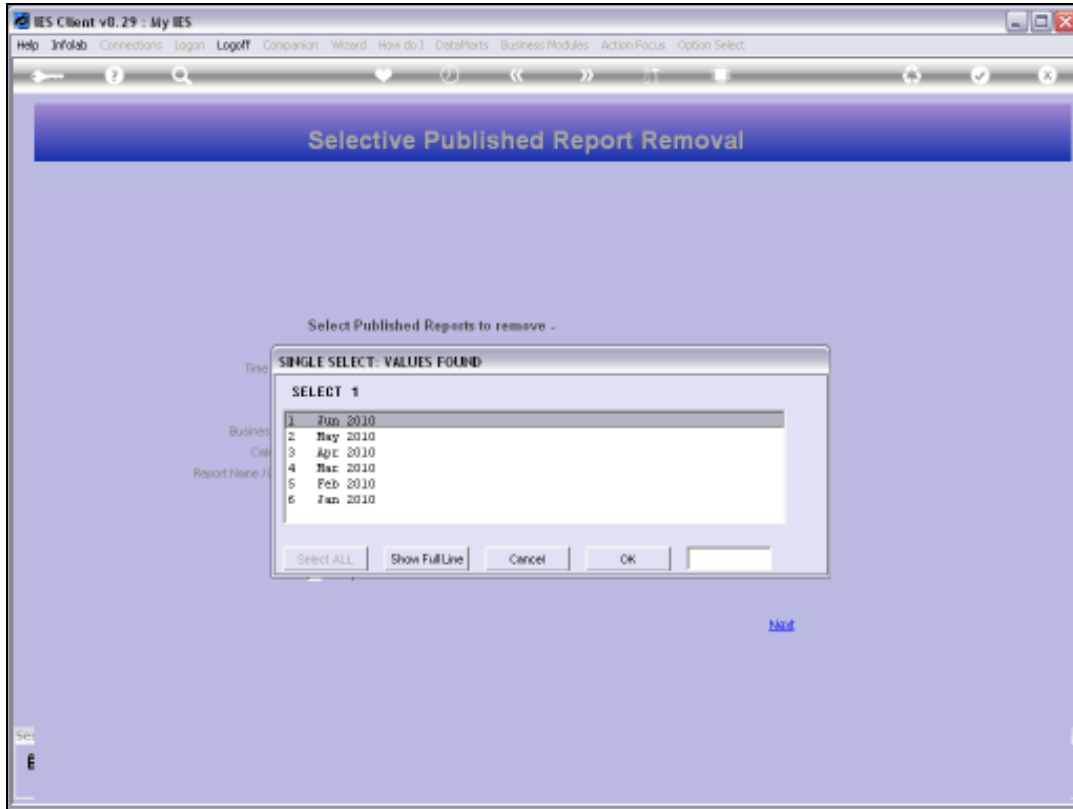
Slide 42

Slide notes:



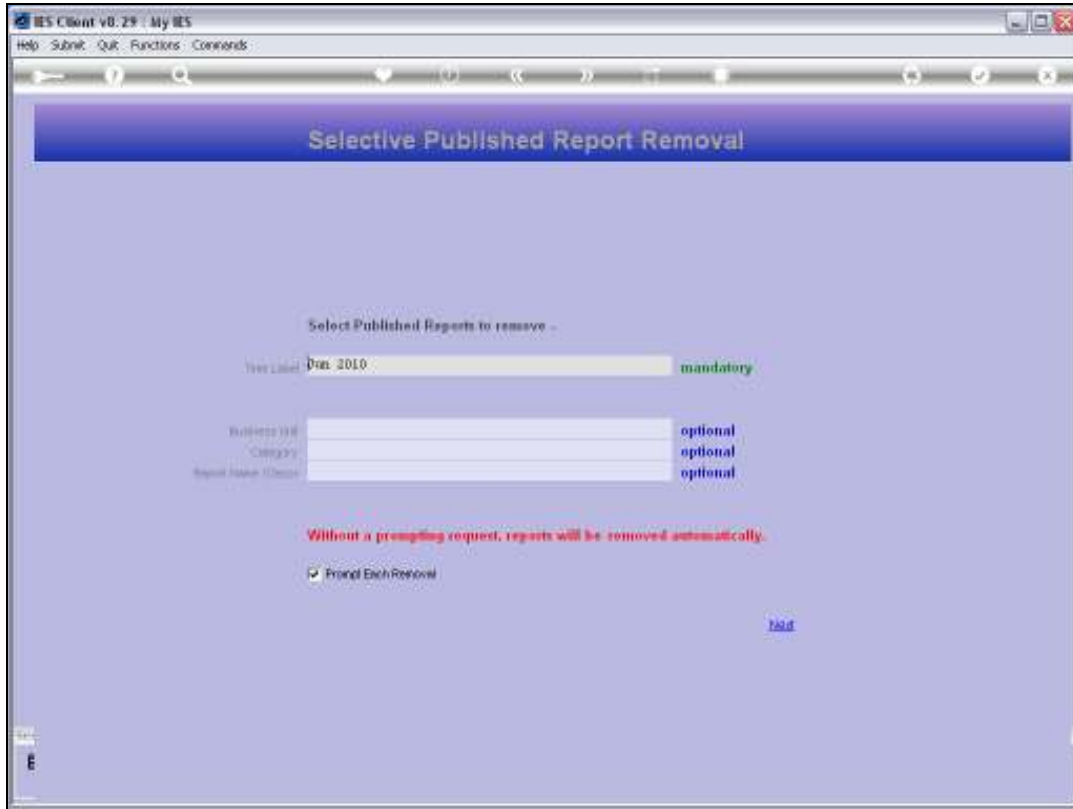
Slide 43

Slide notes:



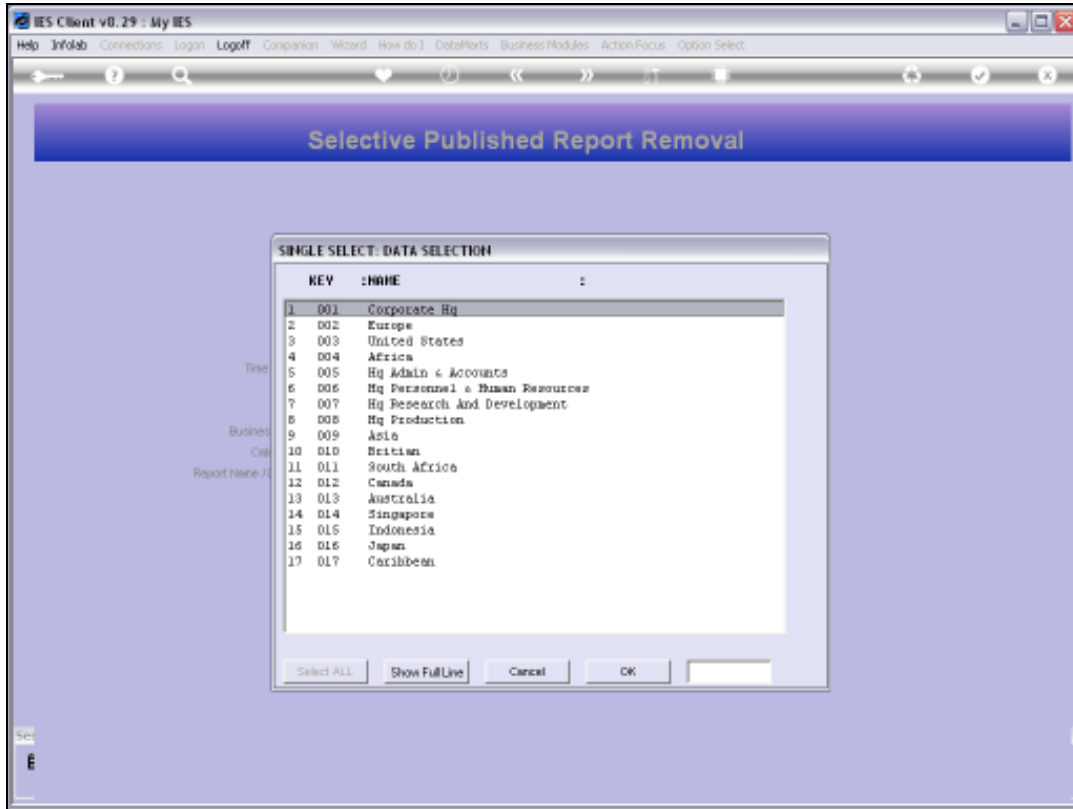
Slide 44

Slide notes: Now we will do it again, but this time without the prompt option.



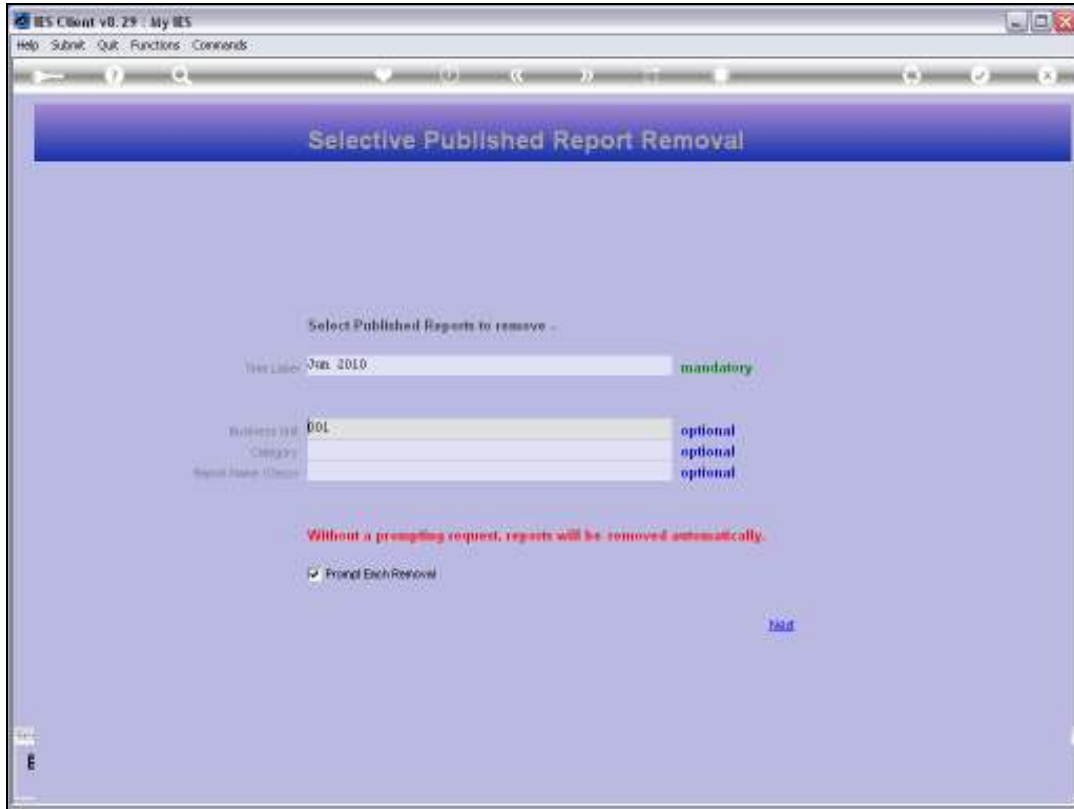
Slide 45

Slide notes:



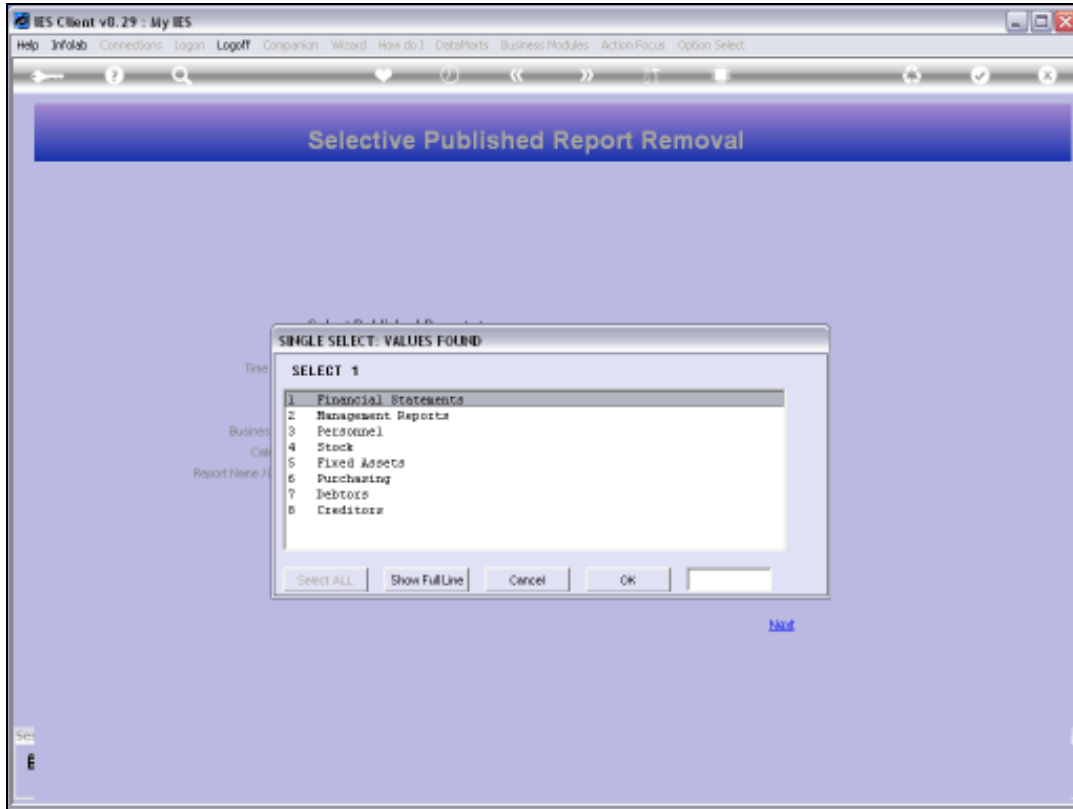
Slide 46

Slide notes:



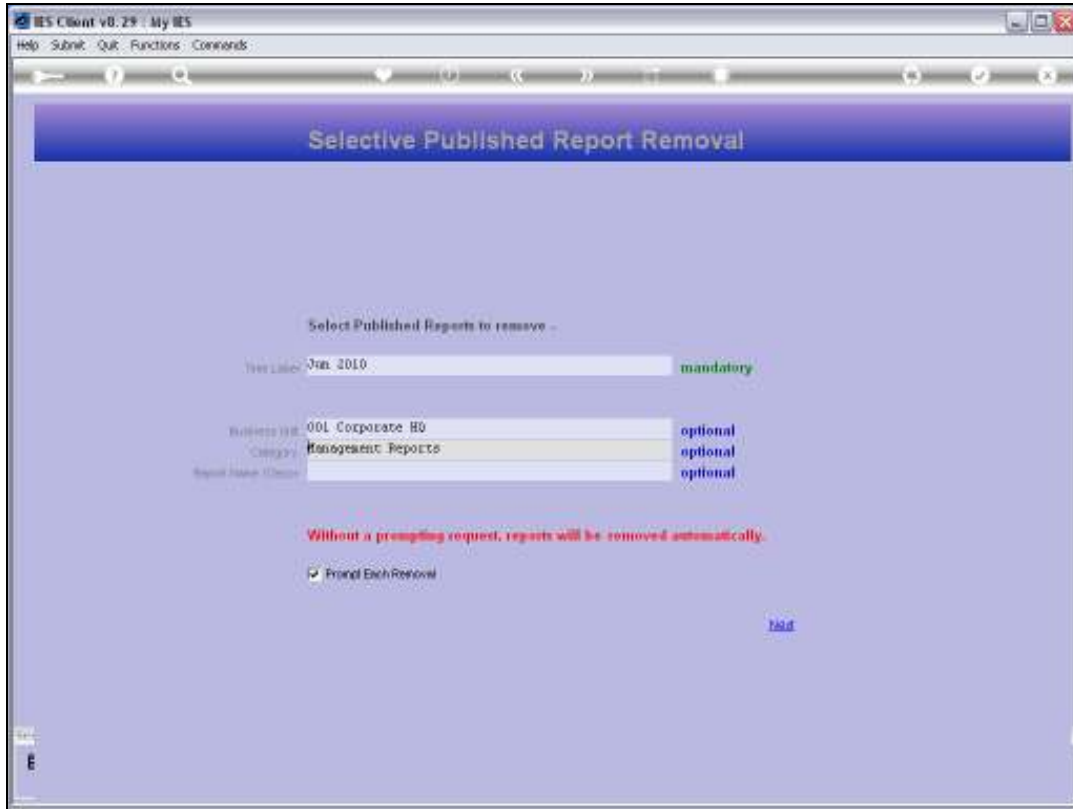
Slide 47

Slide notes:



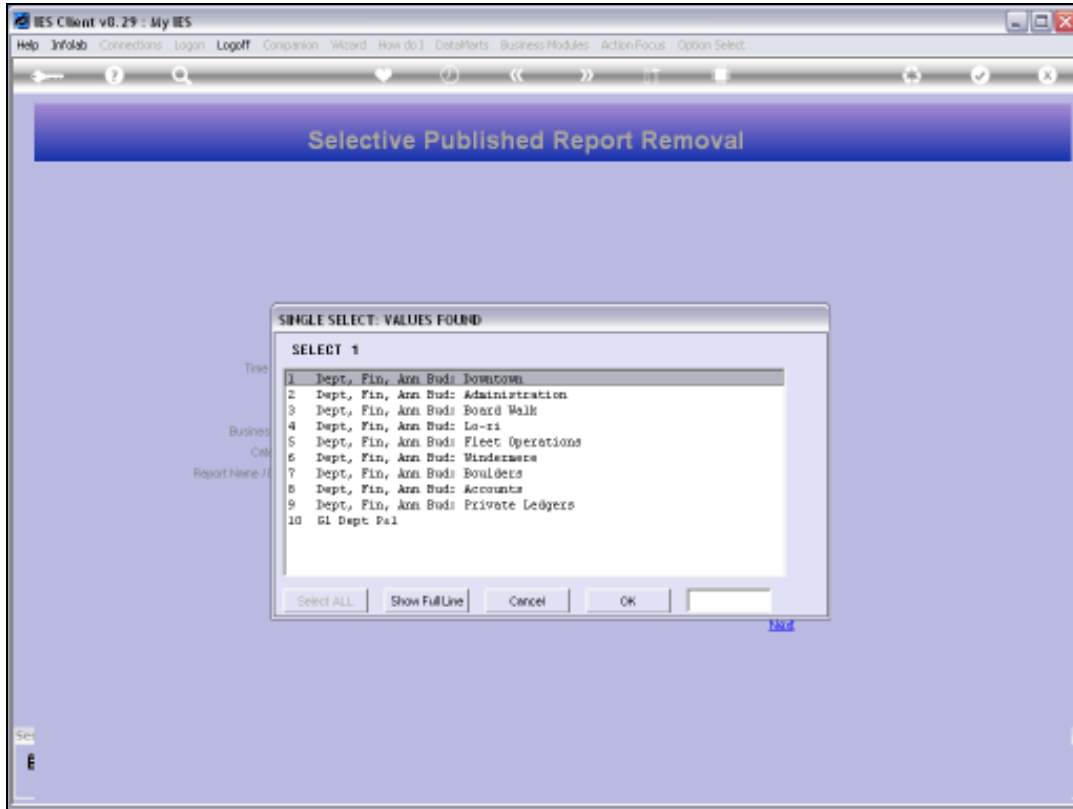
Slide 48

Slide notes:



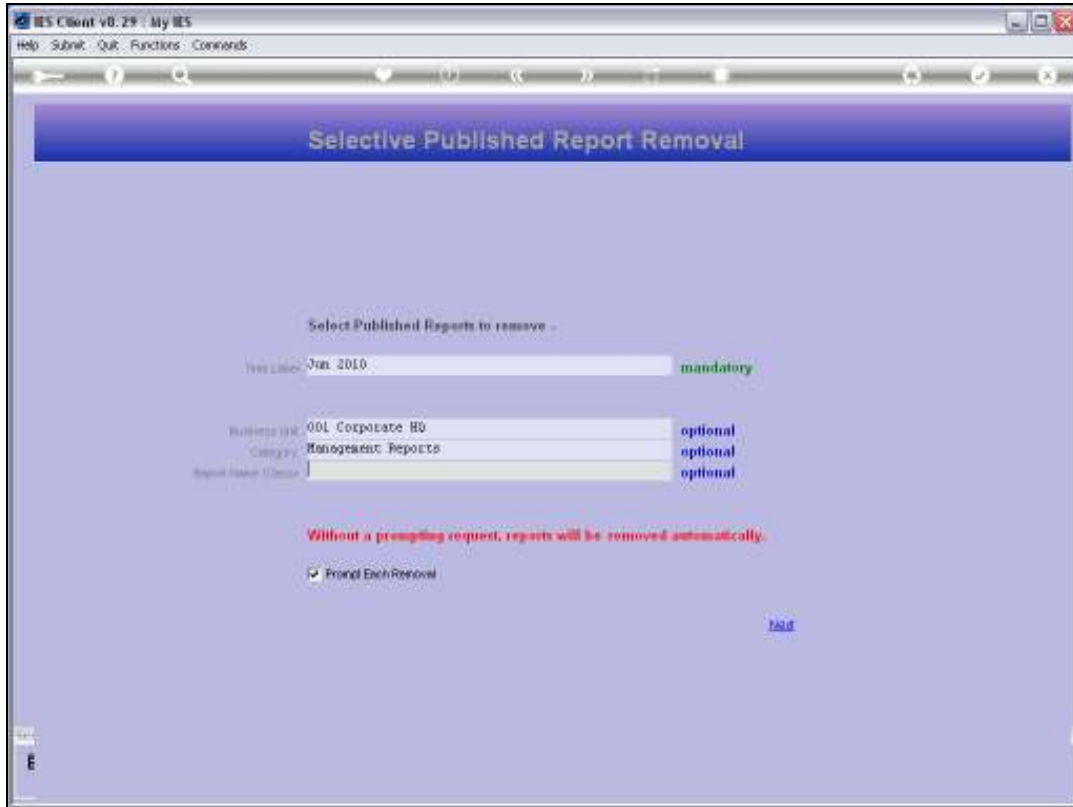
Slide 49

Slide notes:

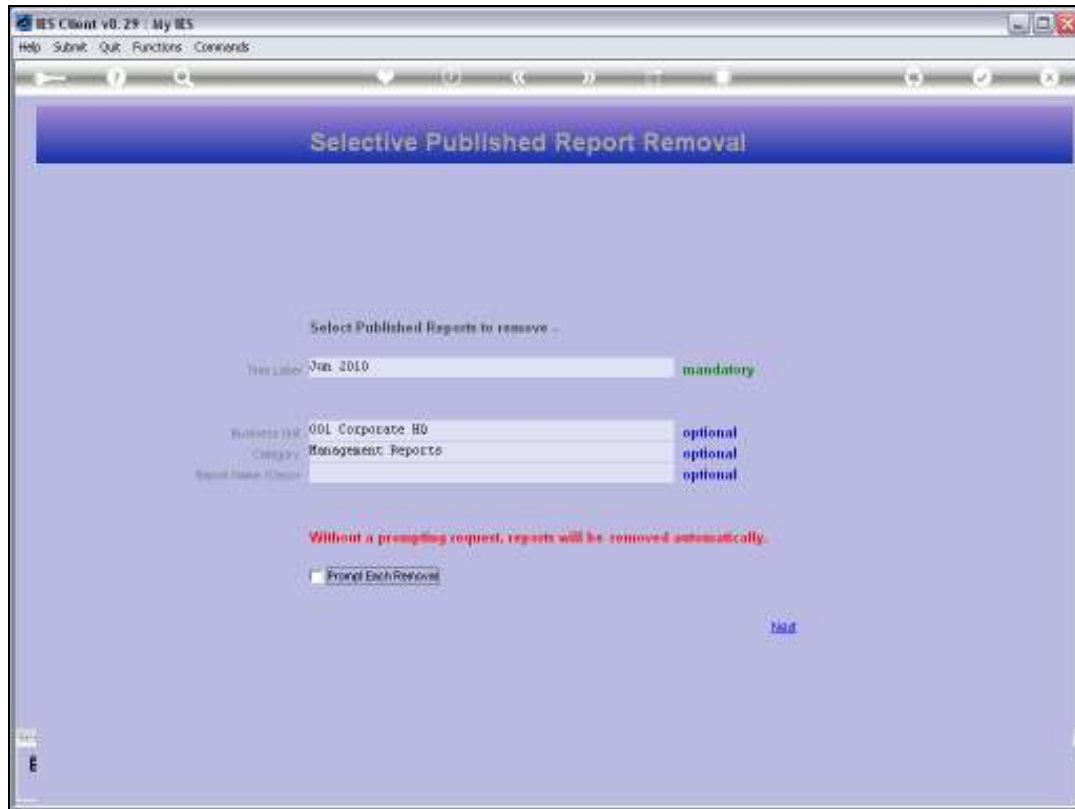


Slide 50

Slide notes:

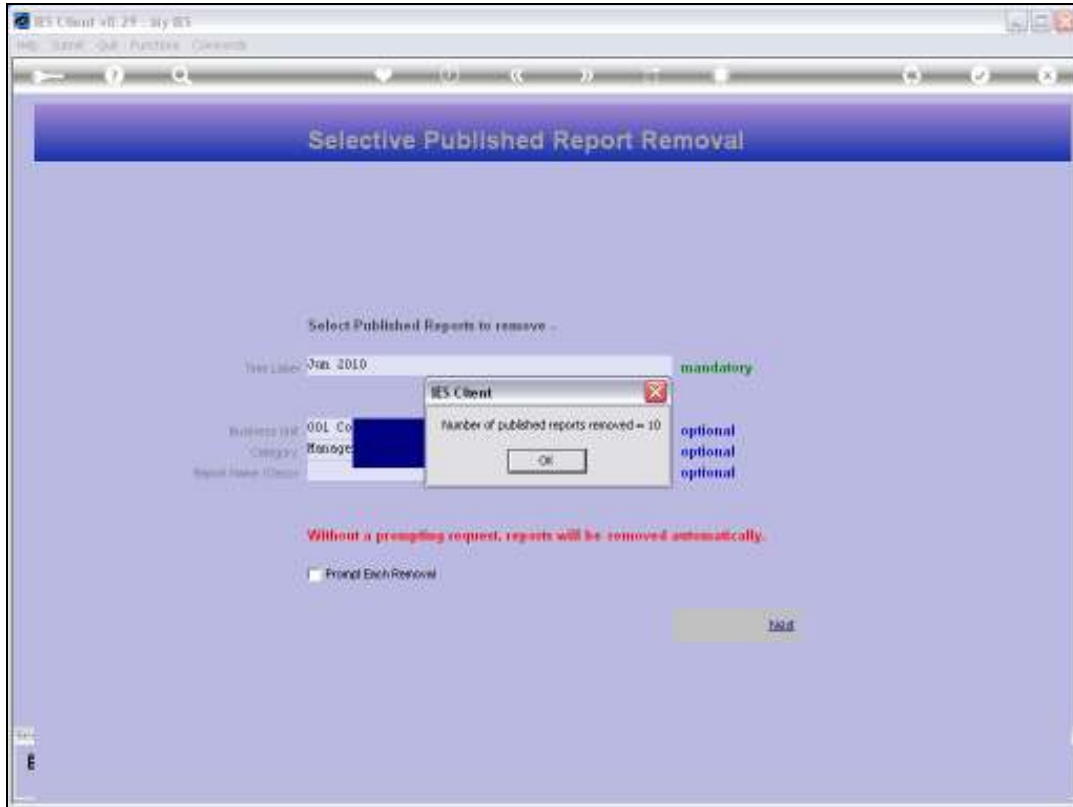


Slide 51
Slide notes:



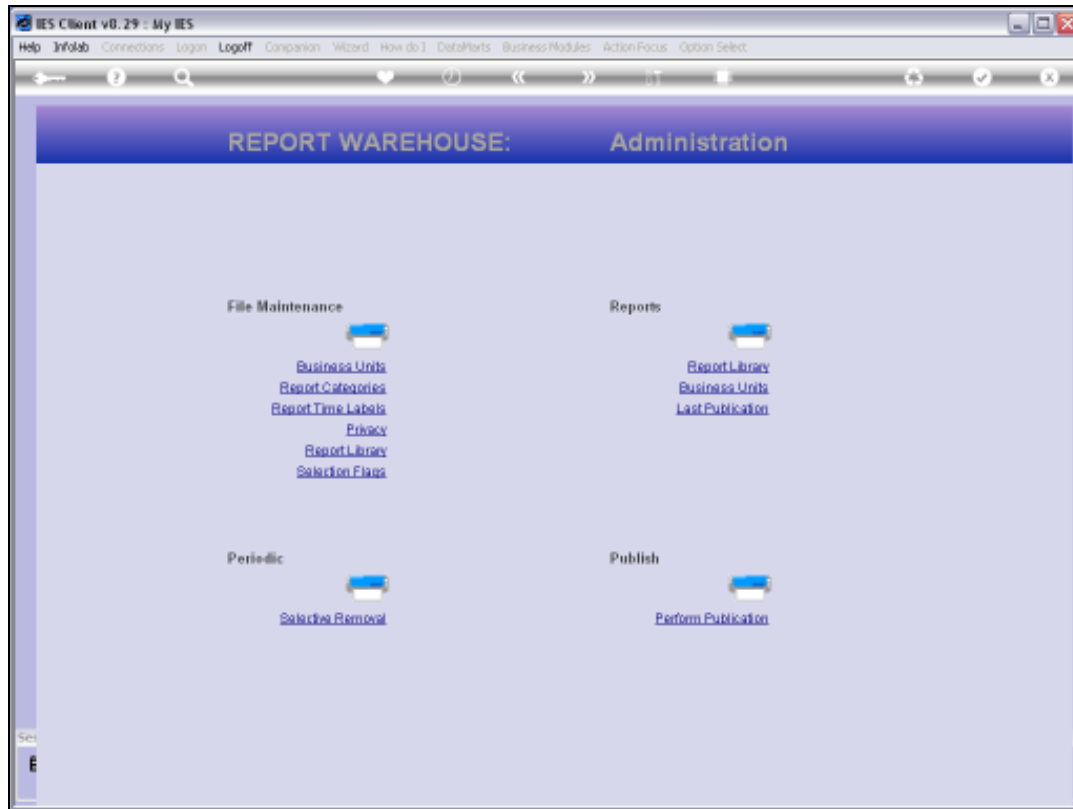
Slide 52

Slide notes: We note that if we uncheck the prompt option, then we will not be asked, but instead the system will simply sweep through all qualifying Reports and remove them. This is fast and powerful, but also final because removal cannot be undone afterwards. So we need to be rather sure of what we are doing and what will be removed.



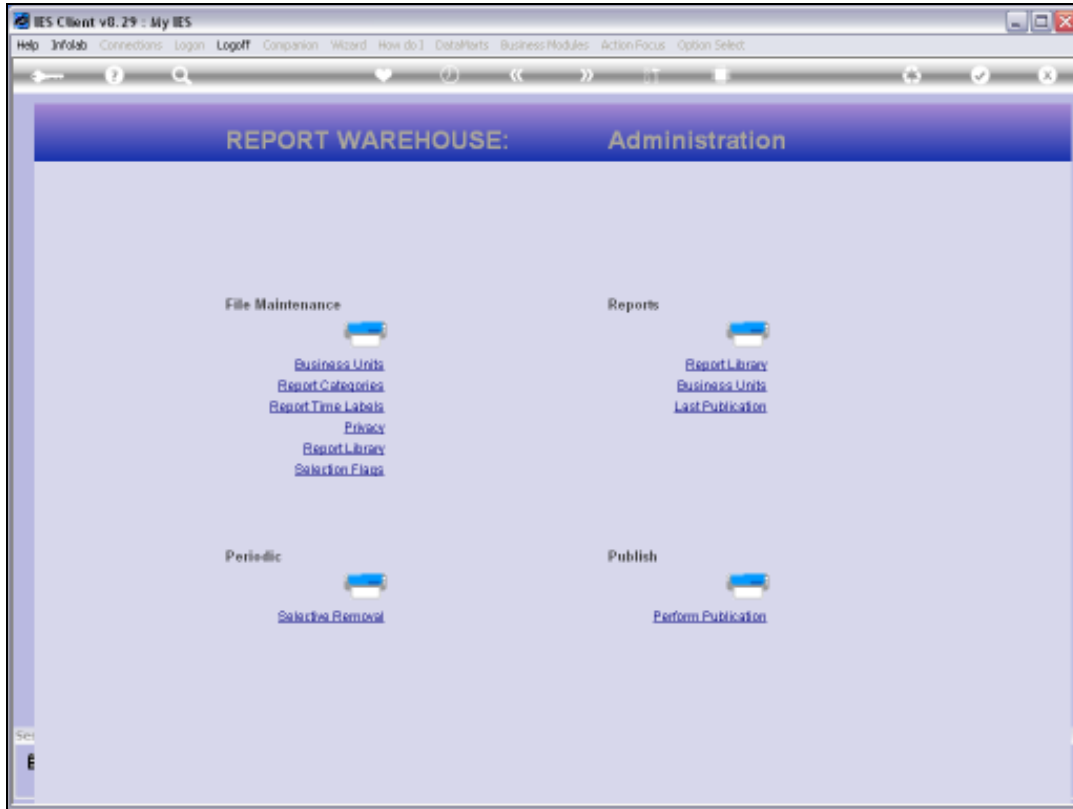
Slide 53

Slide notes: In this case, the system has removed 10 Reports.



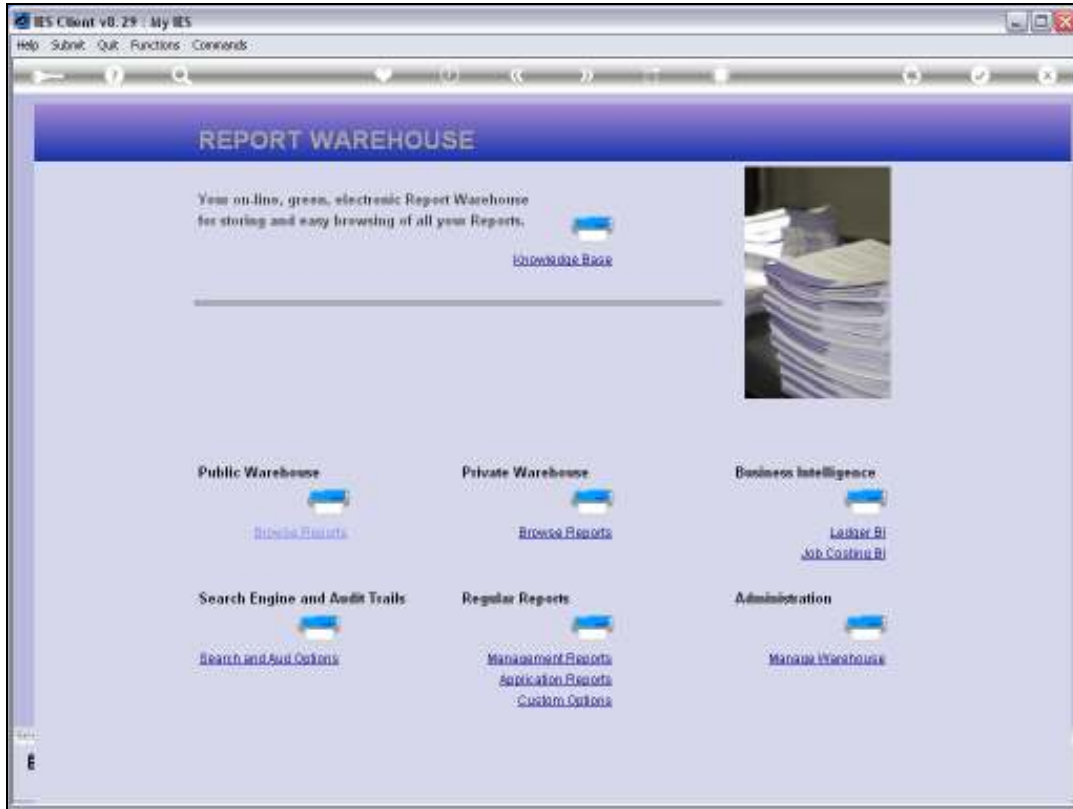
Slide 54

Slide notes: Now if we return to the browsing section, we will see that the Reports are gone.



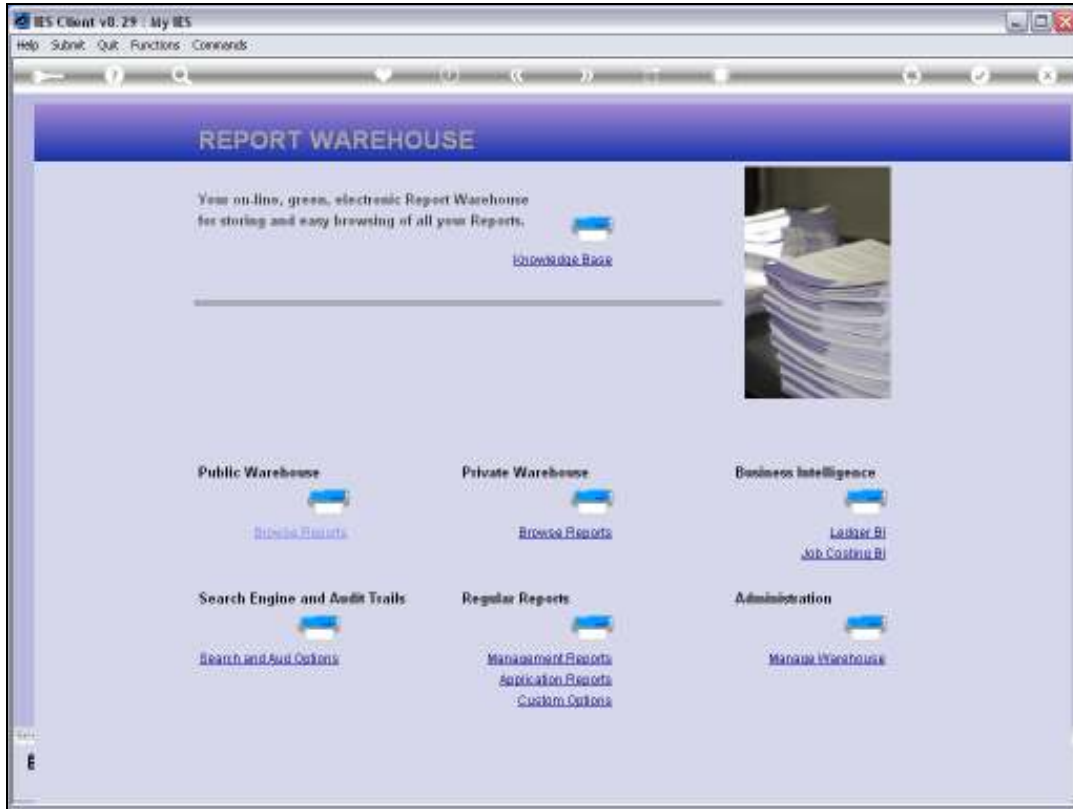
Slide 55

Slide notes:



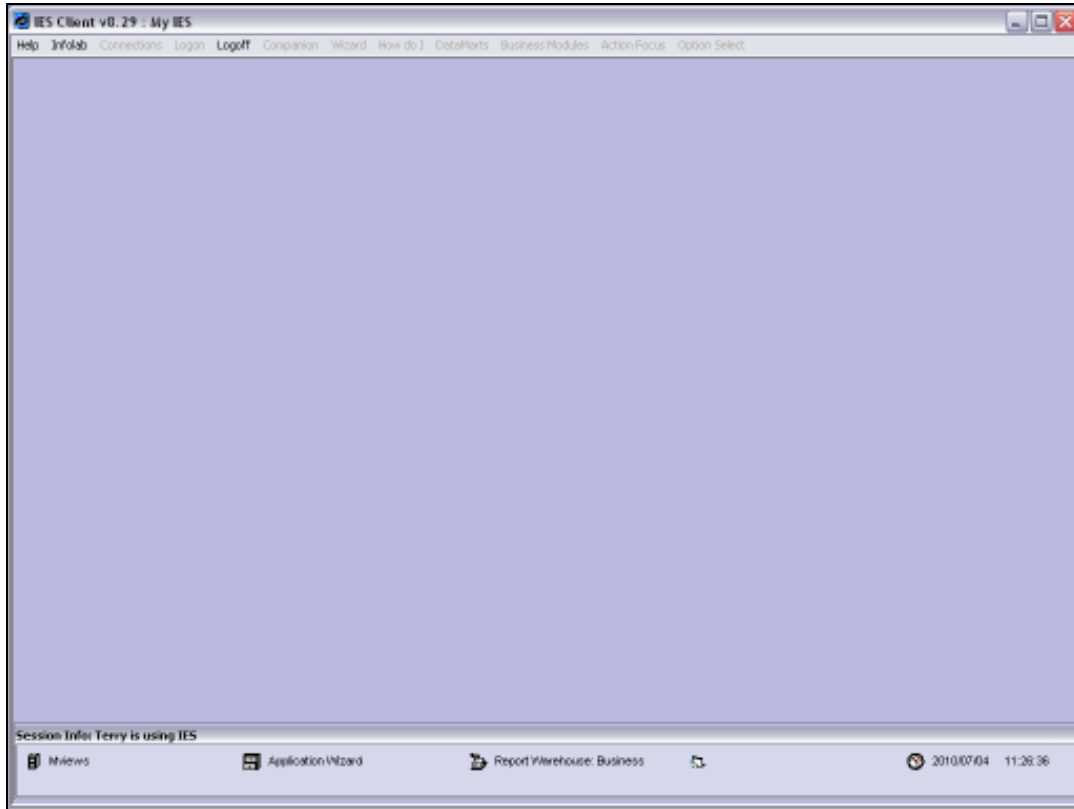
Slide 56

Slide notes:



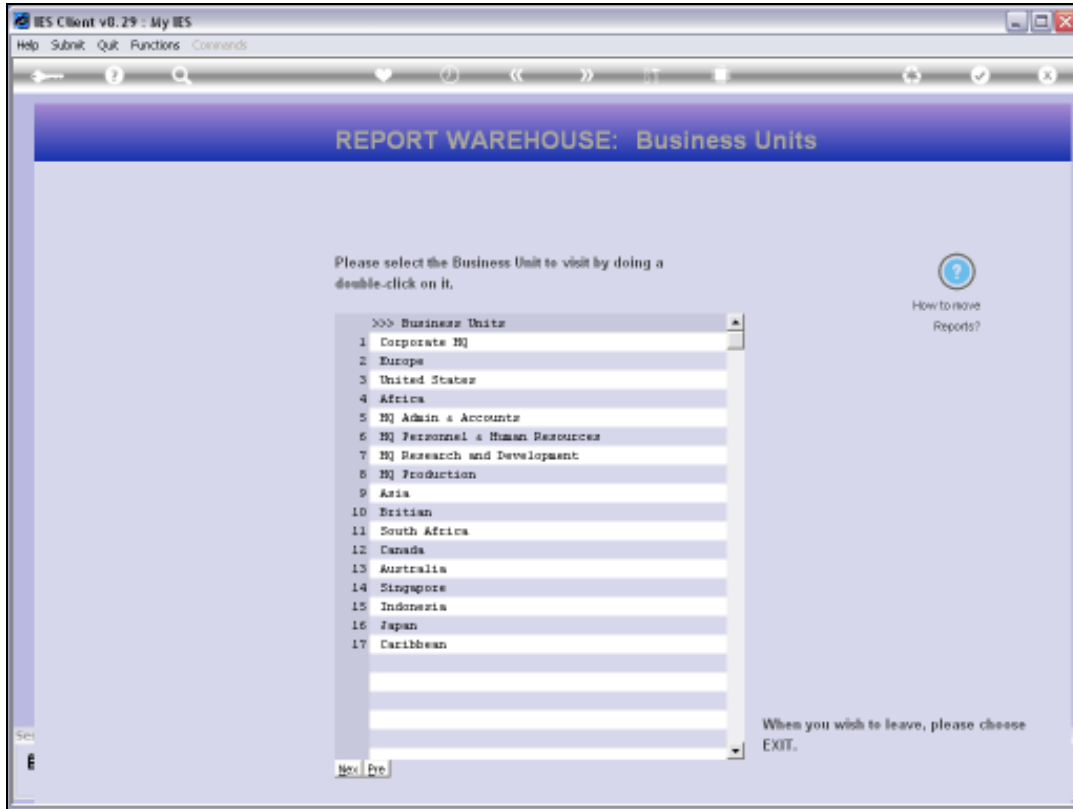
Slide 57

Slide notes:

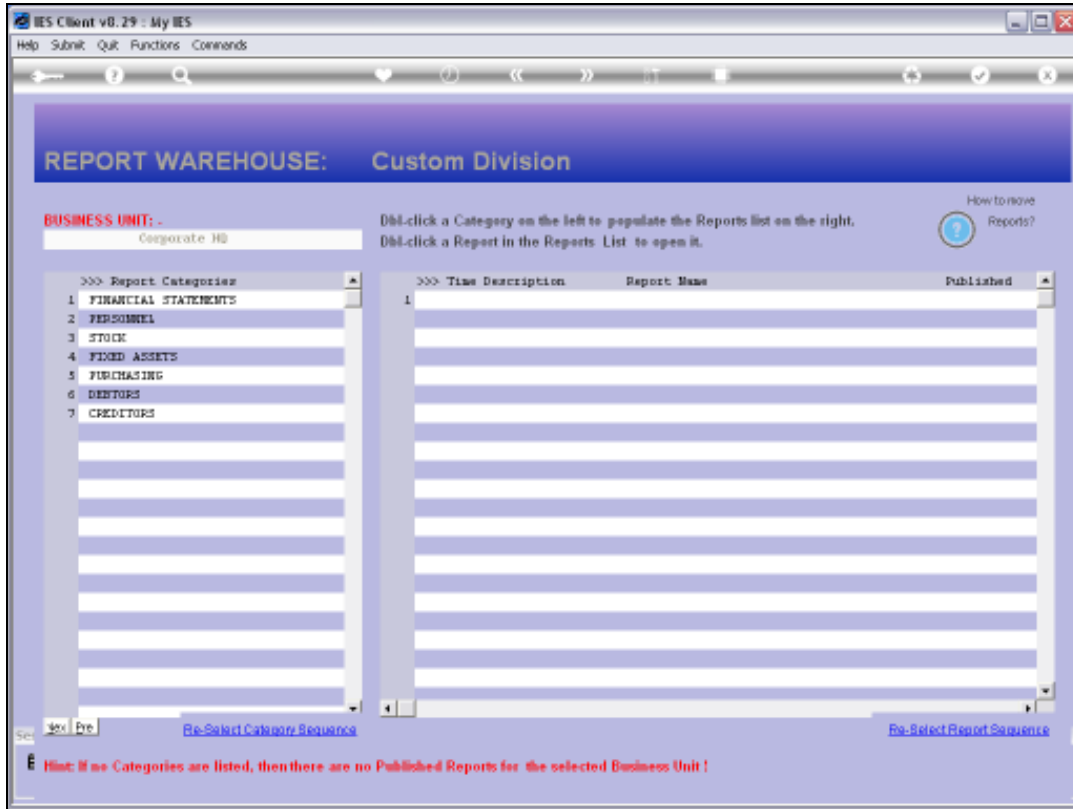


Slide 58

Slide notes:



Slide 59
Slide notes:

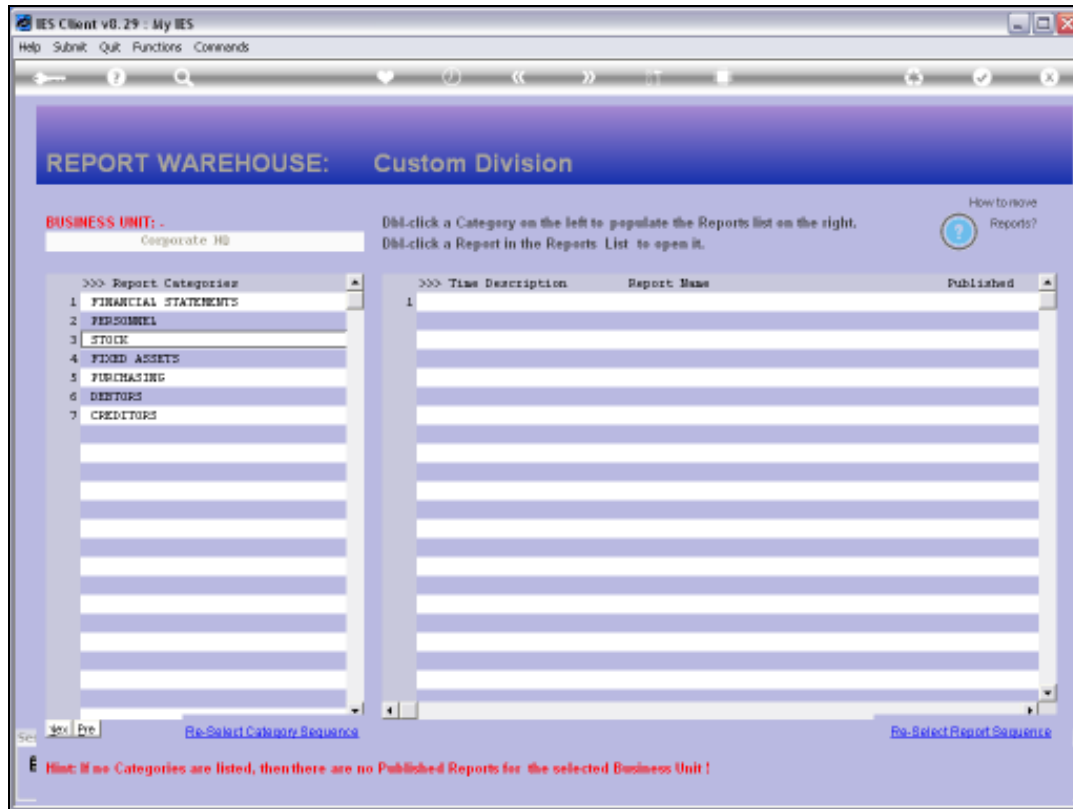


Slide 60
Slide notes:



Slide 61

Slide notes: And note here that we no longer have even a Category for Management Reports, because all Reports in that Category were removed and in such case the Category is also removed.



Slide 62

Slide notes: So, the Selective Removal option is powerful and useful. At the same time, it should be used with care.