

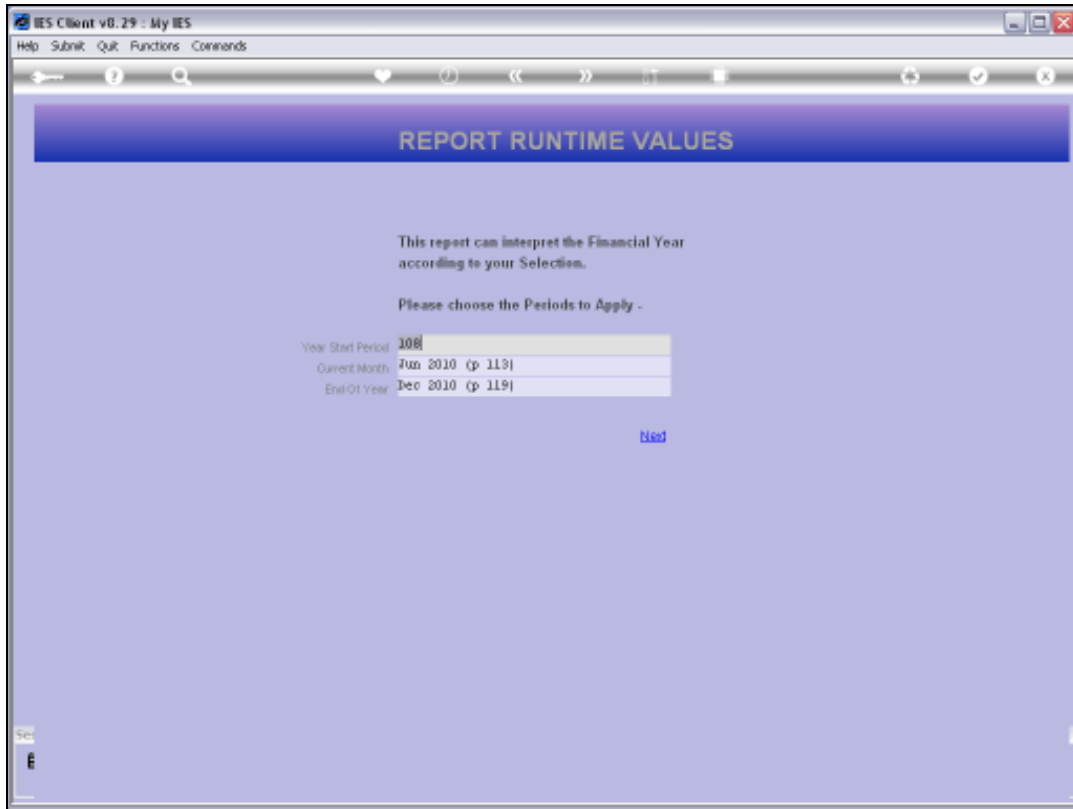
Slide 1

Slide notes: Publication of Reports in the Public areas of the Report Warehouse may happen mostly from Publication Runs, but Reports can also be published manually by System Administrators. So let us perform a Report and see how we do that.

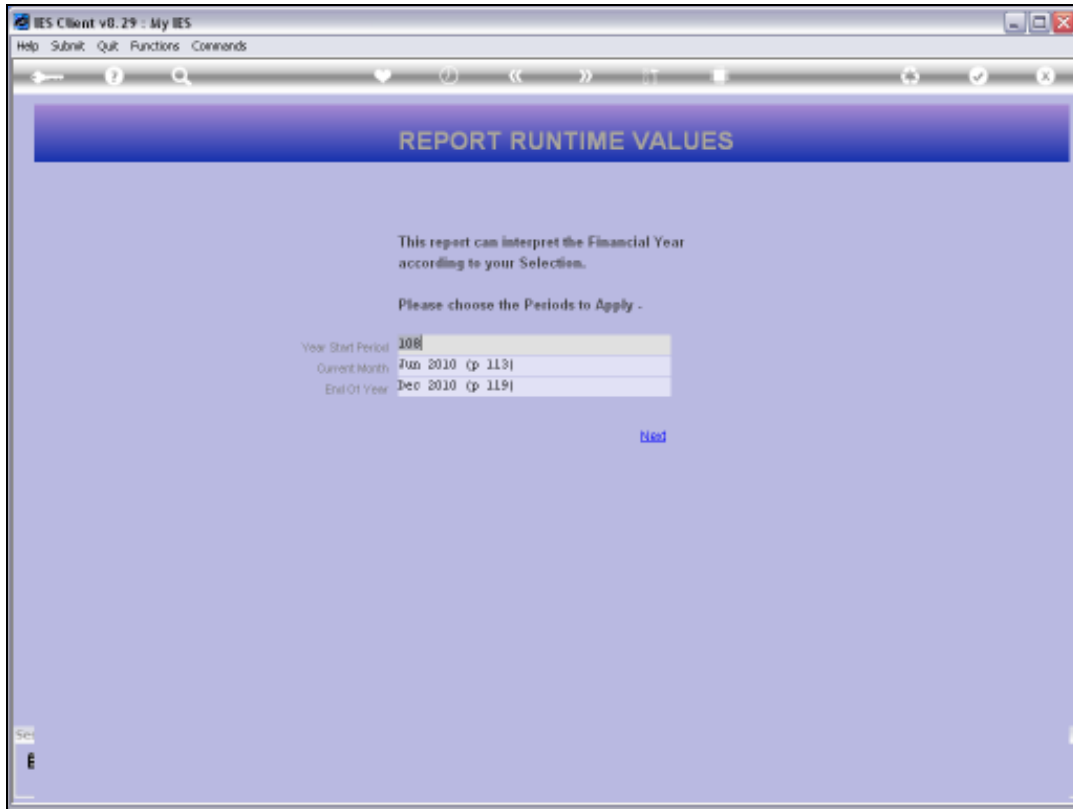


Slide 2

Slide notes: For our example, we will perform an Income Statement Report, but of course we could choose any other Report.



Slide 3
Slide notes:



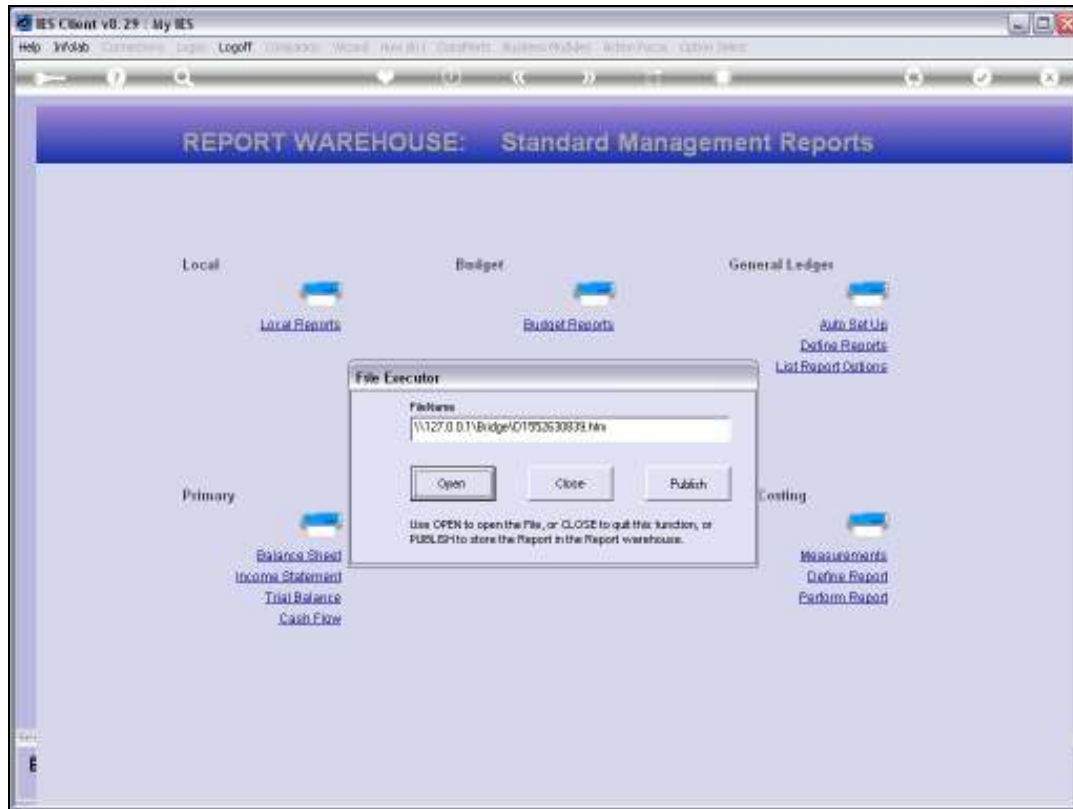
Slide 4
Slide notes:



Slide 5
Slide notes:

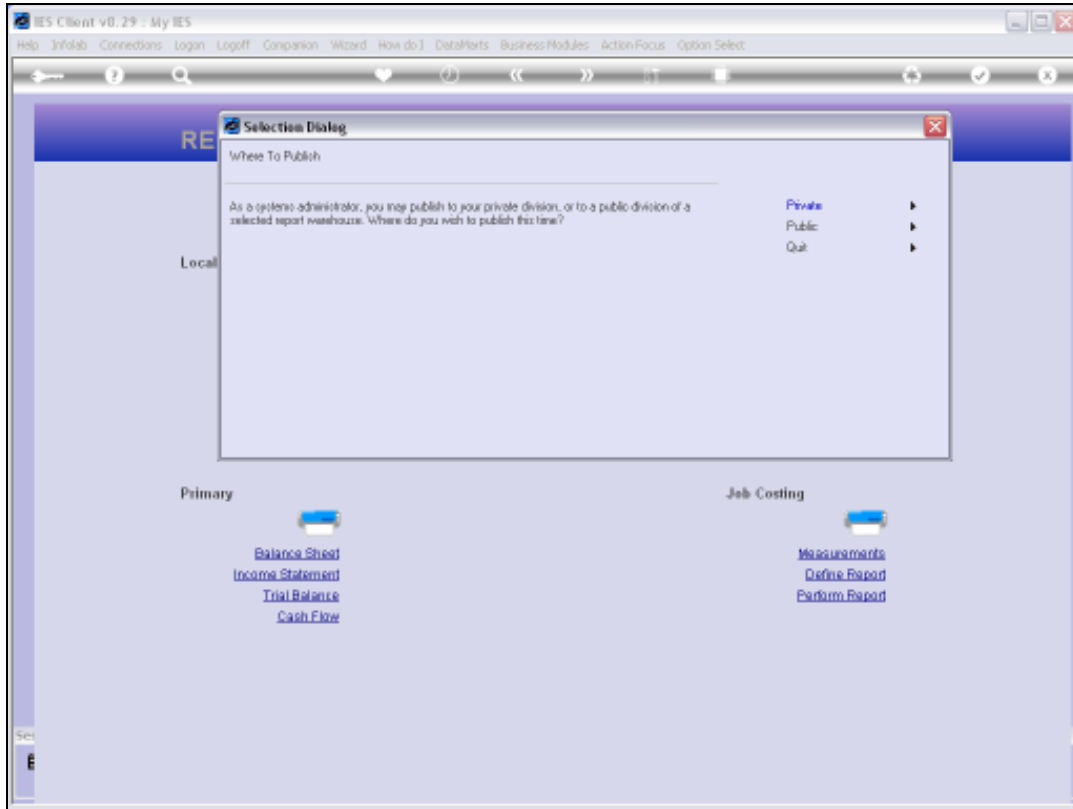


Slide 6
Slide notes:



Slide 7

Slide notes: We can Open this Report and Publish it after looking at it, or we can Publish it directly without even looking at it now.

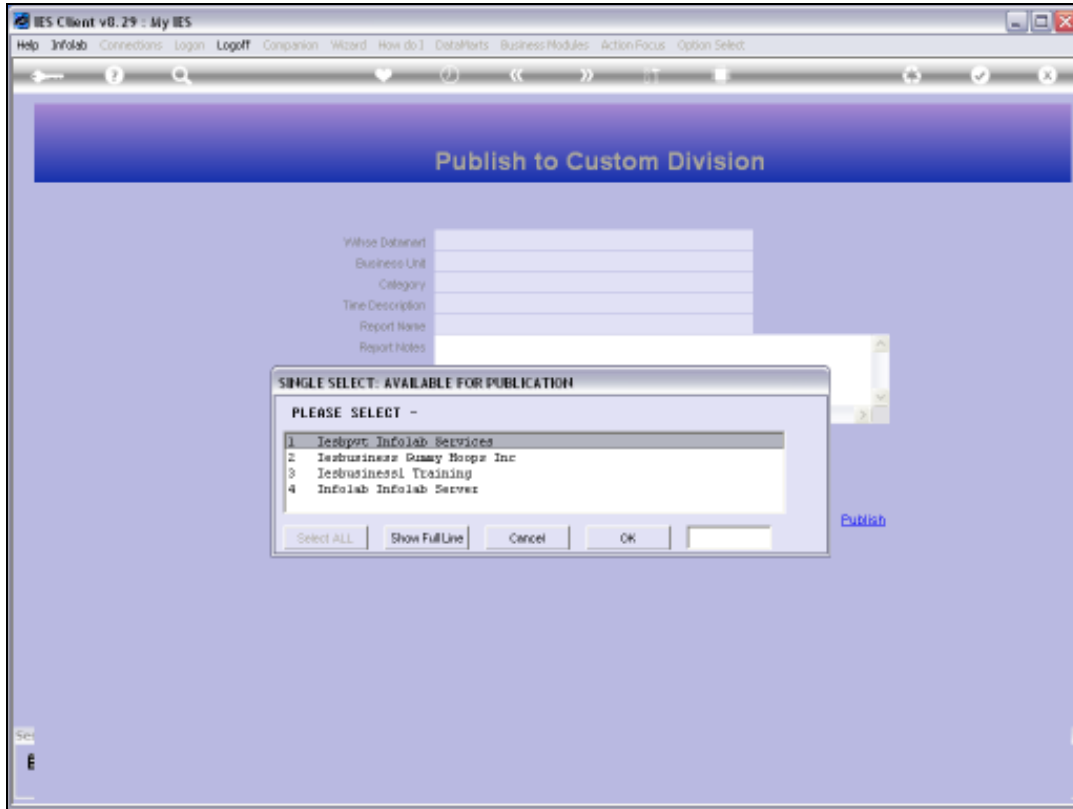


Slide 8

Slide notes: As a Systems Administrator, we have a choice whether to publish to our own Private Warehouse, or to the Public Area. We note that the Public Area may include Business Units that are Private, but it is still referred to as the Public Report Warehouse.



Slide 9
Slide notes:



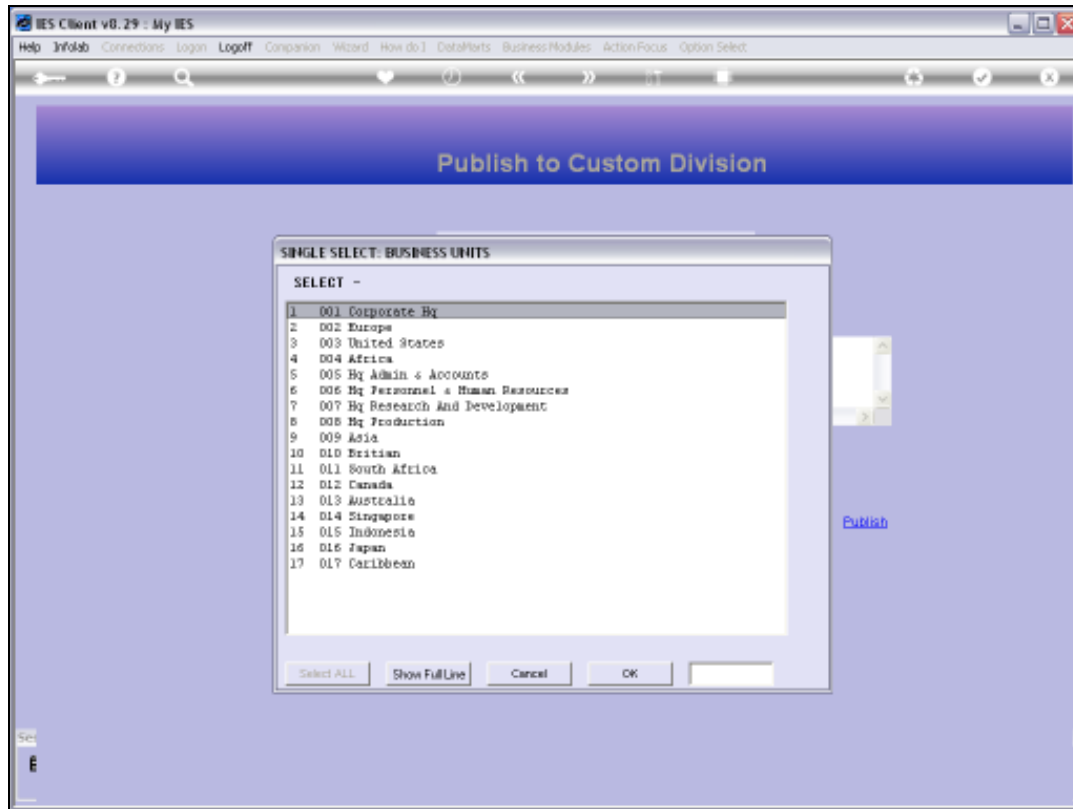
Slide 10

Slide notes: The 1st choice we need to make is the Datamart where we will publish.



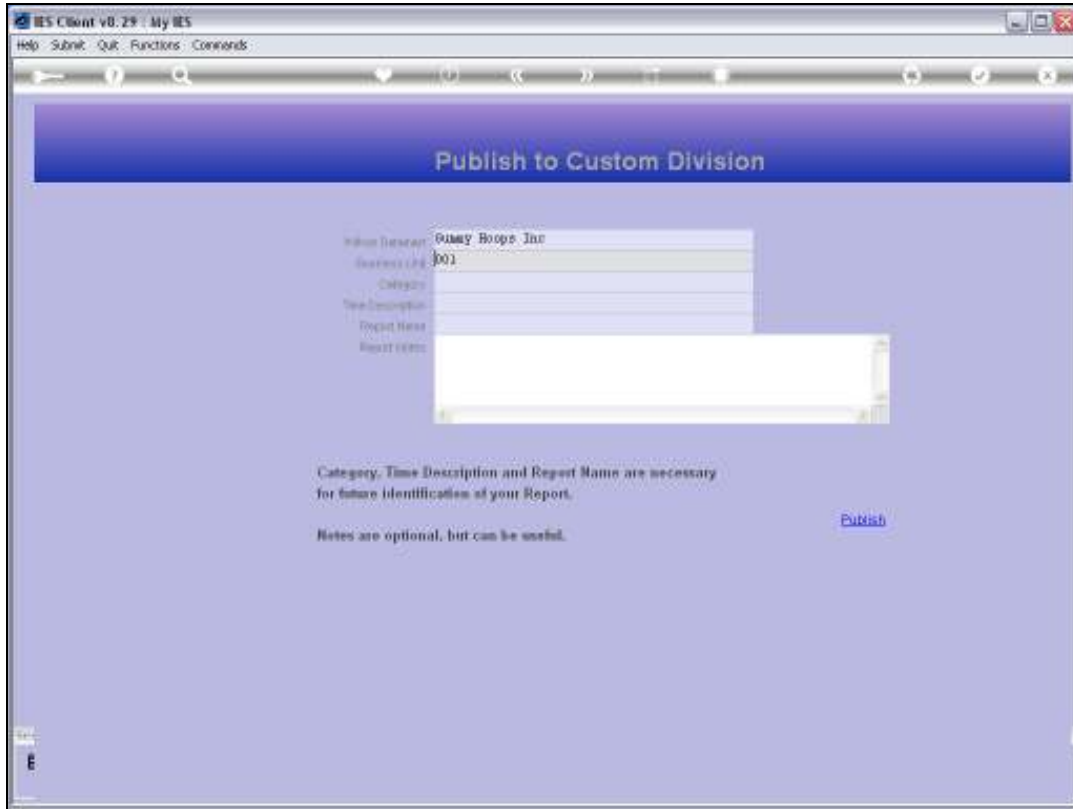
Slide 11

Slide notes:



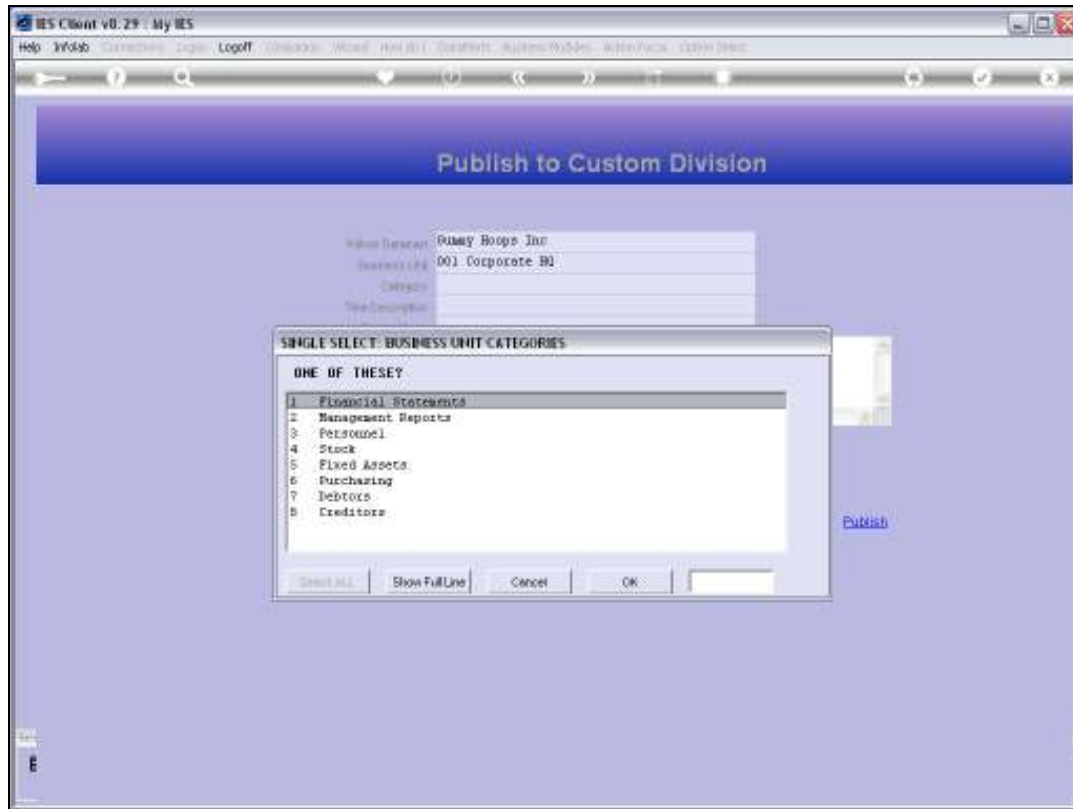
Slide 12

Slide notes: Then we select the Business Unit.



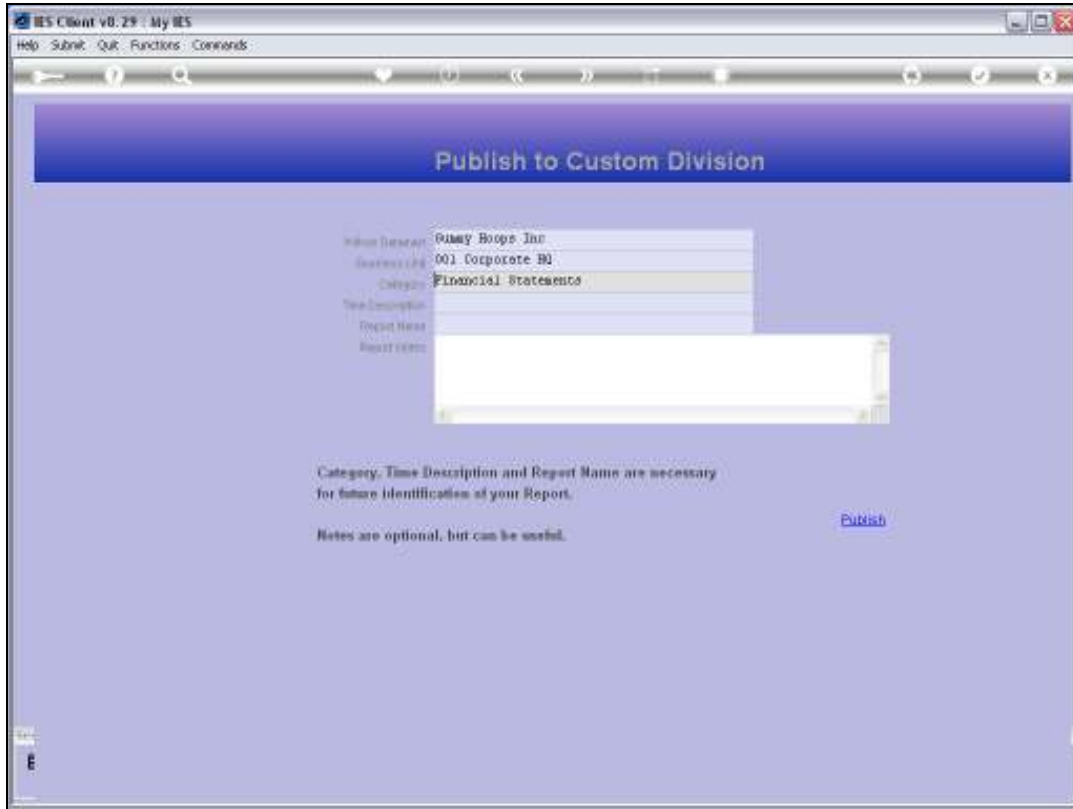
Slide 13

Slide notes:



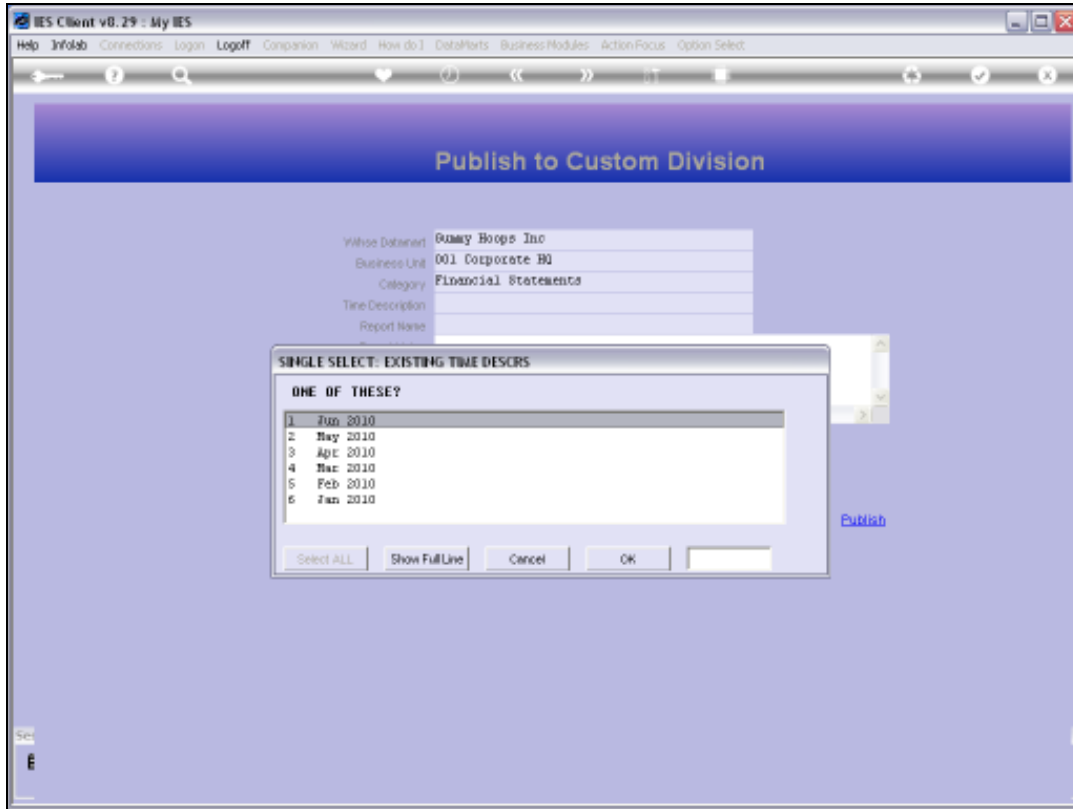
Slide 14

Slide notes: Next, we select the Category. If it is a new Category, we can choose 'cancel' and just type the name of the new Category.



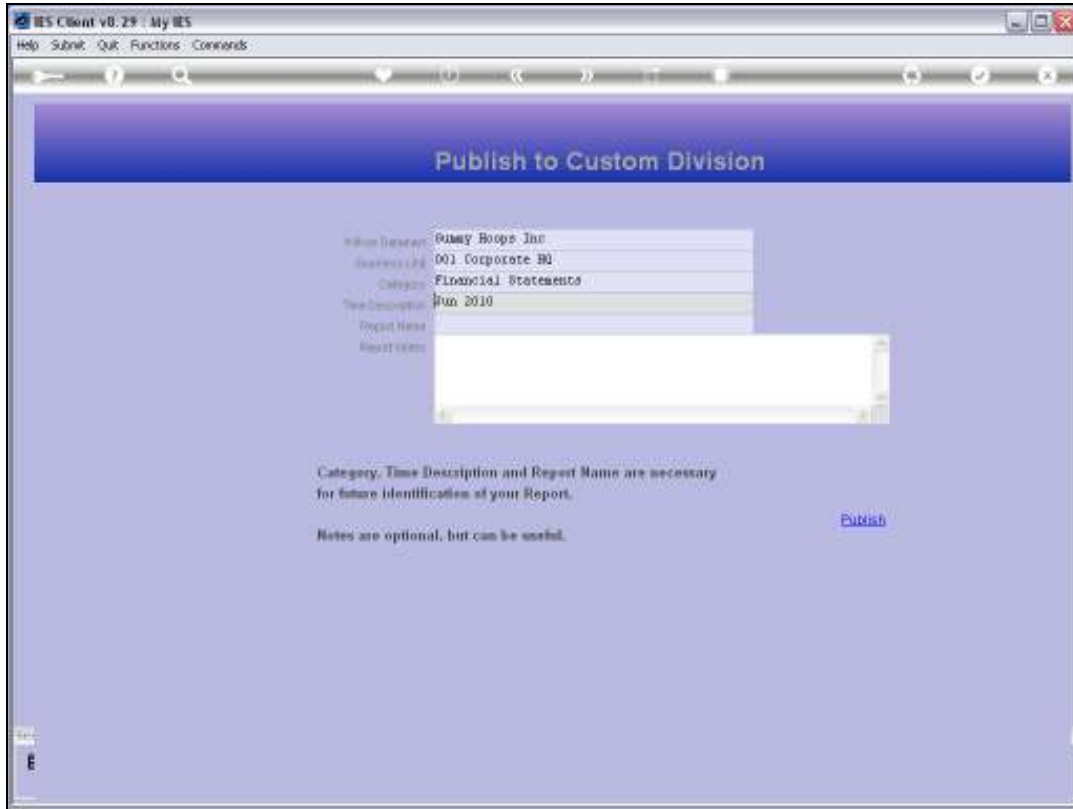
Slide 15

Slide notes:



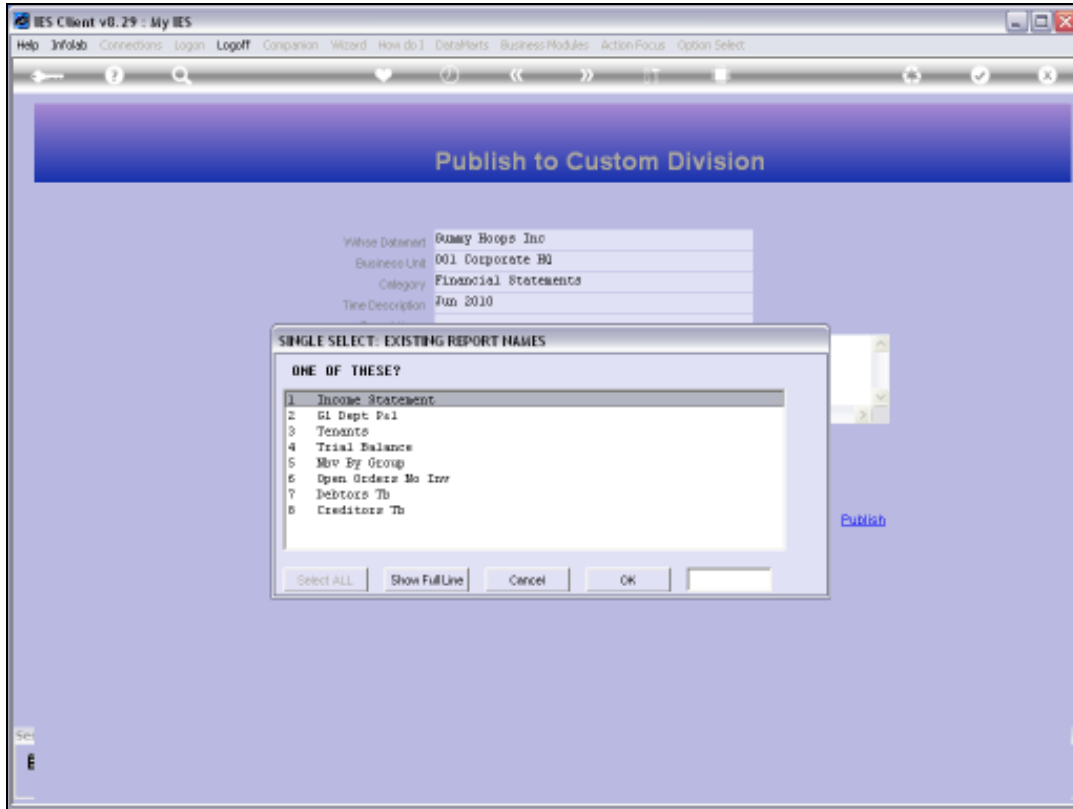
Slide 16

Slide notes: Same treatment with Time Label.



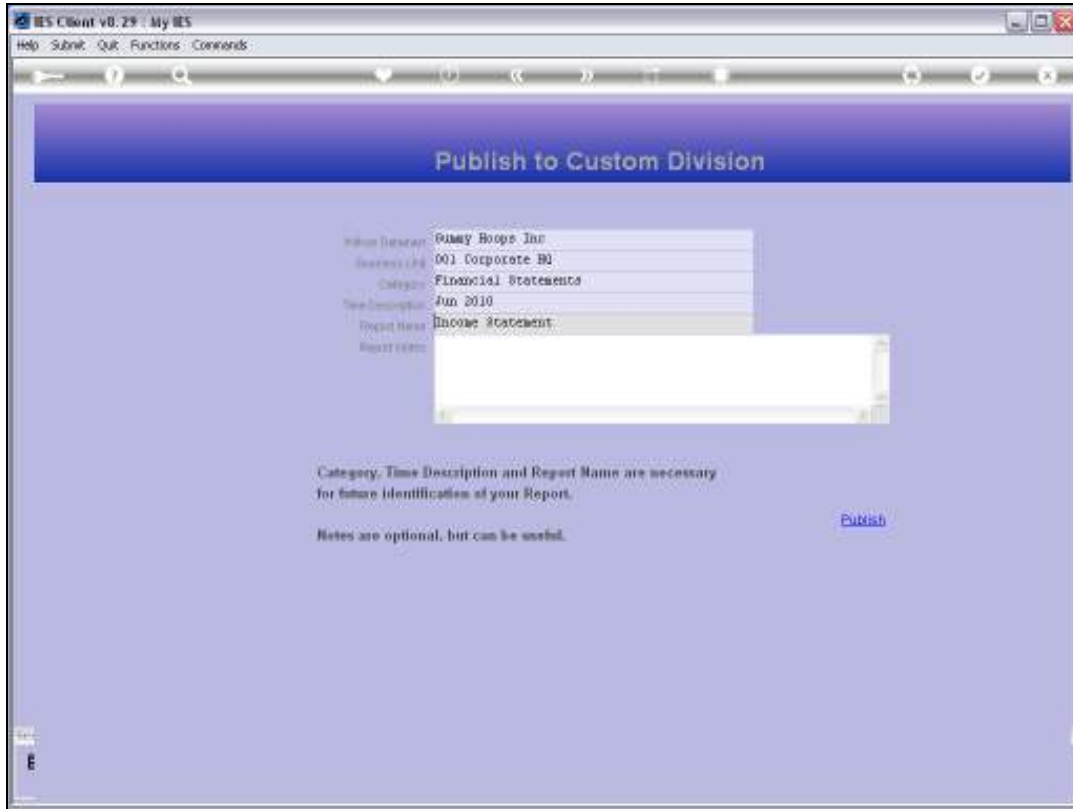
Slide 17

Slide notes:



Slide 18

Slide notes: And again the same with the Report Name. We can select if it is already there, or we can type the new Name.



Slide 19

Slide notes:



Slide 20

Slide notes: The Report has now been published.



Slide 21

Slide notes:



Slide 22

Slide notes:



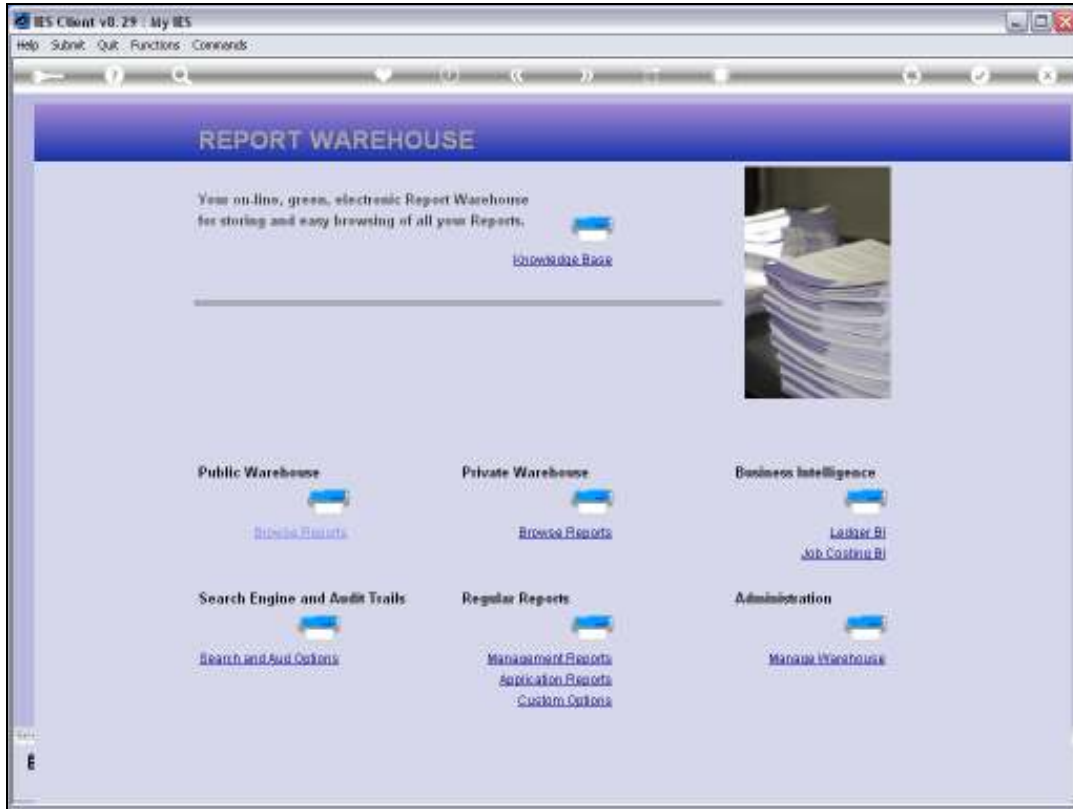
Slide 23

Slide notes: There is no need to check, since the Report will be where it should be, but for the sake of this example, we will show that it is there.

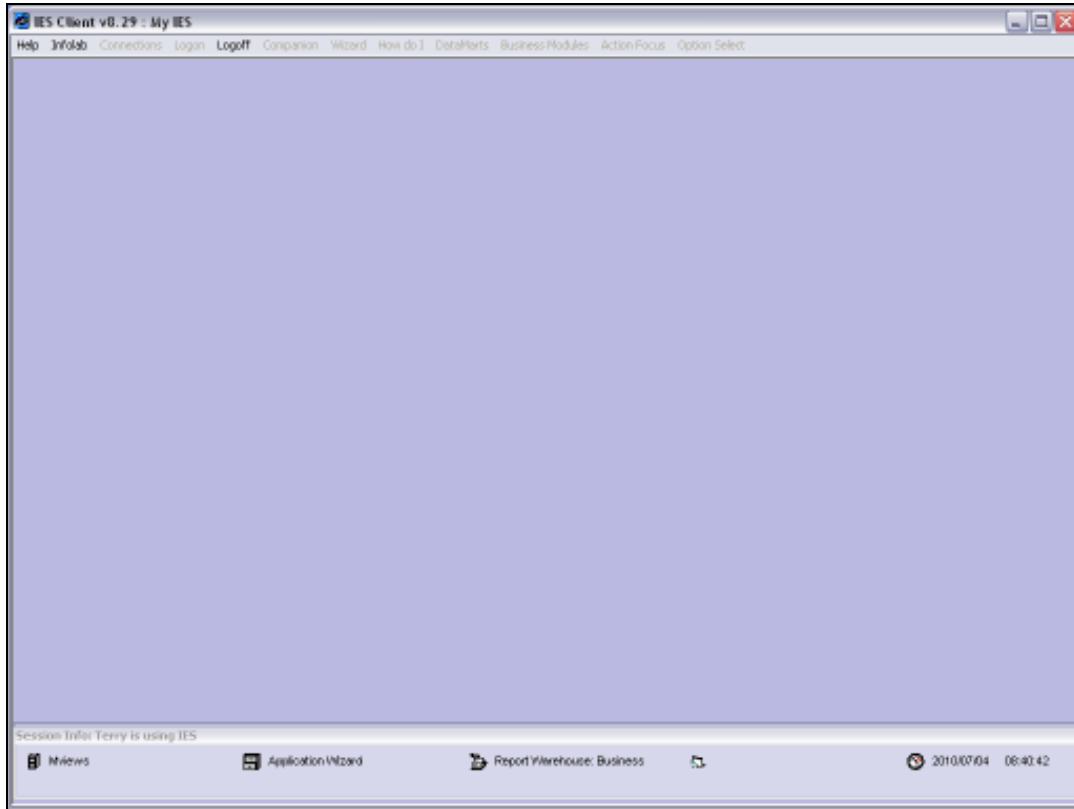


Slide 24

Slide notes:

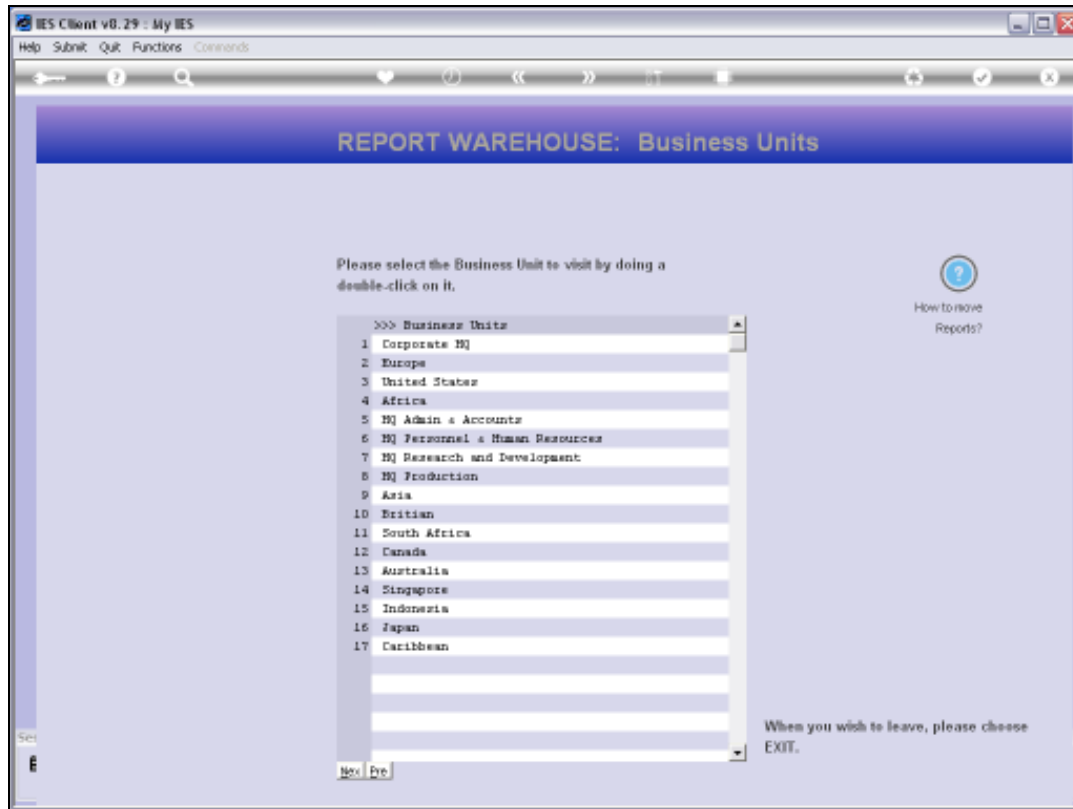


Slide 25
Slide notes:



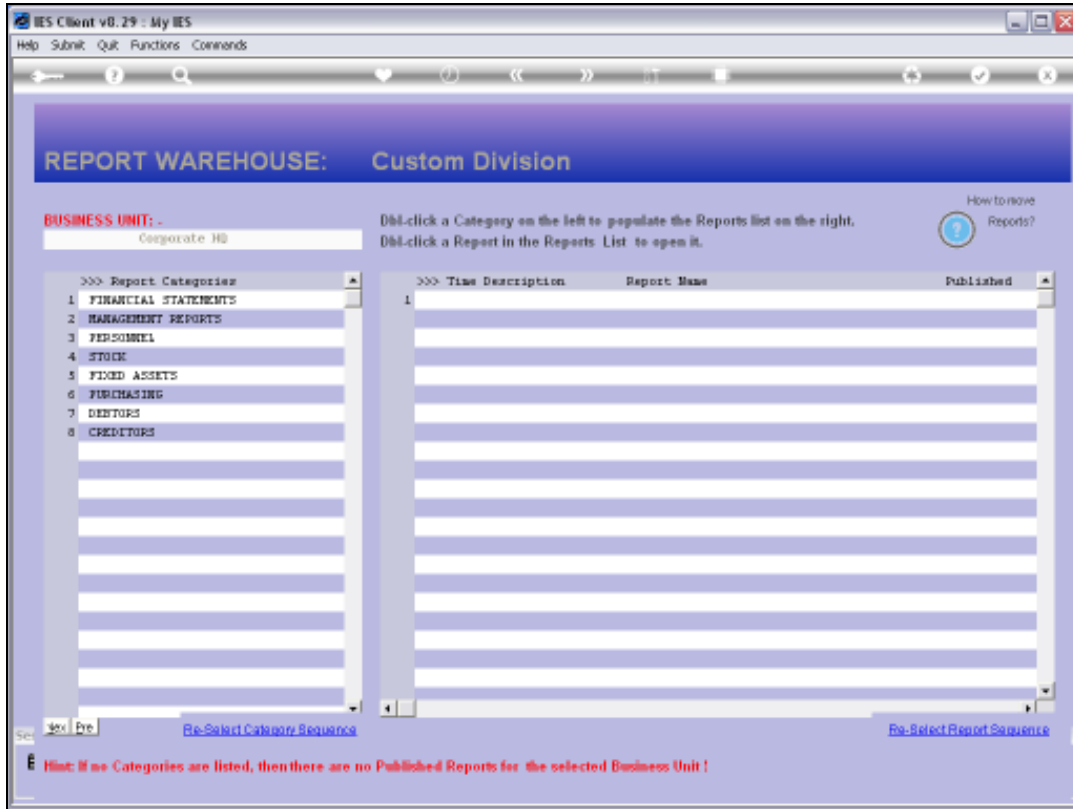
Slide 26

Slide notes:

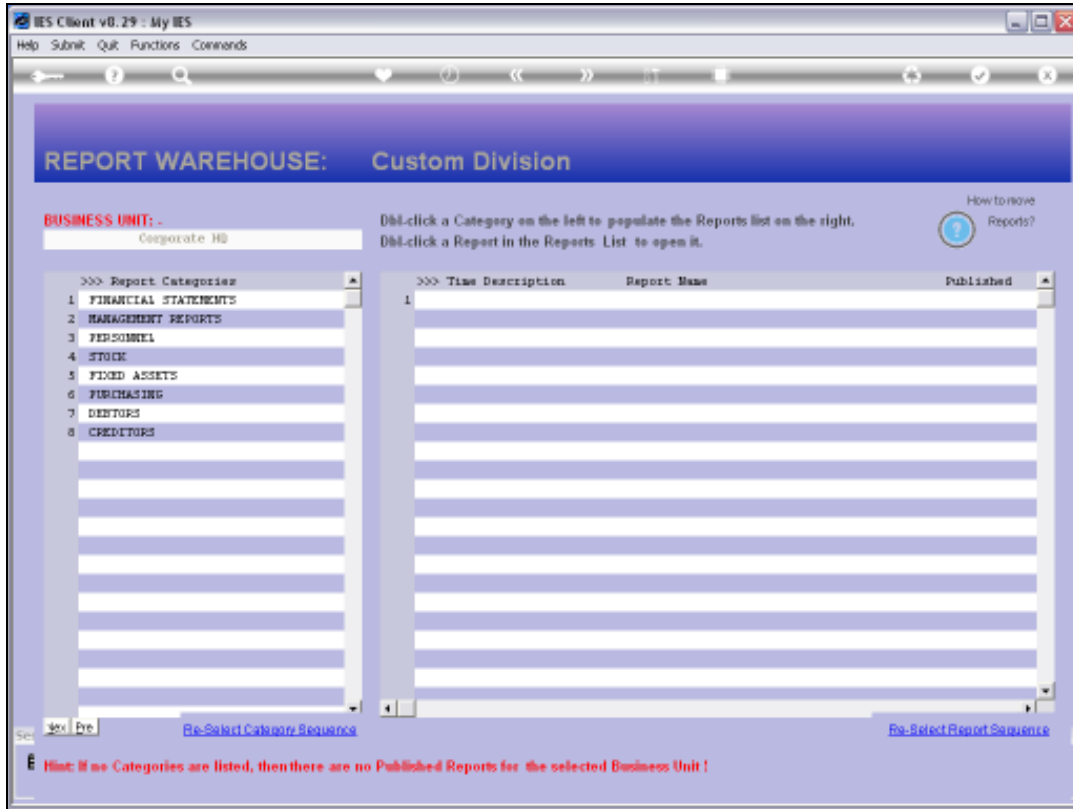


Slide 27

Slide notes: We select the same Business Unit as where we published.

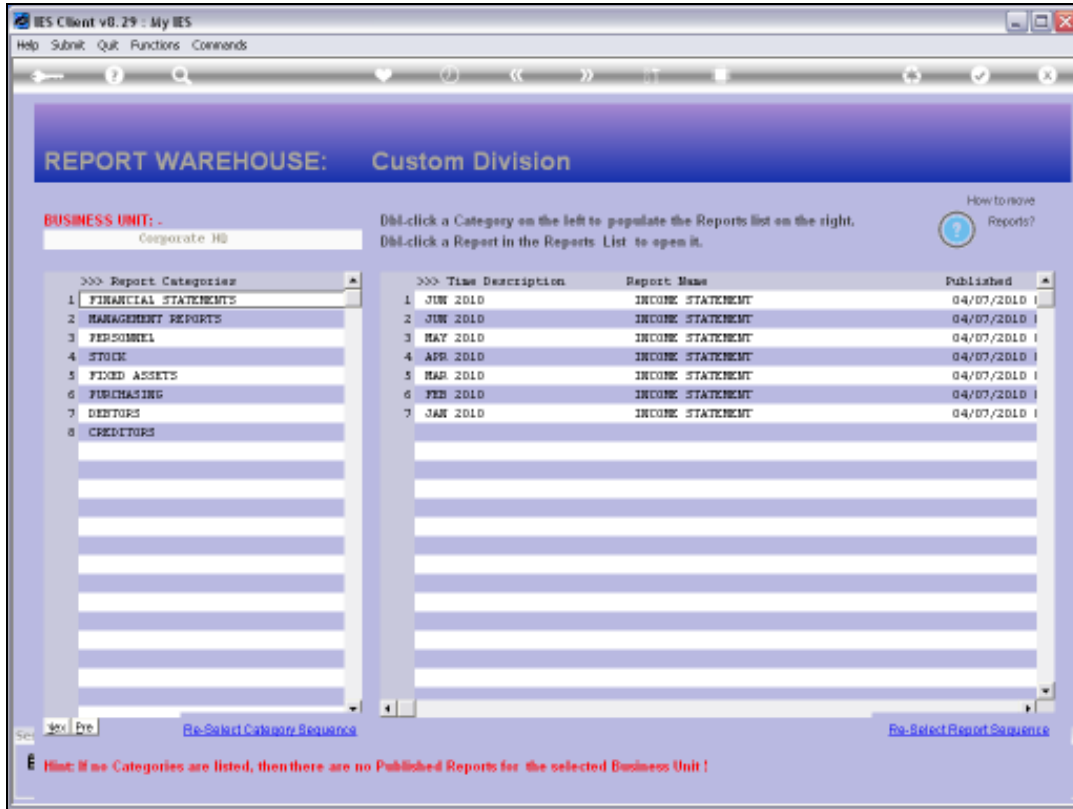


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Slide notes:

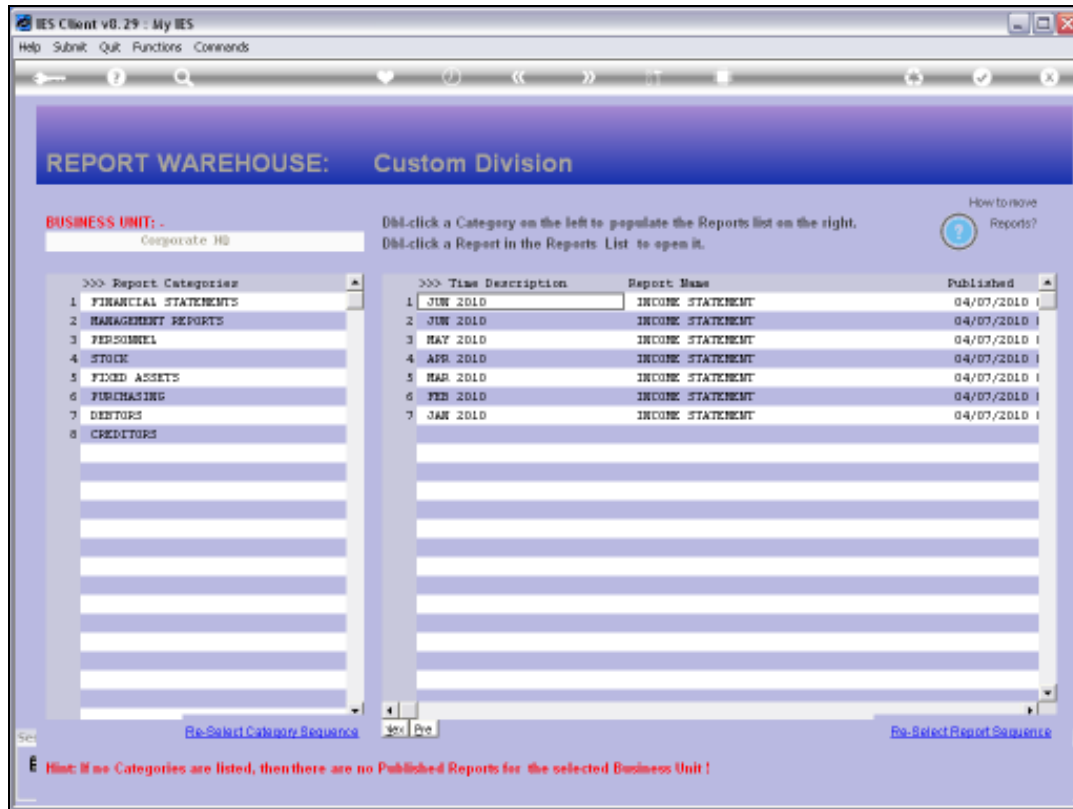


Slide 29

Slide notes: And the same Category.



Slide 30
Slide notes:



Slide 31

Slide notes: And here is the Report that we have just published.