

# **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.

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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).

3. 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).



4. 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."

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7. 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."** 



8. 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."** 

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**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 differenct versions of the report can be view.
  - Image: Section 2000
     Image: Section 2000<
  - 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.



### Appendix B – Modifying the Time Zone

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The default **Time Zone** for BIP may be incorrect for your location. To modify it, please click on your <Account Name> on the top right of the screen, and then select **"My Account."** 

Under the "Time Zone" field, select the appropriate location, and then select "OK."



This is only needed to be done once, and not for every time BIP is accessed.