



Reports Job Aid

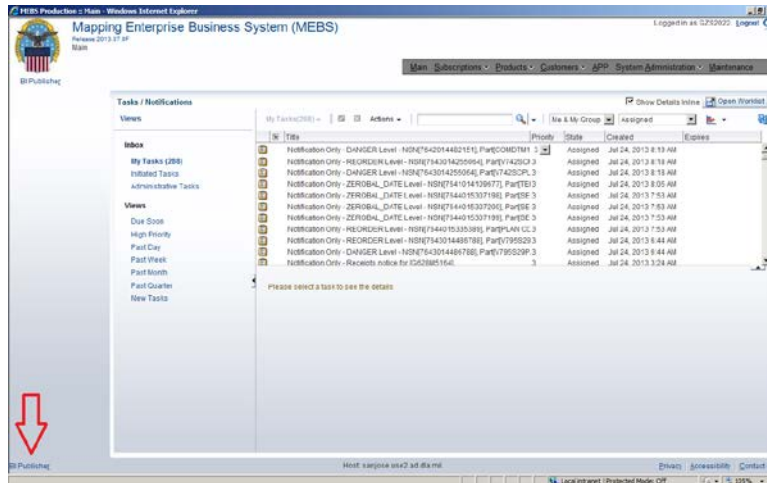
Version 2.0 • July 19, 2013

Background

MEBS is now using a new reporting solution called Business Intelligence – Publisher (BIP). BIP is replacing the prior reporting solution called Crystal Reports. The “look and feel” for BIP will be different from Crystal. However, the actual reportable data is identical.

How to view the Customer AD report in BIP

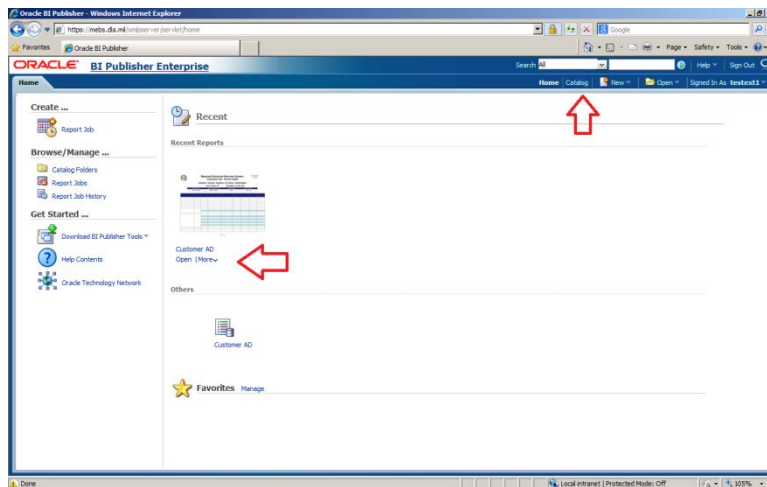
1. From the MEBS Main Page, select the “BI Publisher” on the bottom left corner.



When selected, a new window will open for BIP.

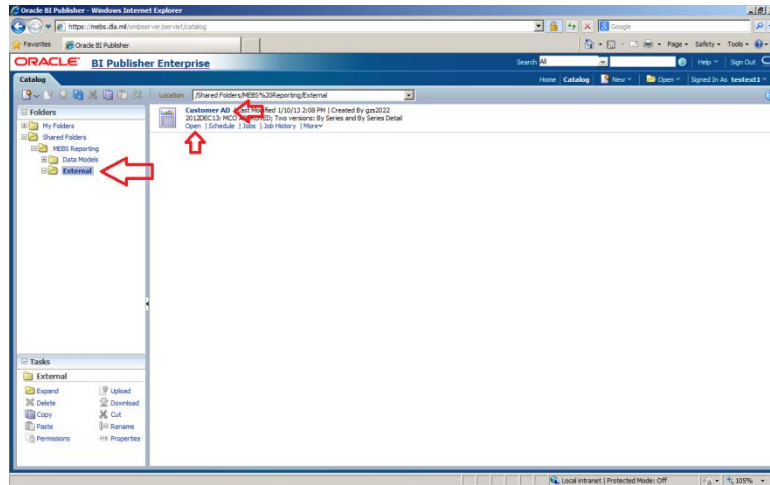
Note: BIP is a different IT solution from MEBS. Therefore, if you have issues with BIP, please contact the DLA Enterprise (EHD), and not the J6RSC-MEBS Team.

2. From the initial BIP page, select “Catalog” on the top right corner.

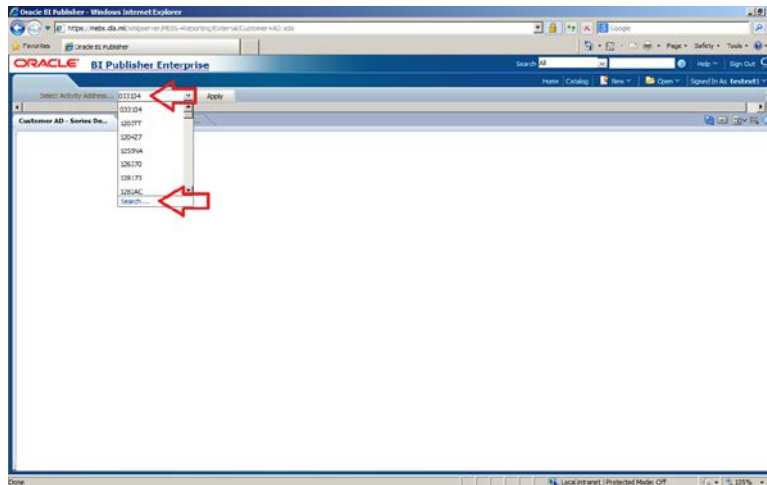


Note: If this is not the first time the report is accessed, the report will appear under the “Recent Reports” area. If the report does appear there, step 3 can be ignored, and select either “Customer AD” or “Open” (which is located directly under the report name).

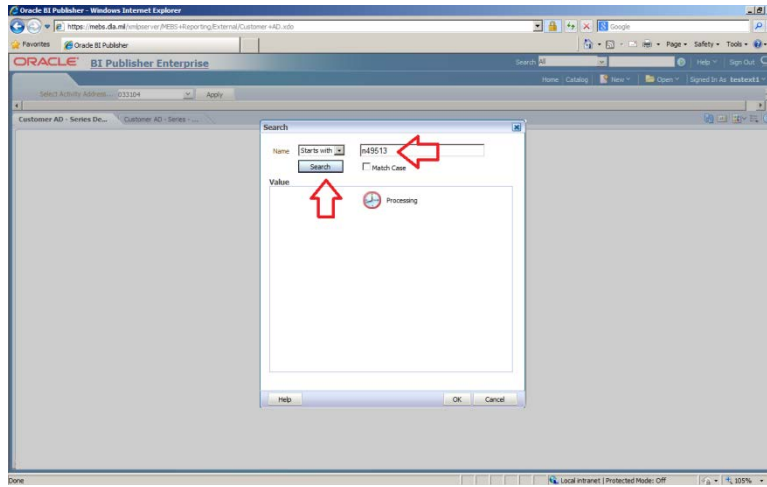
- On the left side of the screen, select the **/Shared Folders/MEBS Reporting/External** folder. To view the Customer AD report, select either the report name **“Customer AD”** or **“Open”** (which is located directly under the report name).



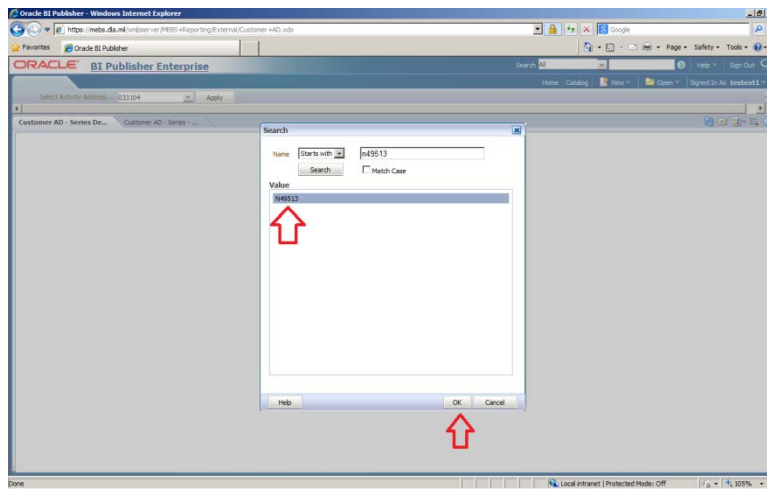
- Under the **“Select Activity Address:”** field, if the requested value is not in the initial drilldown list, then select **“Search.”**



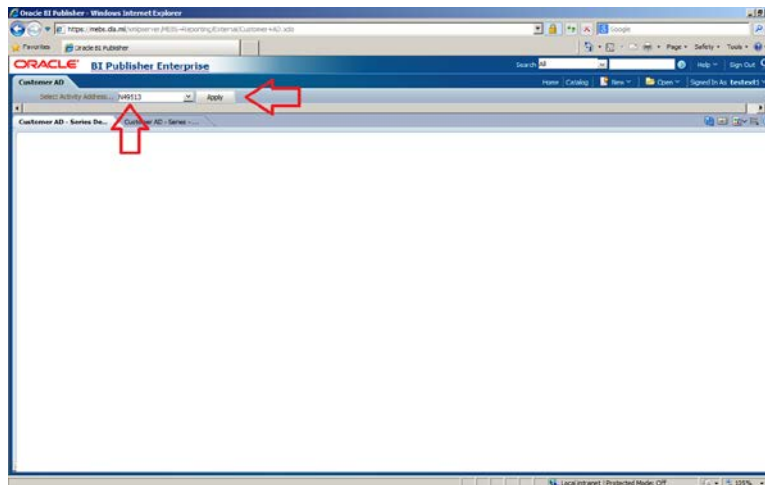
5. Enter an **Activity Address Code** value, then select **“Search.”**



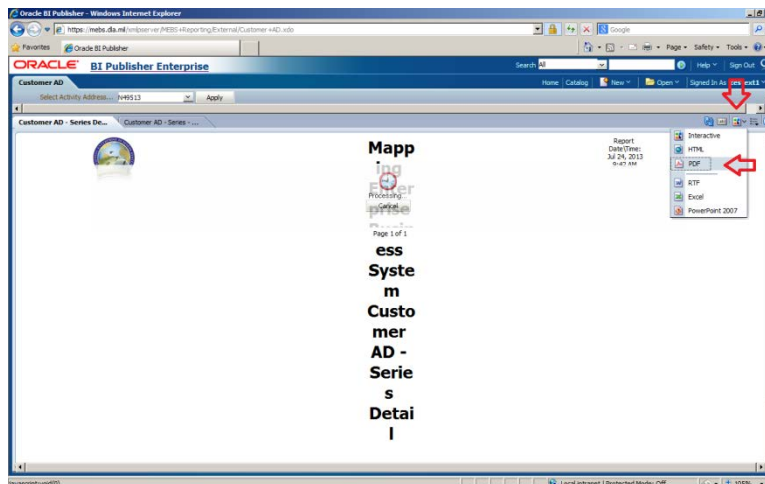
6. Select the Activity Address Code under the **Value** area, then select **“OK.”**



- The selected value will now populate in the **“Select Activity Address:”** field. If not, please repeat step 4 through step 6. If so, select **“Apply.”**



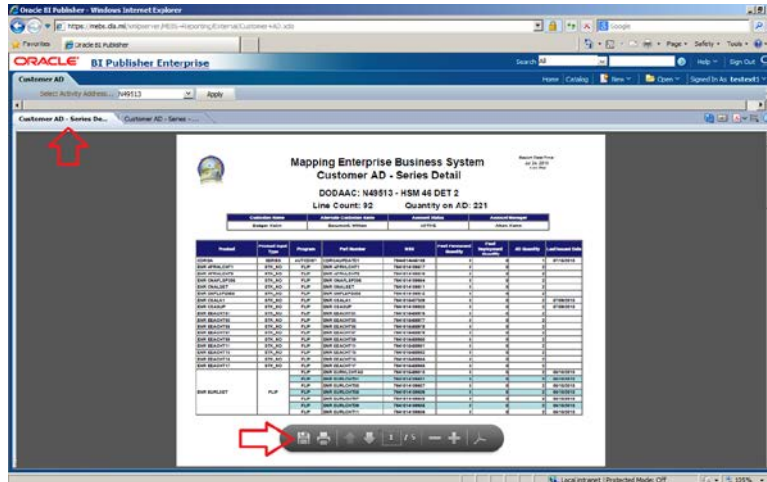
- The default report format may not be Adobe PDF. To change the report format, select the referenced icon on the top right corner, and then select **“PDF.”**



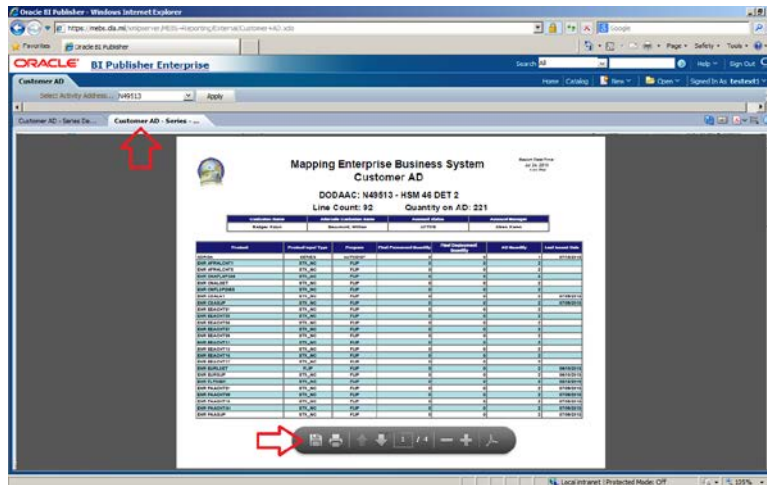
Note: The Customer AD report was created for the Adobe PDF format. If another report format is selected, the “look and feel” of the report may not display properly.

9. There are two versions for this report, “Series Detail” and “Series.” By selecting either tab, the different versions of the report can be view.

a. This is the “Series Details” screenshot.



b. This is the “Series” screenshot.



Note: When navigating between the two tabs, please ensure that the report format is Adobe PDF. Please reference the previous step (step 7).

Note: For both report versions, the typical Adobe functions will appear when the mouse is moved to the bottom of the report. Using the Adobe function, the report can be printed and/or saved.

Appendix A – Security Warning message

While navigating in BIP, if you encounter the following pop-up **Security Warning** message, please always select **“Yes”** to continue.

