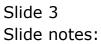


Slide notes: Publication of Reports in the Public areas of the Report Warehouse may happen mostly from Publication Runs, but Reports can also be published manually by System Administrators. So let us perform a Report and see how we do that.

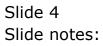
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Slide notes: For our example, we will perform an Income Statement Report, but of course we could choose any other Report.

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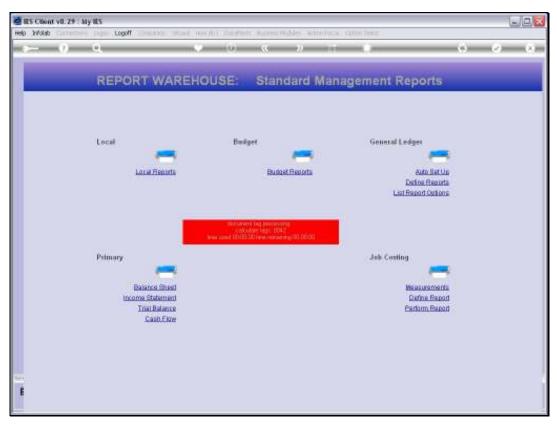


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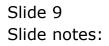
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Slide notes: We can Open this Report and Publish it after looking at it, or we can Publish it directly without even looking at it now.

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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.

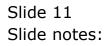
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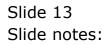
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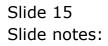
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Slide notes: Next, we select the Category. If it is a new Category, we can choose 'cancel' and just type the name of the new Category.

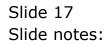
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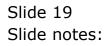
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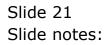
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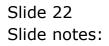
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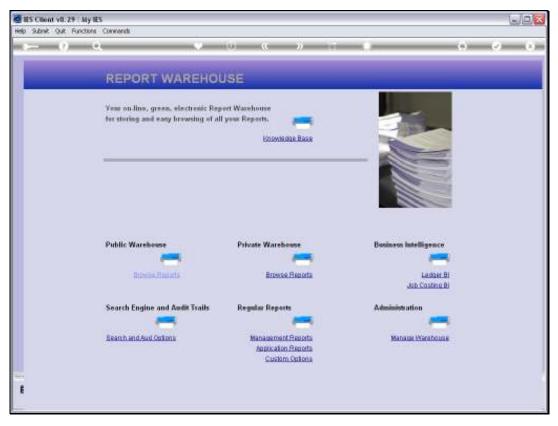


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Slide 24 Slide notes:



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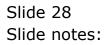
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Slide notes: And here is the Report that we have just published.