ASG Software Solutions

ASG-Report.Web™
Installation and Administration Guide

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Preface

This *ASG-Report.Web Installation and Administration Guide* provides a detailed explanation of how to install ASG-Report.Web (herein called Report.Web). Report.Web is a comprehensive print replacement solution for host and ERP reports, designed to distribute reports from any source over the web. It can handle output from heterogeneous data processing environments and is capable of distributing reports to thousands of users. Report.Web replaces reports that otherwise might be printed, sent to microfiche, or viewed using legacy viewing products.

Note:

Report.Web Modeler is now called Monarch and Portable Report Formats (PRFs) are now referred to as Web Report Formats (WRFs)..

About this Publication

This publication consists of these chapters:

- Chapter 1, "Introduction," outlines the operating requirements, core components, and functions of Report.Web.
- Chapter 2, "Installation and Setup," provides the step-by-step instructions for installing and running Report.Web and the Configuration Wizard.
- Chapter 3, "Publishing Your First Report," walks you through the steps for configuring and publishing your first report.
- Chapter 4, "The Manager," describes the Report.Web Manager application, including its various windows, menus, property sheets, and configuration settings.
- Chapter 5, "RW Folders," describes how to create, modify, and delete Report.Web folders.
- Chapter 6, "Report.Web Options," explores all of the options available within the Report.Web Options property sheet.
- Chapter 7, "Report.Web Report Definitions," describes how to create, modify, and delete Report.Web Report Definitions.
- Chapter 8, "Automating the Publishing Process," describes the four methods to automate the publishing of documents—filename-based, model-based, schedule-based recognition, and Report.Web RJE.
- Chapter 9, "Access Control," details Report.Web levels of security and how to assign access permissions.
- Chapter 10, "Configuring Report.Web for an Alternative Database," provides information regarding the use of an alternate database. Specifically, it discusses using Microsoft SQL Server as a third-party database.
- Chapter 11, "Report.Web Optional Components," details the Report.Web optional components: Report.Web InfluX, Report.Web Guru, and Report.Web Courier. This chapter covers the installation, setup, and launching of these components.
- Chapter 12, "Log Viewer Utility," provides an overview of the Log Viewer function and describes how to setup a new default, open a log file, find and filter log data, and print and save log files.
- Chapter 13, "Troubleshooting," presents questions and answers related to the Browser View and the Report Configuration Manager.

Publication Conventions

ASG uses these conventions in technical publications:

Convention	Represents
ALL CAPITALS	Directory, path, file, dataset, member, database, program, command, and parameter names.
Initial Capitals on Each Word	Window, field, field group, check box, button, panel (or screen), option names, and names of keys. A plus sign (+) is inserted for key combinations (e.g., Alt+Tab).
`lowercase italic monospace`	Information that you provide according to your particular situation. For example, you would replace *`filename`* with the actual name of the file.
`Monospace`	Characters you must type exactly as they are shown. Code, JCL, file listings, or command/statement syntax. Also used for denoting brief examples in a paragraph.
Vertical Separator Bar (|) with underline	Options available with the default value underlined (e.g., Y|N).
Underline	Denotes a cursor-selectable field or line.

ASG Customer Support

ASG provides support throughout the world to resolve questions or problems regarding installation, operation, or use of our products. We provide all levels of support during normal business hours and emergency support during non-business hours.

ASG Third-party Support. ASG provides software products that run in a number of third-party vendor environments. Support for all non-ASG products is the responsibility of the respective vendor. In the event a vendor discontinues support for a hardware and/or software product, ASG cannot be held responsible for problems arising from the use of that unsupported version.

Intelligent Support Portal (ISP)

Online product support is available at: http://www.asg.com/support/support.asp via the ASG Intelligent Support Portal (ISP). Your logon information for ISP online support is:

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Password = *XXXXXXXXXX*

where:

NNNNNNNNNN is your customer ID supplied by ASG Product Distribution.
XXXXXXXXXX is your unique password supplied by ASG Product Distribution.

The *ASG-Intelligent Support Portal User's Guide* provides instructions on how to use the ISP and is located on the ASG Support web page.

Telephone Support

To expedite response time, please have this information ready:

- Product name, version number, and release number
- List of any fixes currently applied
- Any alphanumeric error codes or messages written precisely as displayed
- A description of the specific steps that immediately preceded the problem
- Verify whether you received an ASG Service Pack or cumulative service tape for this product. It may include information to help you resolve questions regarding installation of this ASG product. The Service Pack instructions are in a text file on the distribution media included with the Service Pack. You can access the latest software corrections and Service Packs via the ISP.
- The severity code (ASG Customer Support uses an escalated severity system to prioritize service to our clients. The severity codes and their meanings are listed below.)

Severity Codes and Expected Support Response Times

Severity	Meaning	Expected Support Response Time
1	Production down, critical situation	Within 30 minutes
2	Major component of product disabled	Within 2 hours
3	Problem with the product, but customer has work-around solution	Within 4 hours
4	"How-to" questions and enhancement requests	Within 4 hours

Business Hours Support

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Asia	800.354.3578	703.464.4901	support.au@asg.com
Australia	1800.637.947 or 61.3.9645.8500	61.3.9645.8077	support.au@asg.com
Denmark	800.354.3578 or 800.775.5675	703.464.4901	support@asg.com
England	00.800 3544 3578 or 44.1727.736305	44.1727.812018	support.uk@asg.com
France	00.800 3544 3578 or 33.141.028590	33.141.028589	support.fr@asg.com
Germany	00.800 3544 3578 or 49.89.45716.200	49.89.45716.400	support.de@asg.com
Hong Kong	800.96.2800	703.464.4901	support.au@asg.com
Indonesia	001.803.61.812	703.464.4901	support.au@asg.com
Ireland	800.354.3578 or 800.775.5675	703.464.4901	support@asg.com
Israel / Bezeq	800.354.3578 or 800.775.5675	703.464.4901	support@asg.com
Italy	00.800 3544 3578 or 39.0290.4500.25		support.it@asg.com
Japan / Telecom	800.354.3578	703.464.4901	support.au@asg.com
Malaysia	1800.80.4884		support.au@asg.com
Netherlands	800.354.3578 or 800.775.5675	703.464.4901	support@asg.com
New Zealand	800.354.3578	703.464.4901	support.au@asg.com
Philippines	1800.1.611.0039		support.au@asg.com
Singapore	00.800 3544 3578 or 65.332.2922	65.337.7228	support.sg@asg.com
South Africa	00.800 3544 3578 or 00.800.201.423		support.sa@asg.com
South Korea	800.354.3578	703.464.4901	support.au@asg.com
Sweden / Telia	800.354.3578 or 800.775.5675	703.464.4901	support@asg.com
Switzerland	800.354.3578 or 800.775.5675	703.464.4901	support@asg.com

Your Location	Phone	Fax	E-mail
Thailand	001.800.61.4929 or 800.775.5675	703.464.4901	support.au@asg.com
United Kingdom	800.354.3578 or 800.775.5675	703.464.4901	support@asg.com
All other countries:	1.239.435.2201		support@asg.com

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Your Location	Phone	Your Location	Phone
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Asia	1800.3544.3578	**New Zealand**	1800.3544.3578
Australia	1800.637.947	**Singapore**	1800.3544.3578
Denmark	1800.3544.3578	**South Korea**	1800.3544.3578
France	1800.3354.3578	**Sweden / Telia**	1800.3544.3578
Germany	1800.3544.3578	**Switzerland**	1800.3544.3578
Hong Kong	1800.96.2800	**Thailand**	1800.61.4929
Ireland	1800.3544.3578	**United Kingdom**	1800.3544.3578
Israel / Bezeq	1800.3544.3578	**All other countries**	1.239.435.2201 or 1.602.667.2800
Japan / IDC	1800.3544.3578		
Japan / Telecom			

If you receive a voice mail message, follow the instructions to report a production-down or critical problem. Leave a detailed message including your name and phone number. An ASG Customer Support representative will be paged and will return your call as soon as possible. Please have available the information described previously when the ASG Customer Support representative contacts you.

ASG Documentation/Product Enhancements

Submit all product and documentation suggestions to ASG's product management team at http://www.asg.com/asp/emailproductsuggestions.asp.

If you do not have access to the web, FAX your suggestions to product management at (239) 263-3692. Please include your name, company, work phone, e-mail ID, and the name of the ASG product you are using. For documentation suggestions include the publication number located on the publication's front cover.

1 Introduction

This chapter outlines the operating requirements, core components, and functions of Report.Web. It contains these sections:

Topic	Page
What is Report.Web?	1
How Can I Use Report.Web?	2
Report.Web Core Components	2
Optional Components	6

What is Report.Web?

Report.Web is a Windows-based, market-proven, industry leading e-reports solution designed to distribute reports from any source over the web. It can handle output from heterogeneous data processing environments and is capable of distributing reports to thousands of users. Report.Web replaces reports that otherwise might be printed, sent to microfiche, or viewed using legacy viewing products.

At the heart of Report.Web is the Enterprise Server, a powerful and robust engine that automates the entire process of delivering host-generated reports to the Web, from their transfer off of the host computer to their publication onto the corporate intranet/extranet. Report.Web takes report distribution and management to new heights by enabling enterprise-wide quick access to legacy and client-server reports while maintaining data security and integrity.

How Can I Use Report.Web?

Report.Web is a highly versatile product that solves several business problems that are common to report management systems and processes. For example, you may initially use Report.Web to electronically distribute legacy reports to end-users, thereby cutting printing and distribution costs. You may find that users have the need to use legacy report data within desktop applications such as Microsoft Excel. Alternatively, your users may have the need to analyze, filter, and summarize legacy report data to produce Executive Information System (EIS) reports. With Monarch, you can easily satisfy such advanced user requirements (for Monarch details, see "Server-side Components" on page 6).

As your system evolves, electronic report distribution will become the norm within your organization. At some point, users might want to have direct query capabilities to legacy report data so that they can execute ad-hoc queries as the need arises. Such a Business Intelligence System (BIS) can be delivered easily by using Report.Web InfluX to mine legacy report data and import the results into a relational database. As legacy report data is mined, filtered, summarized, and imported into a relational database (e.g., Microsoft Access or SQL Server), your users will be able to utilize BIS products to query such databases and produce the results they need.

Report.Web is an extremely powerful and flexible family of server products allowing you to protect investment in legacy systems while leveraging existing legacy reports.

Report.Web Core Components

With every installation of Report.Web, a set of core components are installed. Many of these components are essential to the publishing process and will be used extensively, while others may only be used occasionally for configuration or diagnostic purposes. All Report.Web core components are installed on the server machine (server-side) and there are no Report.Web components that need to be installed on the client machines (client-side) for standard browser-based report viewing.

Report.Web Enterprise Server

The Enterprise Server is the cornerstone of the Report.Web product. It is an all-inclusive, Windows NT-based or Windows 2000-based server providing the essential functions of Report.Web which include: intranet report publishing, multi-host support, automated document retrieval, indexing, and user access control. Its advanced features include enhanced searching, batch file bursting, report bursting, ISAPI and NSAPI extensions, multi-threaded publishing, and customizable report indexing.

Configuration Wizard

After installing Report.Web Enterprise Server, the Configuration Wizard completes the setup and configures the system for first-time use. The wizard handles such tasks as initializing the configuration database, configuring the Web server extensions [ISAPI extension for Microsoft Internet Information Server (IIS) and NSAPI extension for Netscape Server], setting required configuration parameters, and installing required Windows NT services. The Configuration Wizard is also used to update the configuration database after a product upgrade is performed.

Publishing Wizard

The Publishing Wizard can be used to quickly publish a report. When launched it prompts you for the minimum information necessary to create a new RW folder. It then creates a new report definition and sends the input file to the publisher. The Publishing Wizard is a useful tool when first starting to use the product or for those occasions when more advanced options are not required.

Manager

All publishing and distribution activities initiated by the Report.Web Enterprise Server are defined, controlled, and managed through a single administrative interface called the Manager. The Manager features an intuitive Windows Explorer-like user interface with drop-down menus for quick and easy administration that requires no programming. The administrator will use the Manager extensively during day-to-day operation of the Report.Web Enterprise Server.

Contained within the Manager are five secondary, or child, windows. Each of these windows serves a unique purpose:

Report Configuration Manager. The Report Configuration Manager allows you to create and define RW folders and reports as well as to view and purge published reports. This is the most frequently used Manager window.

Security Manager. The Security Manager window is where you assign access permissions to users of the published reports. You can add and remove access permissions for a folder, report, and/or report section. The Security Manager window incorporates a drag-and-drop interface which provides an easy-to-use mechanism for adding and copying permissions.

Service Manager. As you add and maintain report definitions you will need to stop and restart the product services. You can use the Services Manager or the Control Panel Services applet to restart the services. The Service Manager window can also be used to view the current status of Report.Web.

Schedule Manager Window. The Schedule Manager window provides a location where you can schedule routine tasks (e.g., archiving published reports or distributing reports to a remote Report.Web Enterprise Server). In this window, you can add and remove tasks and edit/view the properties for individual tasks.

Quick Launch Manager. The Quick Launch Manager provides a single location for launching system-wide utilities (e.g., User Manager or Event Viewer) as well as for opening commonly-used files or URLs. Double-click the supplied icons. In this window, you can add and remove items and edit/view the properties for individual items.

Publisher

The Publisher is at the heart of the Report.Web Enterprise Server. It is responsible for accepting input files (host reports) and creating WRF, Microsoft Excel, Text, and other types of published reports. The Publisher is called by the Dispatch service, and other services, to publish reports and make them accessible to those users who have proper access permissions. The Publisher also checks for older generations of published reports, a function configurable by the administrator, and removes them when appropriate.

Insight Server

Providing published report data to end-users quickly and efficiently, regardless of server load, is a critical requirement of Report.Web. To ensure that this is accomplished, the Report.Web Enterprise Server includes a highly secure and performance-tuned report server called Insight Server.

Used in conjunction with the Report.Web Insight clients, Insight Server is responsible for *serving up* report listings and delivering published reports to users and groups with granted access permissions. Users can quickly locate and navigate through reports and subsequently download them for offline viewing and analysis. The Insight Server has the added benefit of delivering WRF files to the Report.Web Insight clients in encrypted form, ensuring corporate data is secure.

Dispatch Service

The Dispatch service is a Windows NT service that triggers report publishing. Using the Dispatch service, you can schedule report downloads and publishing on a daily, weekly, and monthly basis. Alternatively, you may instruct the Dispatch service to monitor an input directory waiting for a particular input file (i.e., report.TXT) to appear. Once the file appears in the designated input directory, the Dispatch service begins publishing it. Such flexibility allows you to choose how to retrieve reports and initiate publishing. You can use the pull model (scheduled file transfers) or the push model (passive directory monitoring) to transfer reports from the originating host to the Report.Web Enterprise Server.

Burster and Preprocessor Services

Report.Web provides these two components for modifying report input files prior to sending them to the publisher:

- The Burster service can be used to separate, or burst, multi-report input files into individual report input files. It is also used to remove banner, or separator pages, that are commonly included at the beginning and end of host generated reports.
- The Preprocessor service can be used to replace one or more characters contained in an input file with different characters. The most common use of the Preprocessor service is to replace host generated channel skip codes in column 1 of a report with common PC printer control codes such as form feed (FF), carriage return (CR), and line feed (LF).

Built-in File Transfer Protocol (FTP)

Report.Web Enterprise Server includes an FTP program that can be used to automatically download report files from the originating host. Report.Web FTP is designed to be launched by the Dispatch service.

Filer Service

The Filer service is a Windows NT service used to perform advanced processing on reports. Used in conjunction with Monarch, it allows a user or analyst to utilize an output model that produces a special report file known as a WRF file. WRF files provide data compression and encryption capability. ASG recommends the use of a WRF file for reports that are very large and contain highly sensitive data. When defining a WRF output model, a user or administrator can define an Explorer-like tree index view into the original report to assist in end-user navigation. The WRF file contains all report data and formatting in a single file. The viewing of a WRF file requires the use of a Report.Web Insight Web Interface.

Using the Filer service you can also:

- Extract individual reports from an input file (batch bursting)
- Divide a report into distinct sections using a key field (section bursting)
- Identify report files based on the file contents rather than filename (content-based publishing)

Management Tools

Report.Web Enterprise Server provides these management tools designed to make configuration and administration tasks simple and quick:

Module Viewer. This tool allows you to view a list of installed modules, their versions, dates, and installed paths. You will generally use this tool only in troubleshooting situations while interacting with the ASG Service Desk.

Log Viewer. The Log Viewer, as its name implies, is used to view the various diagnostic logs created by Report.Web services and processes. This tool, and the logs, can be quite helpful in determining a problem or verifying the results of a given process.

Optional Components

There are a number of optional components that determine the feature-set and functionality of Report.Web.

Note:

Depending on what you purchased, your license file will dictate whether or not you will have access to these components.

Server-side Components

Monarch. Monarch is a powerful tool for defining report content manipulation, extraction, and output alternatives. Defined publishing *models* become templates for accessing frozen content and producing live actionable data. Monarch may be installed on either the Report.Web Enterprise Server or on a client machine.

Report.Web Distribution Server. The Report.Web Distribution Server makes centrally published reports available to remote sites. Mirror servers, created at satellite offices, maintain exact copies of the information stored on the central server. The Report.Web Distribution Server, with support for encryption and compression, provides users with a secure, efficient way to transfer information over the intranet/Internet and backup centrally located data once it reaches its destination.

Report.Web Courier. Report.Web Courier provides instant email notification of report publication and availability to end-users. Users can subscribe to published reports and system administrators are able to include specific notification schemes while defining the reports.

Report.Web Archive. The Report.Web Archive module offers report archival and storage management functionality. Report volumes can be moved to low-cost mass storage while maintaining tracking and availability.

Report.Web Converter. The Report.Web Converter transforms IBM's AFP, Hewlett Packard's PCL, and Xerox's Metacode data formats into Adobe's Portable Document Format (PDF) data format while maintaining the fidelity of the original printed page layout, graphics, and fonts. It transforms print stream data for delivery through Report.Web.

Note:

The Report.Web Converter and its related settings are only available to customers who had Report.Web Converter installed in a previous version of Report.Web (Version 2.7 or earlier). The Report.Web Converter component has been discontinued, but existing Converter installations will continue to operate after an upgrade.

Report.Web RJE. The Report.Web RJE module performs Remote Job Entry (RJE) file transfers from IBM hosts. Report.Web RJE provides added functionality and flexibility in terms of providing access to host data and ease of transfer.

Note:

RJE and its related settings are only available to customers who had RJE installed in a previous version of Report.Web (Version 2.7 or earlier) and had one or more RJE Profiles defined. The RJE component has been discontinued, but existing installations remain supported.

Report.Web SAPLink. The Report.Web SAPLink component provides for the automatic distribution of Report.Web SAP reports to the whole enterprise through the corporate intranet or extranet. Report.Web SAPLink is a specialized component of the Report.Web product family that provides for the automated transfer of SAP R/3 and R/2 reports from the SAP system to the Report.Web Enterprise Server. It is designed to optimize the publishing of SAP standard and custom reports. It was developed in ABAP4 and is easily integrated within the SAP system to take any SAP report from the print spool and deliver it through Report.Web to any browser within an organization.

Client-side Components

Report.Web Insight. Report.Web Insight enhances web viewing and manipulation of report data within Report.Web. It is available in Java, ActiveX, and Windows standalone clients, and as an ASP-based Insight Web Interface. Report.Web Insight provides advanced navigation and security features such as tree view indexing, full password protection and encryption, smart copy report mining, and selectable print.

Report.Web Guru. The Report.Web Guru is a Computer-Based Training (CBT) module for Report.Web that provides an intuitive audio and video tutorial for end-users and is easily accessible through Internet Explorer. The Report.Web Guru, an ActiveX animated wizard, walks and talks through all of Report.Web's end-user features including data access, manipulation, mining, and searching.

Terminology

Understanding these basic terms used with Report.Web will help you perform server management tasks:

access permissions
Specify who has access to a folder, report, or a section of a report.

batch bursting
Files containing two or more distinct reports are referred to as batch files. To publish the reports contained within a batch file, the server performs Batch Bursting on the file. This process extracts and saves each distinct report as a separate file.

directory or path
A local hard disk or network volume location defined to Report.Web and used for various file-processing events during report publishing. For example, input files sent to Report.Web are delivered to a directory defined to and monitored by the Dispatch service. The CD Archiving component moves published output to a staging directory prior to burning the files to CD-ROM.

input file
A file delivered to Report.Web that is to be published and made available for viewing or download by Report.Web end-users. Examples of input files are host generated reports, Windows-based files (MS Word documents, MS Excel files, Visio documents, etc.), or ASCII text files. Input files can be either sent to Report.Web (push method) or Report.Web can retrieve them (pull method).

Web Report Format (WRF)
WRF is a file format that encapsulates the original report file, a page index, and a user-defined index all in one file. Compression is employed to reduce the storage requirements as well as network traffic used by Report.Web. You may use Java, Windows, ActiveX, and/or HTML versions of Report.Web Insight to view WRF files.

published report or report
A complete report, report section, or other output file published by Report.Web that is viewable by Report.Web end-users. The complete list of published reports displays to the administrator in an easy-to-use interface within the Manager.

Examples of published reports that might appear to the end-user would be March 1999 Detail Report or Region 3 Sales Report.

report definition
A template, or set of rules, which define a report to Report.Web. The Report Definition contains the properties that specify how an input file is to be published. The Report Definition also defines the second level of Report.Web security or access permissions.

report format

A subset of properties within a Report Definition that specifically defines the report output formats to be published. Examples of reports formats include Data Mined, WRF, and Adobe PDF.

Report.Web Folder (RW Folder)

A container that defines a logical grouping of report definitions (defined by the administrator) and that subsequently produces logical groups of published reports (as viewed by end-users). The RW Folder is also used to define the first level of Report.Web security or access permissions.

section bursting

Some reports can be sorted by a unique key. For example, you may need a report containing many account numbers to be divided into sections, with each section containing only one account number. This allows you to control which users have access to specific account numbers. The process of dividing a report into sections-based on a key field is referred to as Section Bursting.

2 Installation and Setup

This chapter provides step-by-step instructions for installing and running Report.Web and the Configuration Wizard. It contains these sections:

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Prerequisites

Server Requirements

Before installing Report.Web Enterprise Server, you need to prepare the required software and hardware environment.

Report.Web requires this software:

- Microsoft Windows NT Server 4.0 with Service Pack 4 or later or Microsoft Windows 2000 Server

  Note:

  You can use Microsoft Windows NT Workstation 4.0 for software evaluation purposes. In this case, you must install Microsoft Peer Web Services and apply Windows NT Service Pack 4 or later on the machine.

- Microsoft Internet Information Server (IIS) 4.0 or later, Netscape Enterprise Server 3.0 or later

Report.Web requires this hardware:

- Intel Pentium 200 MHz processor (400 MHz or faster recommended)
- 256 MB of installed memory (512 MB or more recommended)
- 100 MB of disk space, plus disk space required to store published reports

Report.Web uses ODBC to access a relational database for storing configuration and index information. The product ships with a default database and ODBC drivers, however, you can use Report.Web with a third-party database and ODBC drivers (provided they are ODBC 2.0 compliant).

In addition to the mentioned hardware and software requirements, knowledge of Windows NT and Web server configuration and administration is required. Administering Report.Web requires the starting and stopping of Web services. Additionally, the installation procedure requires the server to be rebooted. When using Report.Web for evaluation purposes, ASG recommends that you do not install it on a server running production applications.

Client Requirements

These are the software requirements for the Report.Web Insight client:

- Java-based—Internet Explorer 4.01 with Service Pack 1 or later, or Netscape Navigator 4.08 or later. Java Version 1.02 or later (to view associated online help)
- ActiveX-based—Internet Explorer 4.01 with Service Pack 1 or later
- HTML interface—Internet Explorer 4.01 with Service Pack 1 or later, or Netscape Navigator 4.08 or later
- Internet Explorer 5.0 or later is required to view XML Report Format (XRF) reports

For viewing reports through any of the Insight clients, ASG recommends that you use a video resolution of 800 x 600 pixels and a color palette of 65,536 colors. ASG also recommends that you use Internet Explorer 5.01 with Service Pack 2 or later with all of the Insight clients.

CD Contents

The Report.Web CD contains these products:

- Report.Web Enterprise Server Version 3.0 (for Windows XP, Windows 2000, Windows NT)
- Report.Web Insight Java Client Version 3.0 (for Windows XP, Windows 2000, Windows NT, Windows ME, Windows 9*x*, or Windows 3.1)
- Report.Web Insight ActiveX Client Version 2.8 (for Windows XP, Windows 2000, Windows NT, Windows ME, Windows 9*x*, or Windows 3.1)
- Report.Web Insight Windows Client Version 3.0 (for Windows XP, Windows 2000, Windows NT, Windows ME, Windows 9x, or Windows 3.1)
- Report.Web Insight Web Interface Version 3.0 (for Windows XP, Windows 2000, Windows NT, Windows ME, or Windows 9*x*)
- Adobe Acrobat Reader 5.0 (for Windows XP, Windows 2000, Windows NT, Windows ME, or Windows 9*x*)

ASG Service Pack

Verify whether you received an ASG Service Pack for this product. If not, there is no ASG Service Pack for this ASG product. If so, read the instructions for installing the Service Pack before proceeding with the product installation. The installation instructions are located in a text file on the distribution media included with the Service Pack. If you have any problems with the Service Pack, contact the ASG Service Desk.

Installation

This section describes how to install the Report.Web Enterprise Server. The setup program for Report.Web copies the required files to your hard drive and creates the required entries in your Windows registry.

Report.Web utilizes shared ODBC system files and requires specific NT user rights. It is important to follow each of the installation steps to ensure successful installation.

To install Report.Web Enterprise Server

1 Log on to your Windows NT system using an administrator account.

2 Complete these steps to create a user account called RWADMIN that has Log on as a Service user rights:

a Open the Windows User Manager.

b Create an RWADMIN user account to be used by the Report.Web services. This can be either a Local or Domain administrator account.

c Enter a password for the user account (e.g., RWADMIN).

d Select Policies ▸ User Rights to display the User Rights dialog box.

e Select the Show Advanced User Rights check box.

f Select Log on as a Service from the drop-down box.

g Add the user RWADMIN to the Grant to List by clicking Add.

h Exit the User Manager.

3 Exit all programs that may be running.

4 Stop these services using the Control Panel Services applet:

a Web server service (IIS or Netscape). The service for IIS is called World Wide Web Publishing Service. The service for Netscape's Web server is called Netscape Enterprise Server.

b All applications and services that may be using ODBC. (Applications accessing Microsoft SQL Server or Oracle Server may be using ODBC.)

5 Insert the Report.Web CD into the CD-ROM drive.

The Installation utility displays.

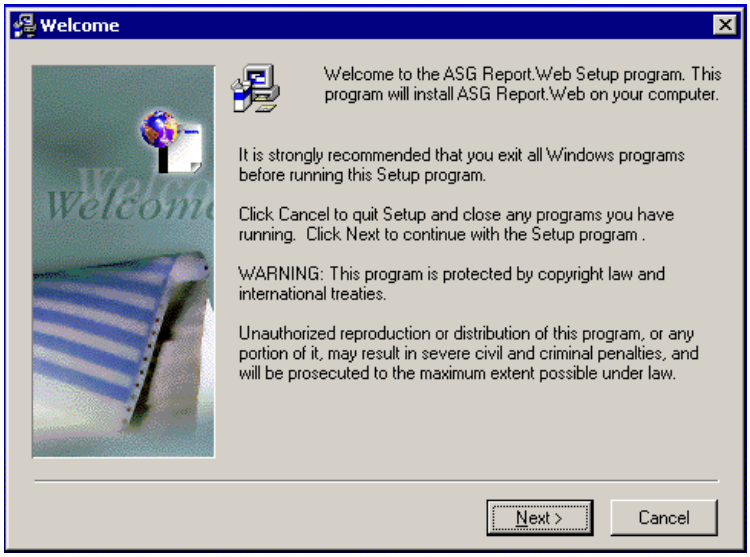
6 Click the SERVER tab to begin installation of the Report.Web Enterprise Server.

The Server Installation screen displays.

To see a description of each installation component, point to each option.

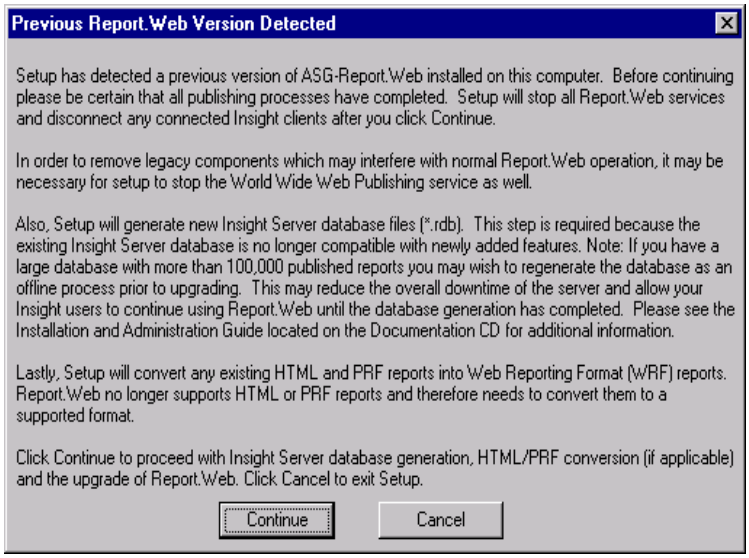
7 Click Install (the first option) to continue the Report.Web Enterprise Server installation process. To cancel the installation process, click Close. You can return to the primary Installation screen by clicking Back.

8 If this is a first-time installation of Report.Web, the Welcome screen immediately displays. Proceed to step 9 on page 16.



Or

If Report.Web is being installed on a computer with a previous version of the product already installed, a dialog similar to this displays.



All Report.Web services and the World Wide Web publishing service will be stopped at this point. Be certain that all publishing processes have been completed and that your Insight client users have been notified that the Report.Web server will be temporarily unavailable.

Note:

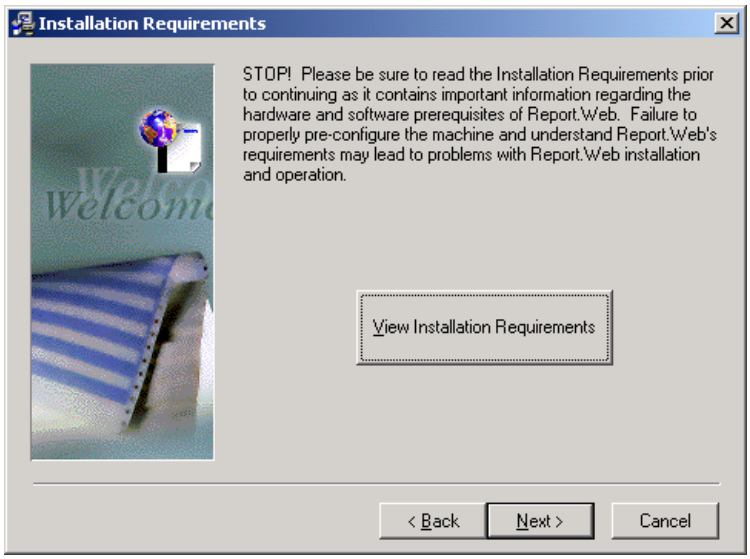
If the existing Report.Web database contains a significant number of published reports (greater than 100,000), then you may want to discontinue Setup at this point and run the Insight Server Database Generator (RDBGenerator.exe) utility as an offline process (see "Running the Insight Server Database Generator as a Stand-alone Process" on page 28) in order to minimize downtime.

Click Continue to proceed with setup and the upgrade of Report.Web.

The Welcome screen displays.

9 Click Next.

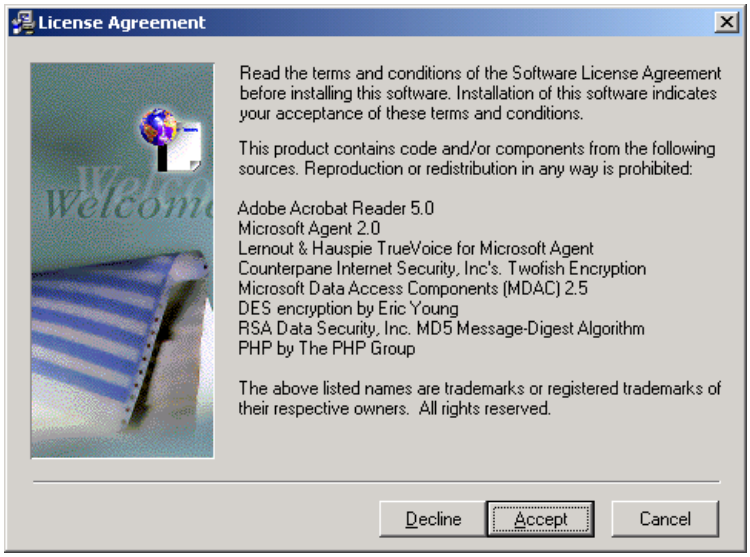
The Installation Requirements screen displays.



You may click View Installation Requirements to read the installation requirements text file. Close the file to continue installation.

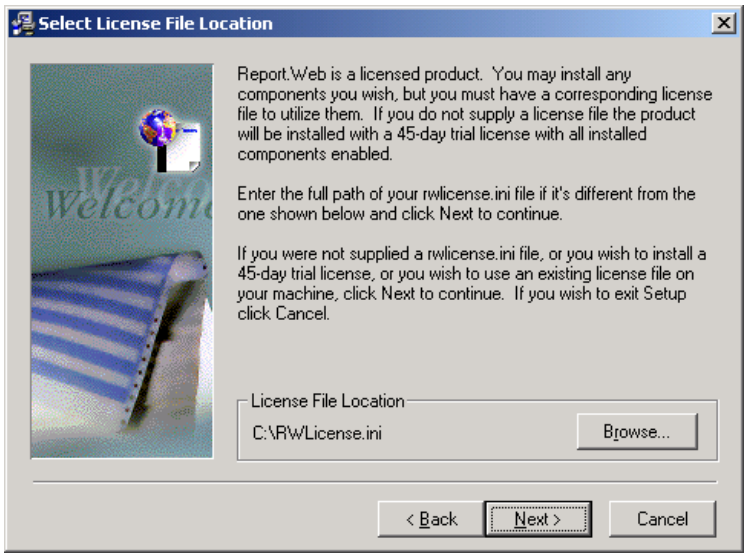
10 Click Next.

The License Agreement dialog box displays. The license agreements are included in the material you received with your software.



11 Click Accept.

The Select License File Location dialog box displays.

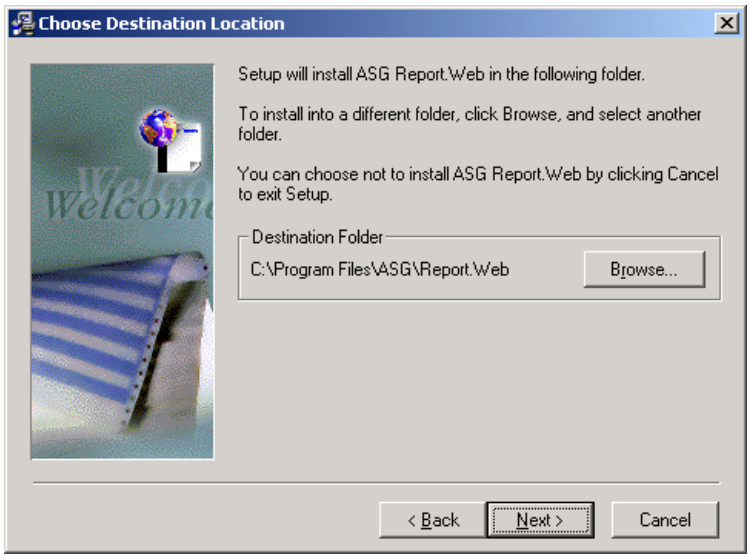


12 Click Browse and enter the full path of your rwlicense.INI file if it is different from the default path that is displayed.

If you do not have an rwlicense.INI file, you can install the 45-day trial license.

13 Click Next.

The Choose Destination Location dialog box displays.



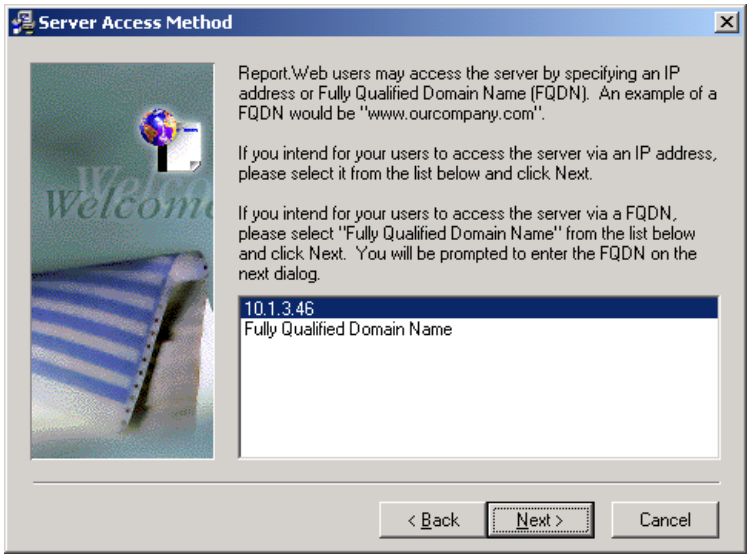
14 Accept the default directory *x*:\Program Files\ASG\Report.Web.

Or

Browse to select another directory in which to store Report.Web files.

15 Click Next.

The Server Access Method dialog box displays.



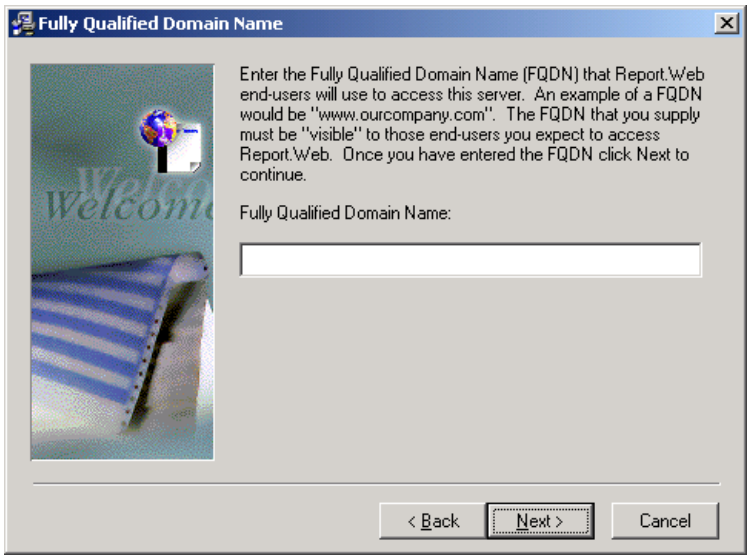
16 Select either the provided IP address or the qualified domain name.

17 Click Next.

If you select the provided IP address, the dialog box in step 19 on page 20 displays. Proceed with step 20 on page 21.

Or

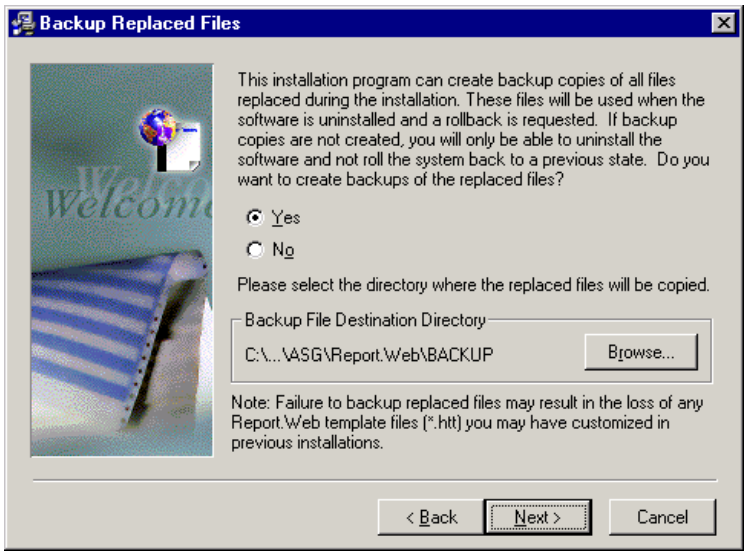
If you select the qualified domain name, the Fully Qualified Domain Name dialog box displays.



18 Enter the qualified domain name.

19 Click Next.

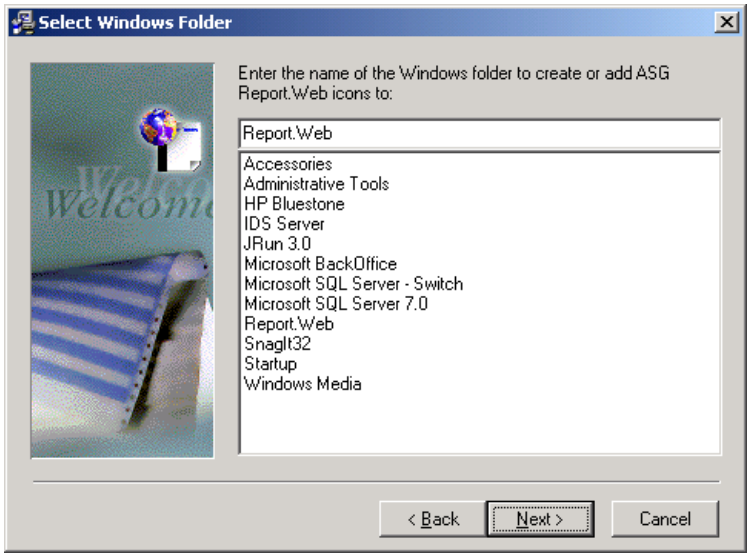
The Backup Replaced Files dialog box displays.



20 Choose whether or not you want to back up files that will be replaced during the installation process. ASG recommends selecting Yes if you are upgrading to a new release, so that you can still operate the earlier version of the product if you encounter a problem in the installation process. If you do select Yes, accept the default destination directory or browse to a different directory.

21 Click Next.

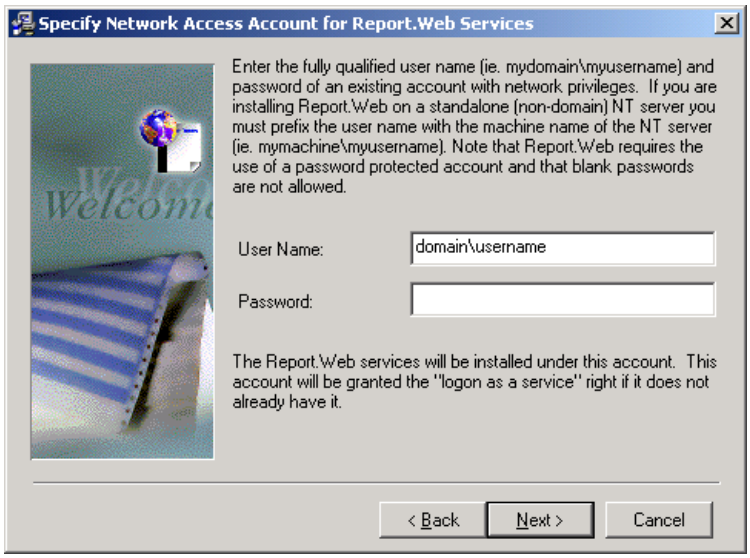
The Select Windows Folder dialog box displays.



22 Enter the name of the Windows folder where you want to create or add Report.Web icons.

23 Click Next.

The Specify Network Access Account for Report dialog box displays.

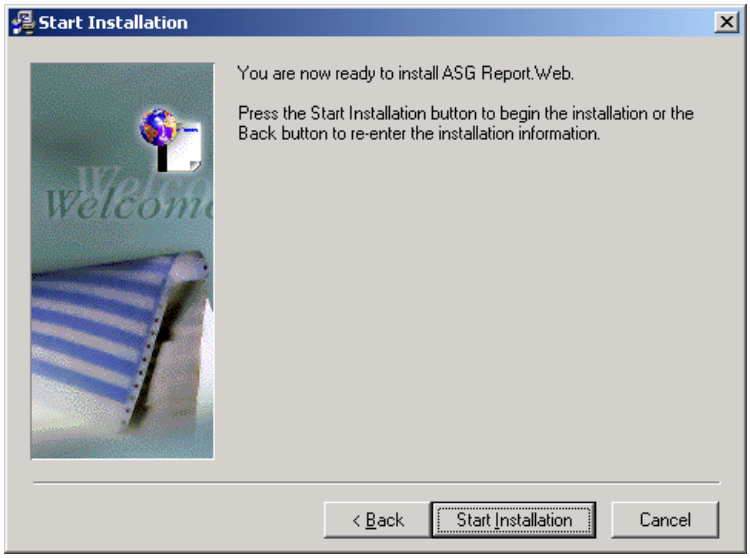


Setup needs to install various Report.Web services to support installed components. These services will be configured to log on to the machine at start-up. For this reason, Report.Web requires a user account that has the Log on as a Service user right.

24 Enter the information for an account with this privilege (e.g., the RWADMIN account you created earlier), including your domain name or computer name, followed by a backslash.

25 Click Next.

The Start Installation dialog box displays.



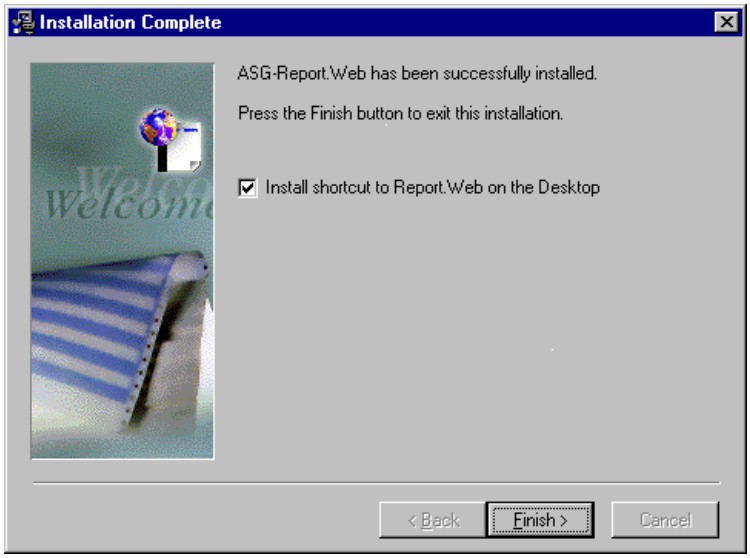
26 Click Start Installation to begin the installation process.

Note:

If Report.Web is being installed on a computer which already has a previous version of the product installed, click Start Installation and proceed to step 28 on page 25.

Setup will begin the upgrade process and start copying files to the computer. Setup displays the progress of the installation process.

Setup displays this dialog when the installation is complete.



27 Click Finish to restart your system.

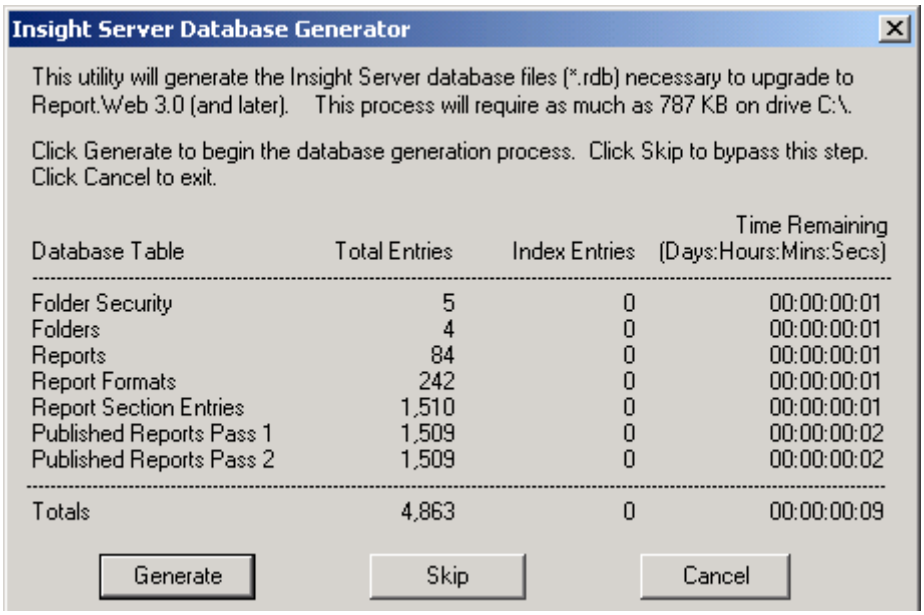
Note:

After the Report.Web Enterprise Server is installed, the client can also be installed through the Report.Web Getting Started page.

To install the client, select the CLIENT tab and follow the prompts that lead you through the installation process.

28 Once you have completed your installation, if this is not an upgrade, run the Configuration Wizard (see "Configuration Wizard" on page 29).

If Report.Web is being installed on a computer which has a previous version of the product already installed, a dialog similar to this displays.



Database Table	Total Entries	Index Entries	Time Remaining (Days:Hours:Mins:Secs)
Folder Security	5	0	00:00:00:01
Folders	4	0	00:00:00:01
Reports	84	0	00:00:00:01
Report Formats	242	0	00:00:00:01
Report Section Entries	1,510	0	00:00:00:01
Published Reports Pass 1	1,509	0	00:00:00:02
Published Reports Pass 2	1,509	0	00:00:00:02
Totals	4,863	0	00:00:00:09

The dialog indicates the number of database entries that need to be generated and an estimated time for completion.

29 Click Generate to continue.

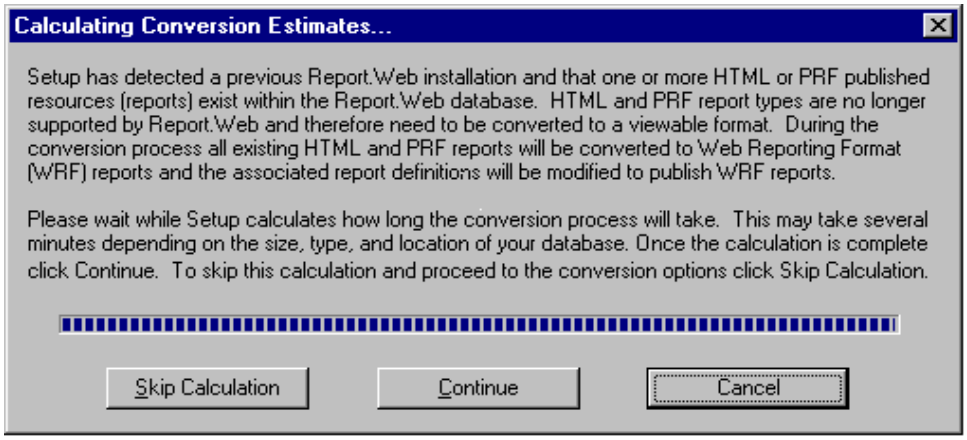
Note:

If you have already run the Insight Server database Generator as a stand-alone process, as described in "Running the Insight Server Database Generator as a Stand-alone Process" on page 28, click Skip to continue.

Once the generation process is complete, the Generate button will change to Done.

30 Click Done.

If your Report.Web Database contains legacy HTML and/or PRF resources, this dialog displays.



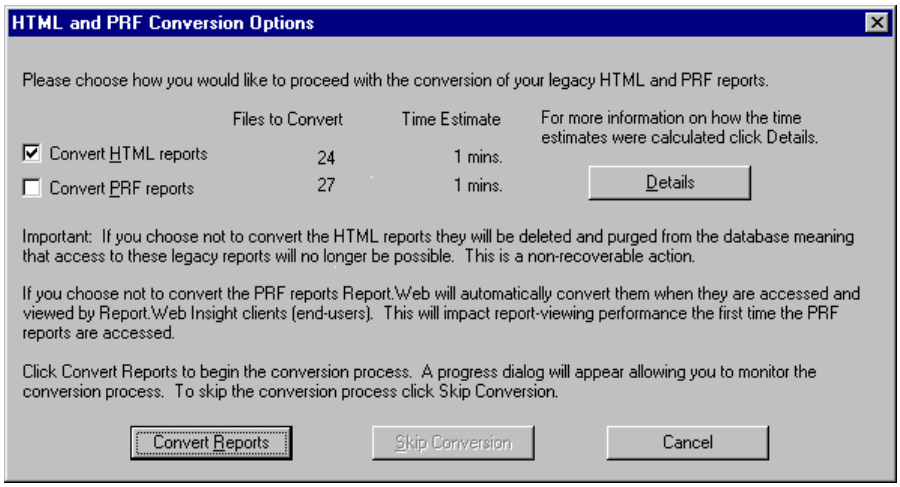
Setup calculates how long the PRF/HTML conversion will take.

31 To bypass the calculation click Skip Calculation.

Or

Allow the calculation to complete and then click Continue.

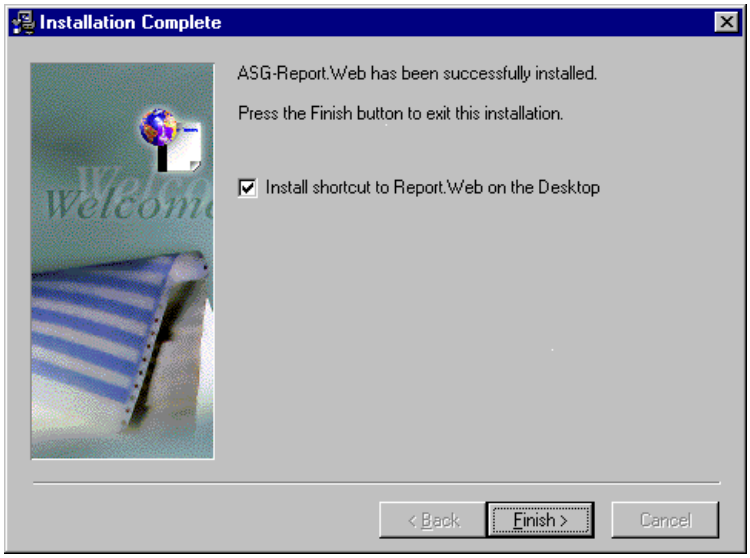
A dialog similar to this displays.



32 Carefully review the information on the dialog, make the desired selections, and click Convert Reports or Skip Conversion as appropriate.

33 Once the HTML/PRF Conversion is completed or skipped, Setup will begin the upgrade process and start copying files to the computer. Report.Web displays the progress of the installation process.

Setup displays this dialog when the installation is complete.



34 Once you have completed your installation, run the Confiiguration Wizard (see "Configuration Wizard" on page 29).

Running the Insight Server Database Generator as a Stand-alone Process

The Insight Server Database Generator utility is responsible for generating a new set of database files for the Insight Server during an upgrade process. Running the Insight Server database generator before upgrading Report.Web may be beneficial if you would like to minimize the downtime of the Report.Web Server.

To run the Insight Server Database Generator as a stand-alone process

1 Click Cancel while the Previous Version Detected dialog is displayed.

A message will appear stating that Setup has not completed.

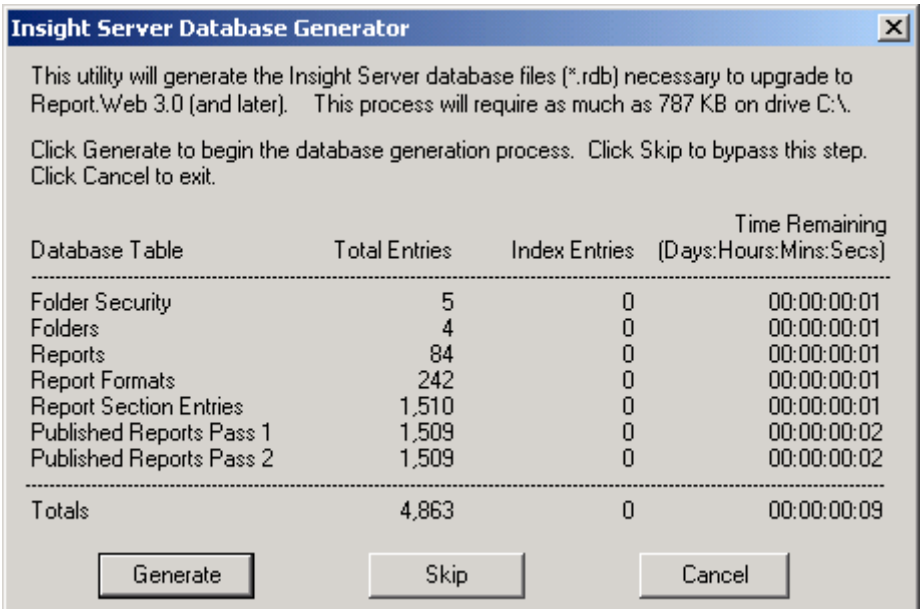
2 Click Exit Setup.

At this point your existing Report.Web installation has not been affected and you may restart the Report.Web and World Wide Web Publishing services if you stopped them. Publishing may continue and Insight users may continue viewing reports.

3 Launch Microsoft Windows Explorer or open a Command Prompt and locate the RDBGenerator directory on the Report.Web Installation CD.

4 Launch the RDBGenerator.exe program.

The Insight Server Database Generator dialog displays.



Database Table	Total Entries	Index Entries	Time Remaining (Days:Hours:Mins:Secs)
Folder Security	5	0	00:00:00:01
Folders	4	0	00:00:00:01
Reports	84	0	00:00:00:01
Report Formats	242	0	00:00:00:01
Report Section Entries	1,510	0	00:00:00:01
Published Reports Pass 1	1,509	0	00:00:00:02
Published Reports Pass 2	1,509	0	00:00:00:02
Totals	4,863	0	00:00:00:09

The dialog indicates the number of database entries that need to be generated and an estimated time for completion.

5 Click Generate to continue.

Once the generation process is complete, the Generate button will change to Done.

6 Click Done.

The Insight Server Database Generator program closes. You can now complete the Report.Web upgrade process.

7 Click the SERVER tab on the installation utility to re-launch Report.Web Setup (see step 6 on page 14); follow the prompts, entering information as required. This time, click Continue at step on page 25 and perform the remaining steps to complete the installation process.

Configuration Wizard

This section lists the steps for running the Configuration Wizard, which configures ODBC and the Web server. More specifically, the Configuration Wizard performs these functions:

- Configures the ODBC data source to be used with Report.Web
- Updates and/or initializes all required tables in the selected database
- Detects Microsoft IIS or Netscape Enterprise Server
- Updates Report.Web HTML and webroot files

Running the Configuration Wizard

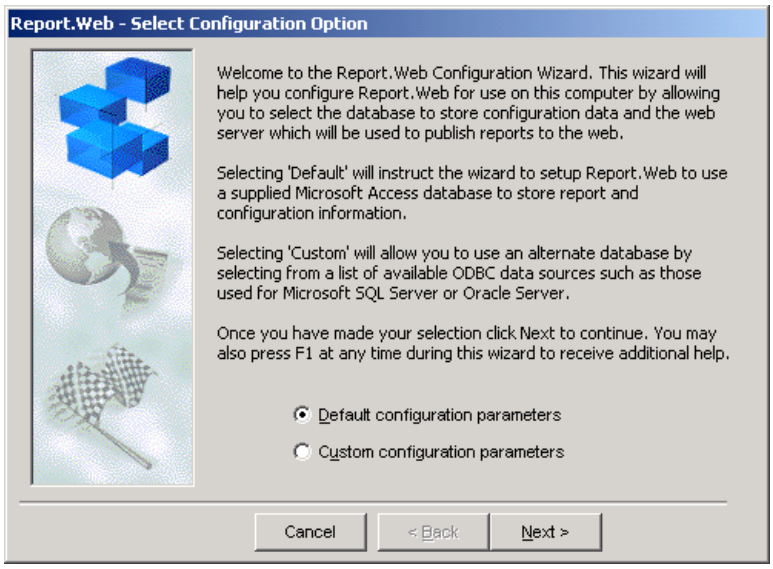
The Configuration Wizard automatically launches when you run the Manager for the first time.

To run the Manager

1 From the Windows Start menu, select Programs ▸ Report.Web ▸ Report.Web Manager.

2 If this is the first time the Manager has been run, a message displays stating that the Configuration Wizard must be run. Click OK to continue. If this is not the first time the Manager has been run, you can launch the Configuration Wizard by clicking the Configuration Wizard toolbar button .

The Select Configuration Option dialog box displays.



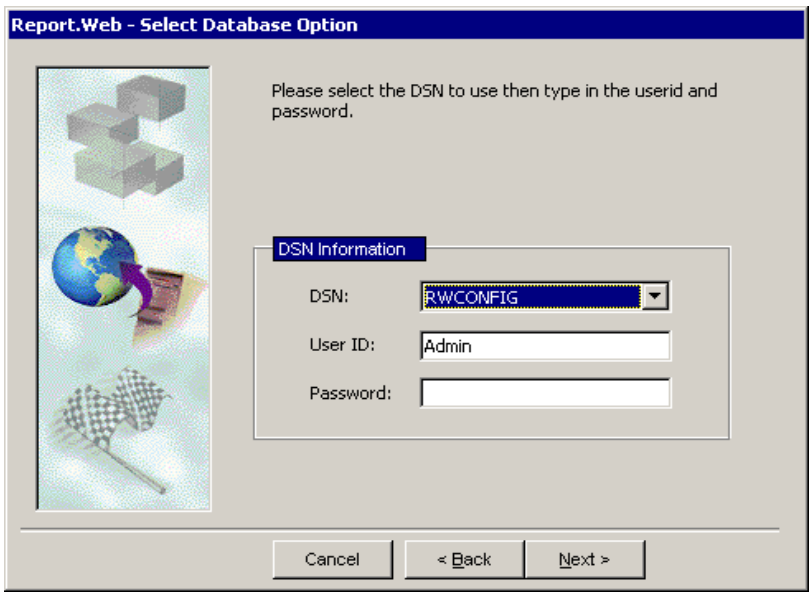
3 Choose whether you want to use the supplied Microsoft Access database or an alternate database such as Microsoft SQL Server or Oracle Server. The database chosen in this option will be used to store Report.Web configuration and published report data.

If you do not have a third-party database installed and want to use the default database, select Default Configuration Parameters and skip to step 5 on page 32.

If you want to use a database other than that supplied with Report.Web, select Custom Configuration Parameters, click Next, and proceed with step 4 on page 31.

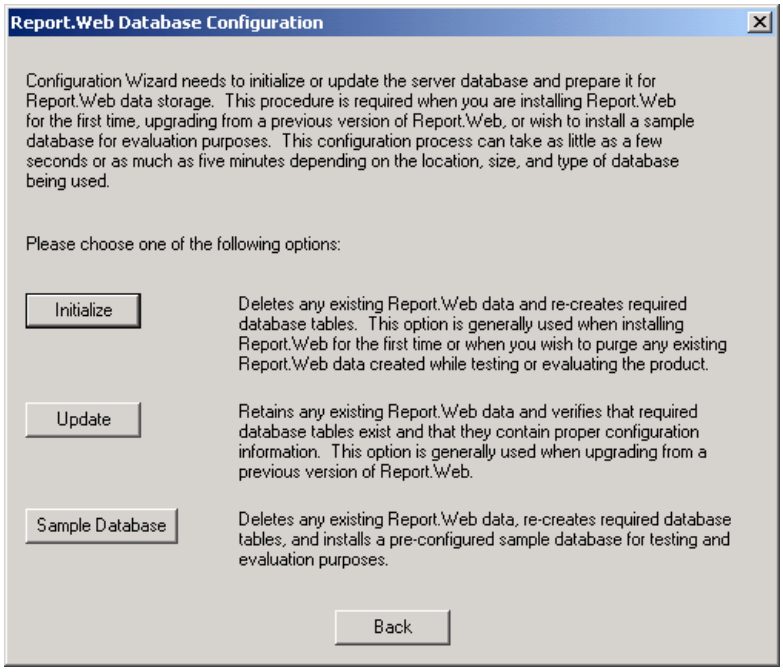
4 Configure your alternate ODBC data source using the Select Database Option dialog box. There are two requirements for Report.Web's ODBC Data Source Name (DSN):

- It must be a System Data Source *not* a User Data Source.
- It must be using an ODBC driver set Version 2.0 or later. (See your database and ODBC driver documentation for information on how to configure an ODBC Data Source Name specific to your database.)



5 Click Next.

The Report.Web Database Configuration dialog box displays.



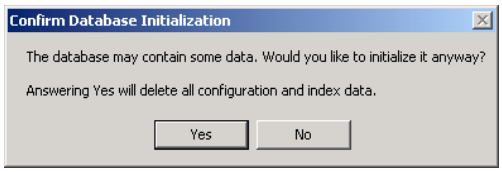
6 Select how the Report.Web database is to be configured. You can choose one of these three options:

- Initialize
- Update
- Sample Database

Initialize. Select this option if you are installing Report.Web for the first time on this machine. The Report.Web database tables are created and initialized with default data.

Caution! Do not use this option on an existing Report.Web database unless you want to delete all Report.Web tables and reset the configuration to default settings.

When you click Initialize, a confirmation dialog box displays.



Click Yes to start the initialization or click No to cancel. At this point, you may continue with step 7 on page 34.

Update. This option is not available when installing Report.Web for the first time.

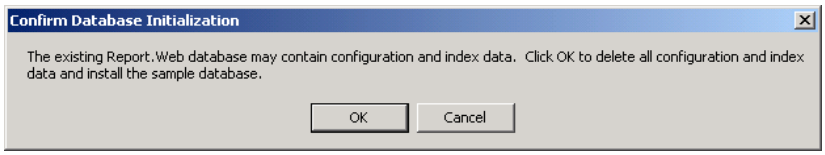
Select this option to update an existing database and add any new tables or configuration data which may have been introduced as the result of an upgrade to a new version of Report.Web.

The Database Integrity Check dialog box displays. At this point, you may continue with step 9 on page 35.

Sample Database. Select this option to install the supplied sample database. The sample database contains various pre-defined report folders, report definitions, and published reports that may be used to demonstrate or test the functionality of Report.Web. By installing the sample database you can quickly create a test system that allows you to immediately view sample published reports via the Web using one of the supplied Insight viewers.

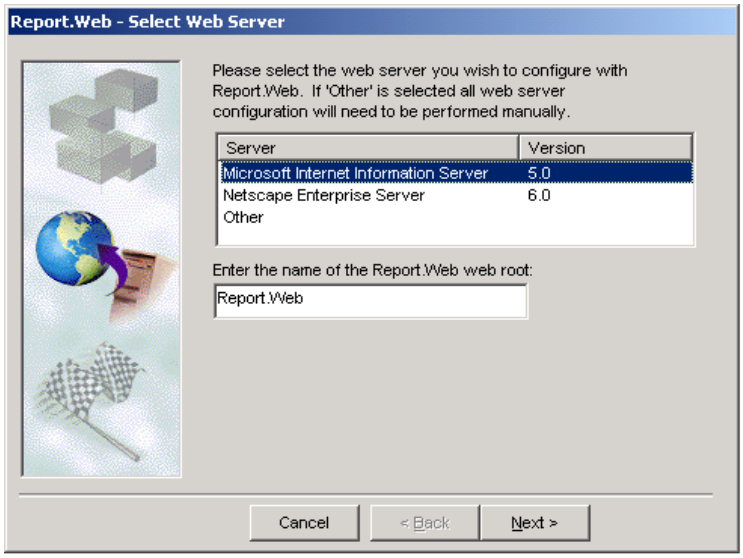
Caution! Do not use this option on an existing Report.Web database unless you want to delete all Report.Web tables and reset the configuration to default settings.

When you click Sample Database, a confirmation dialog box displays.



Click OK to start the initialization or click Cancel. At this point, you may continue with step 7 on page 34.

7 Select the web server you want to use with Report.Web and enter a name for the web root virtual directory.



Report.Web natively supports IIS and NES web servers. If one of these is selected then all web server configuration is automatically performed by Configuration Wizard. If an alternate third-party web server will be used, you should select `Other`. In this case, the administrator will need to manually perform the web server configuration tasks necessary to allow Report.Web to function correctly.

This is a summary of the tasks necessary to configure an alternate web server for use with Report.Web. If IIS or NES is selected please skip to step 8 on page 35:

Note:

Documentation provided with the web server should be used as a reference for performing these tasks.

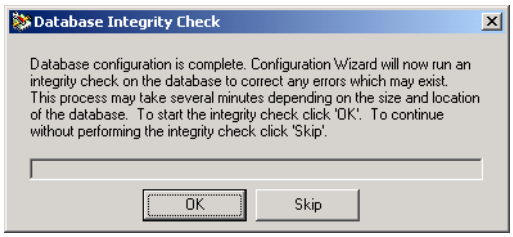
- Add a virtual directory which points to the specified web root. This directory will be located within the Report.Web installation webroot path (i.e., C:\PROGRAM FILES\ASG\REPORT.WEB\WEBROOT\REPORT.WEB).
- Make certain that files contained in the ASP subdirectory are downloadable only and *not* executable on the server.
- Make certain that files contained in the Server subdirectory are executable on the server.
- Map .PHP file extensions to the PHP.EXE program located in the Report.Web program directory. All verbs should be supported.
- Add INDEX.PHP to the list of default documents.

Note:

The Insight Web Interface is only supported when used with IIS. If NES or another third-party web server is used, end-users will need to use one of the alternate Insight clients to view published reports.

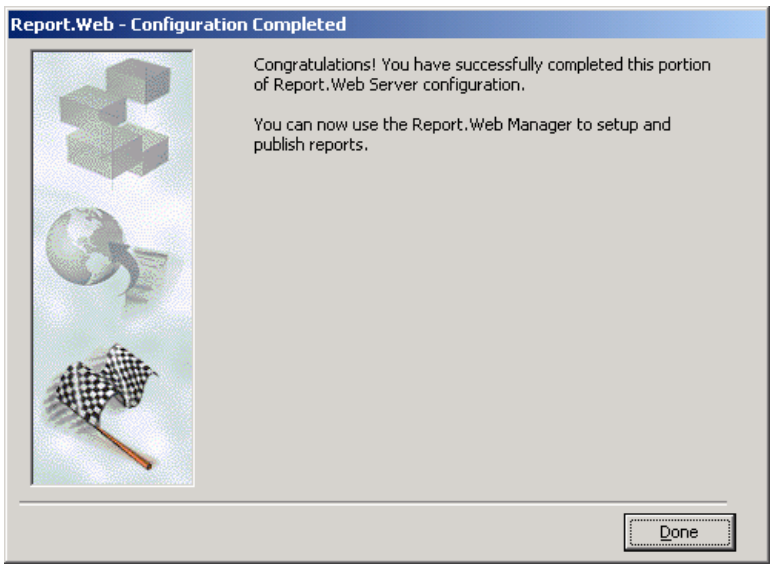
8 Click Next.

The Database Integrity Check dialog box displays.



9 Click OK or Skip.

The Configuration Wizard performs the steps necessary to configure Report.Web for the selected database and web server. It then installs the Report.Web services. When complete, the Configuration Completed dialog box displays, informing you that the configuration completed successfully and that Report.Web is now ready to use.



10 Click Done to close the Configuration Wizard and start using Report.Web Enterprise Server.

3 Publishing Your First Report

This chapter walks you through the steps for configuring and publishing your first Report.Web report. It contains these sections:

Topic	Page
Creating a Report Storage Directory	38
Starting the Manager	39
Creating an RW Folder	41
Defining the Report	45
Defining the Report Formats	47
Publishing the Sample Report	51
Starting the Insight Server Service	55
Viewing Published Reports	56

The supplied report sample (sample.prn) and model sample (sample.mod) are used throughout this chapter.

Creating a Report Storage Directory

Before publishing a report, you must decide where you want to store the published reports. You can store published reports in one or more directories located on either local or network volumes. For the purposes of this chapter, store all of your reports in a directory located on the local *x*:\ drive.

Launch Windows NT Explorer and create a folder called Output on your *x*:\ drive. This is the folder (or directory) that you will use to store the sample reports published in this chapter.

Securing Storage Directories

For security reasons, it is imperative that storage directories are made inaccessible through the Web server. For example, if the Web server's document root is:

```
x:\Program Files\ASG\Report.Web\webroot\Report.Web
```

then this storage directory will be accessible to end-users through the Web server:

```
x:\Program Files\ASG\Report.Web\webroot\Report.Web\Output
```

This poses a security threat since users can directly download and view reports stored in this directory. In contrast, this directory is not accessible to end-users through the Web server and is therefore more secure:

```
x:\Output
```

Defining directories outside of the Web server's document root lets Report.Web exercise proper access control on published reports.

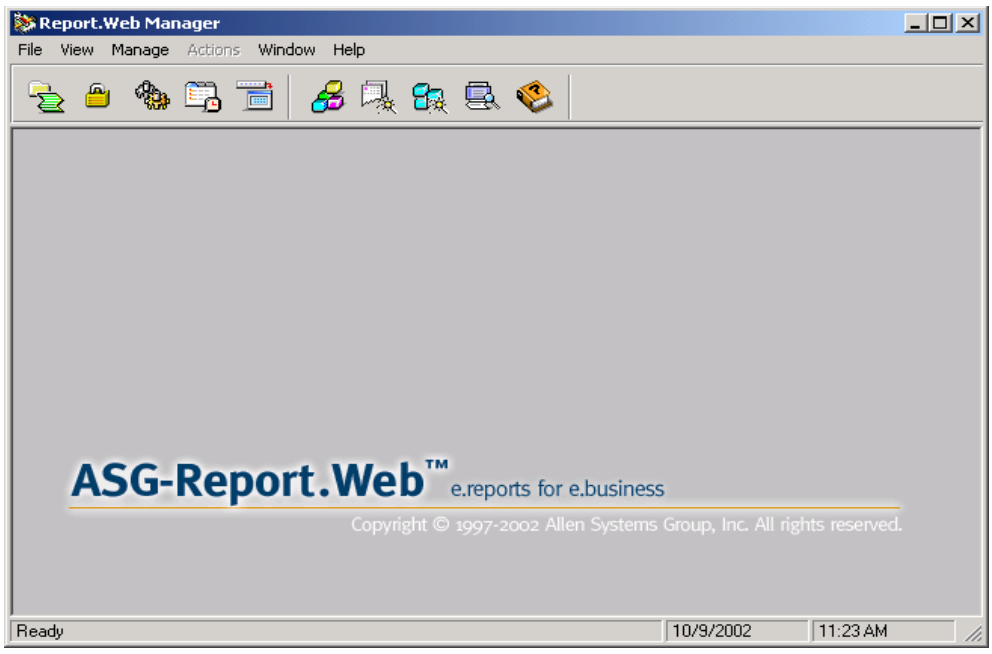
Starting the Manager

To start the Manager

1 From the Start menu, select Programs ▸ Report.Web ▸ Report.Web Manager.

The Manager starts by checking for installed Report.Web products; it then attempts to connect to the configuration database using ODBC.

The main window displays.



Note:

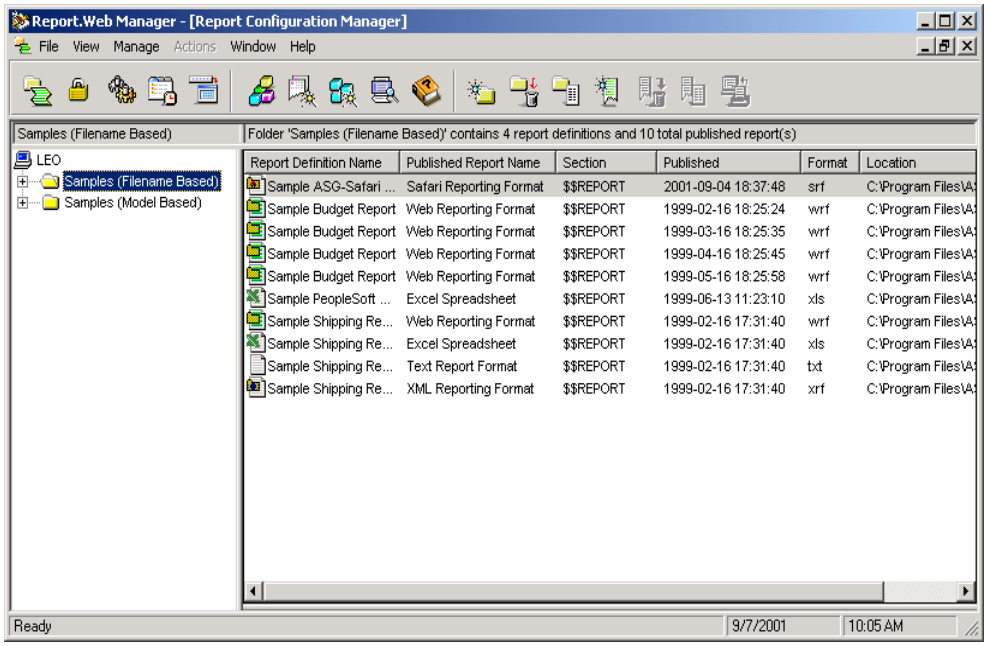
If the Manager application does not display and you receive a message indicating that this is the first time you have run the Manager, follow the steps outlined in "Running the Configuration Wizard" on page 29 and select the Initialize option.

The Manager's main (or parent) window initially displays without any of its five child windows appearing. These five child windows (the Report Configuration Manager, Security Manager, Service Manager, Schedule Manager, and Quick Launch Manager) are accessible by clicking on each of the first five toolbar buttons.

You will use the Report Configuration Manager to configure an RW Folder, define a sample report, and instruct Report.Web to produce Microsoft Excel and WRF published reports.

2 To open the Report Configuration Manager window, select Manage ▸ Reports. You can also click the Report Configuration Manager toolbar button .

The Report Configuration Manager window displays.



Note:

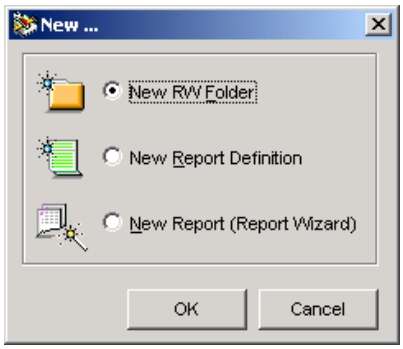
If you chose to install the sample database when running the Configuration Wizard, you will see two RW Folders and various published reports displayed in the Report Configuration Manager window. Run the Configuration Wizard and initialize the database before continuing. You can install the sample database later, after you publish your first report.

Creating an RW Folder

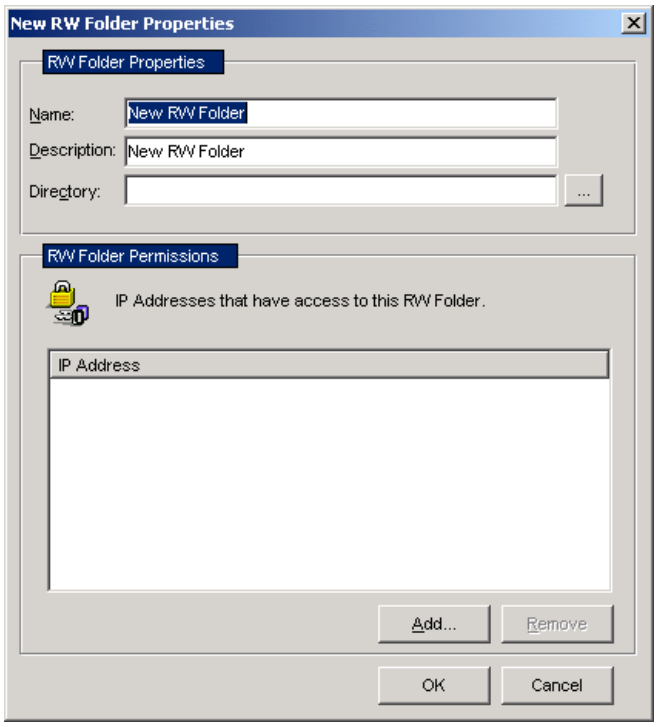
Earlier, you created the report storage directory named *x*:\Output. Now you must define this directory to Report.Web.

To configure an RW Folder

1. Select File ▸ New.
2. Select the New RW Folder option and click OK.



The New Output Folder property sheet displays.



3 Specify these options in the New Output Folder property sheet:

— A folder name that will appear on the Web to end-users (e.g., `First Folder`)

— A description (e.g., `Sample Report.Web Folder`)

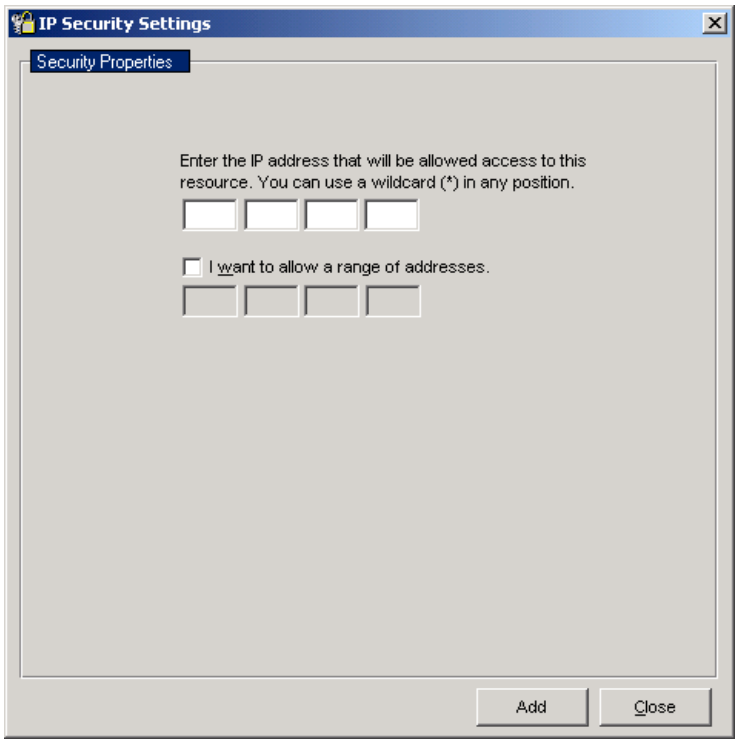
— A directory (e.g., *x*`:\Output`)

Note:

RW Folder names and directories must be unique. Report.Web displays an error message if you attempt to create a new RW Folder with a name or directory that already exists.

4 Click Add to define folder permissions.

The IP Security Settings dialog box displays.



Since you are using this folder to publish the sample report, allow everyone (all machines) access to the contents of this folder.

Note:

See "Computer-based Security" on page 190 for important information regarding computer-based (IP address) security.

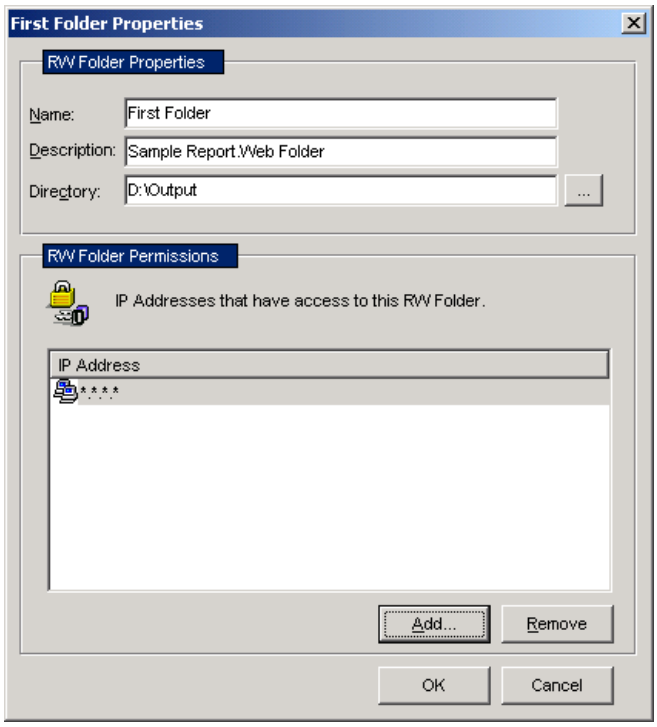
5 Type `*.*.*.*` as the IP address.

6 Click Add to add the permission to the list.

Report.Web displays this message: `Addition Complete`.

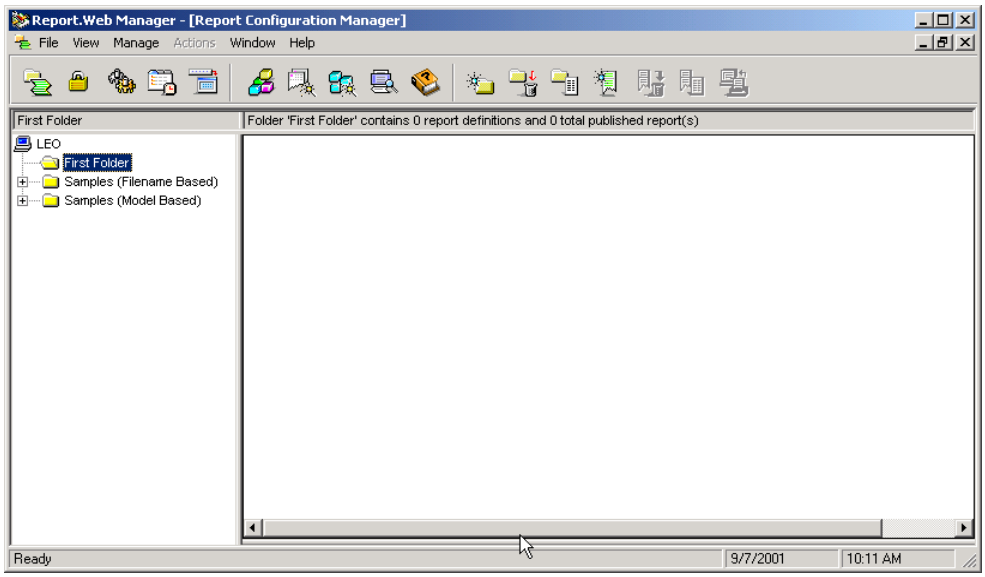
7 Click Close to exit the dialog box.

The Properties for First Folder dialog box displays with the access permission you just entered.



8 Click OK to return to the Report Configuration Manager window.

The folder First Folder in the left pane displays.



Note:

For security reasons, all RW Folder and report definitions are initially created without any access permissions defined. This is true whether you are using computer-based security or user-based security. You must specify at least one access permission to an RW Folder in order to access any published reports.

Folder permissions apply to all reports published inside that folder, unless a report has its own access permissions. In this case, the report's access permissions override the folder's access permissions.

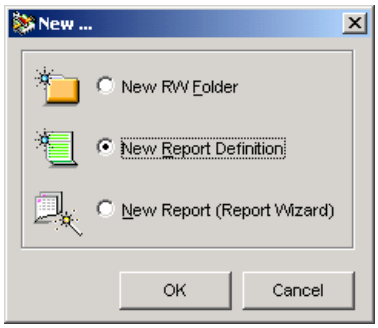
Defining the Report

The next step in publishing a report is to create a report definition for the sample report. This step entails defining the report name and description, how Report.Web will get the report file, what report formats will be published, and optional report-specific access permissions. Once the report is defined, you can automate its delivery so it can be published on a regular basis.

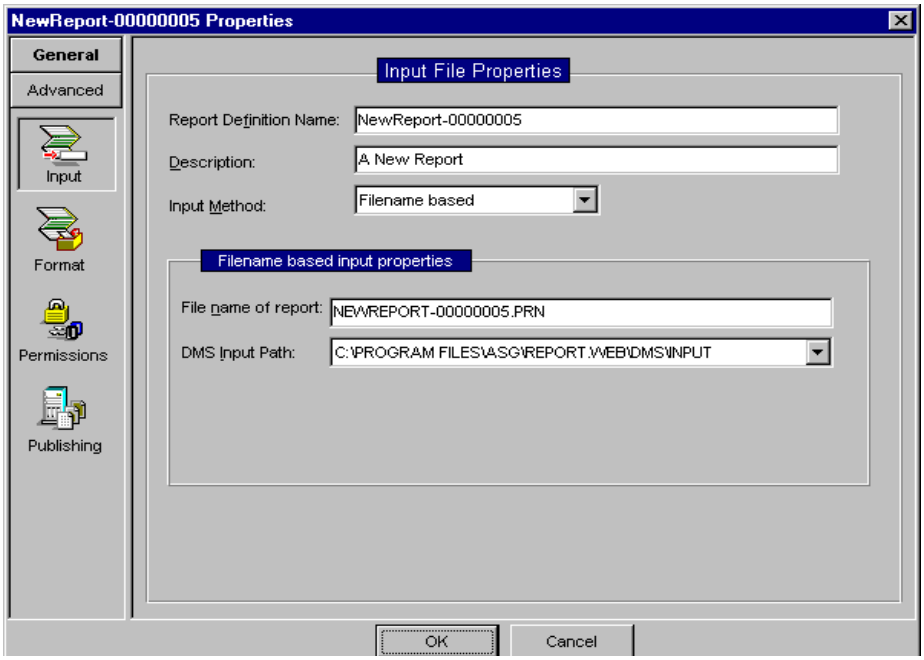
To define a new report

1. Select File ▸ New.

2. Select the New Report Definition option and click OK.



Report.Web creates a new report definition and displays the Report Definition property sheet.



3 Enter a name and description for the report (e.g., `My First Report` in the Report Definition Name field and `Sample Report` in the Description field).

When a new report definition is created, the default Report Definition Name and Filename will be `NewReport-`*`nnnnnnnn`*`.prn`, where *nnnnnnnn* is a unique ID. These are the names that will appear to the end user on the Web view.

4 Specify how Report.Web will acquire the report input file.

To publish the sample file you will use filename-based input, which is the default Input Method for all new report definitions.

Use filename-based input when the report input file will always have the same name (e.g., report.TXT) and if it will be deposited into a directory monitored by the Dispatch Service's Directory Monitoring Service (DMS). A default DMS Input Path is automatically selected for the new report definition. You can also define additional input paths (see "Report.Web Options—Dispatch Properties" on page 102).

Use filename-based input if both of these conditions are met:

— The originating host sends the input file(s) to the Report.Web server (push mode file transfer)

— The input file(s) always have the same file name (e.g., report.TXT) or filename specification (e.g., *.TXT or sales*.*)

If either of these conditions are not met, you must use a different input method.

5 In the File Name of Report field, type `sample.prn`.

You are now ready to define the report format.

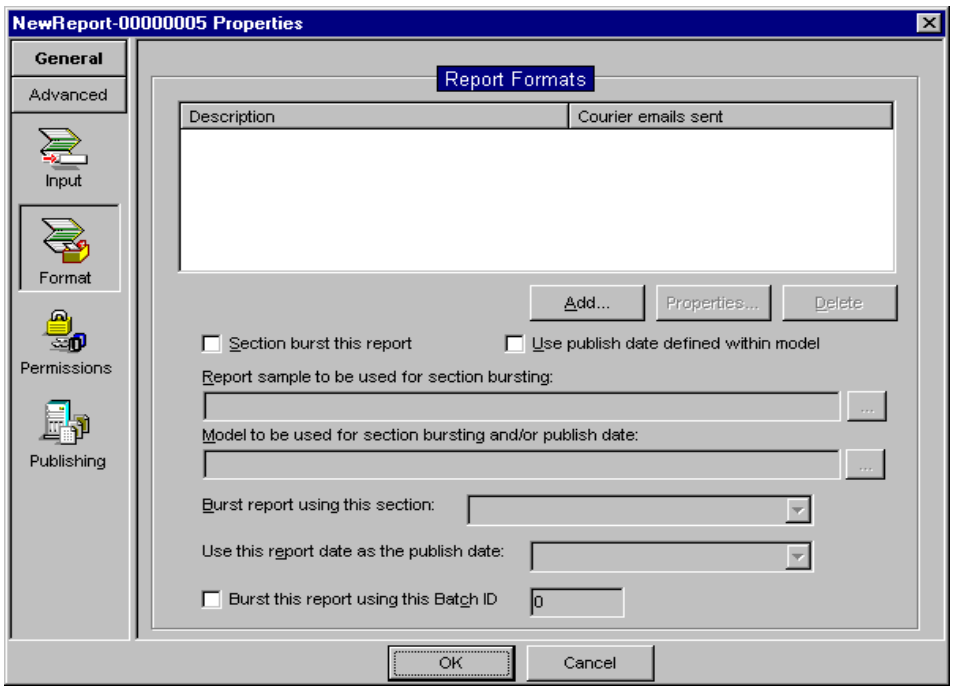
Defining the Report Formats

The next step in the report definition process is to define the report formats (Microsoft Excel, text, etc.) you would like published from this report.

To define the report formats

1 Click the Report Format icon.

The Report Formats property page displays.

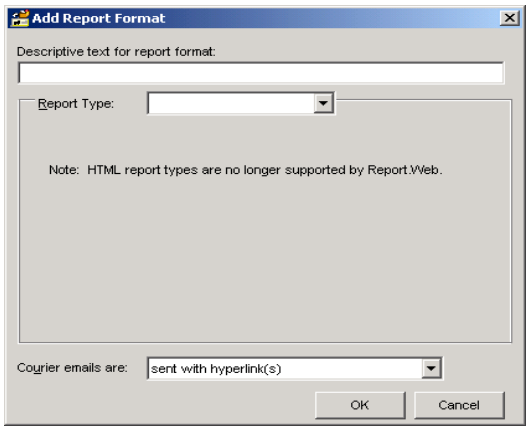


Note:

An empty list box indicates that there are no report formats currently defined.

2 Click Add.

The Add Report Format dialog box displays.



3 Type `Spreadsheet Format` in the description field.

4 Select Data Mining from the Report Type drop-down list.

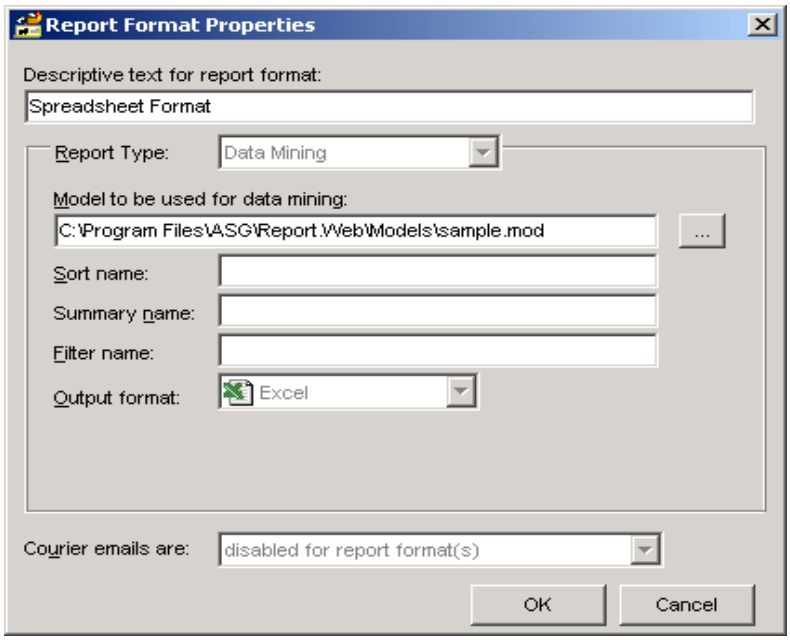
5 Click the browse button located to the right of the Model file field and select `sample.mod` from the Models directory.

Note:

Model files are used to extract and analyze report data. Many of the advanced features of Report.Web require the use of model files. Model files are created and maintained using Monarch. For more information, see Datawatch's *Monarch Learning Guide*.

6 Click the Output format drop-down list and select Excel.

This is how the Add Report Format dialog box should look:



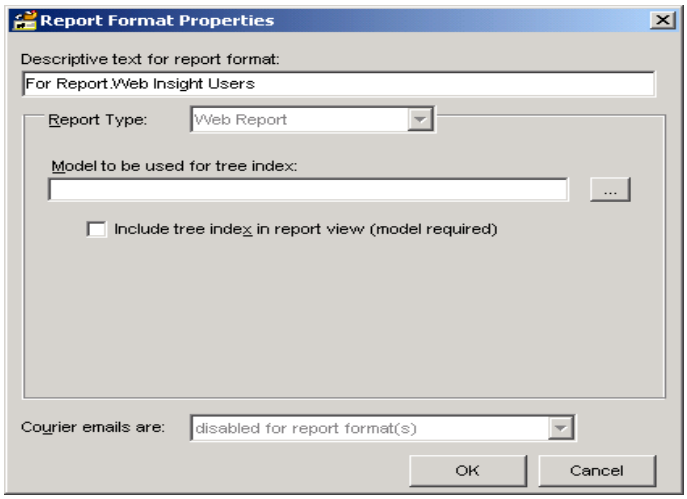
7 Click OK to save this report format and return to the Report Formats property page.

8 Click Add to define another report.

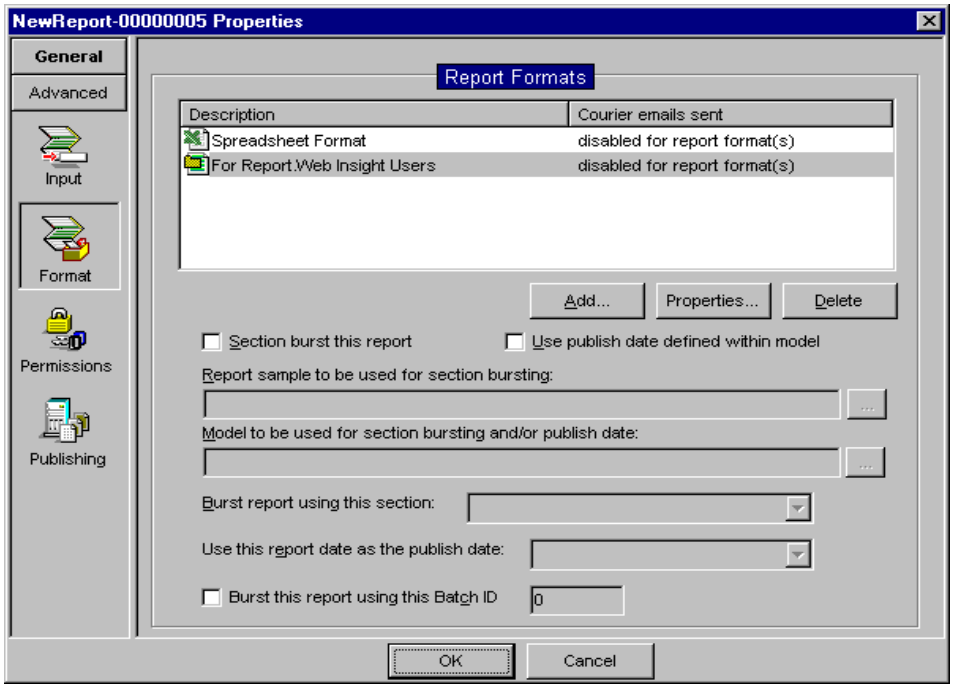
9 Type `For Report.Web Insight Users` in the description field.

10 Select Web Report from the Report Type drop-down list. Leave all other fields empty, as they are optional and will not be used here.

This is how the Add Report Format dialog box should look:



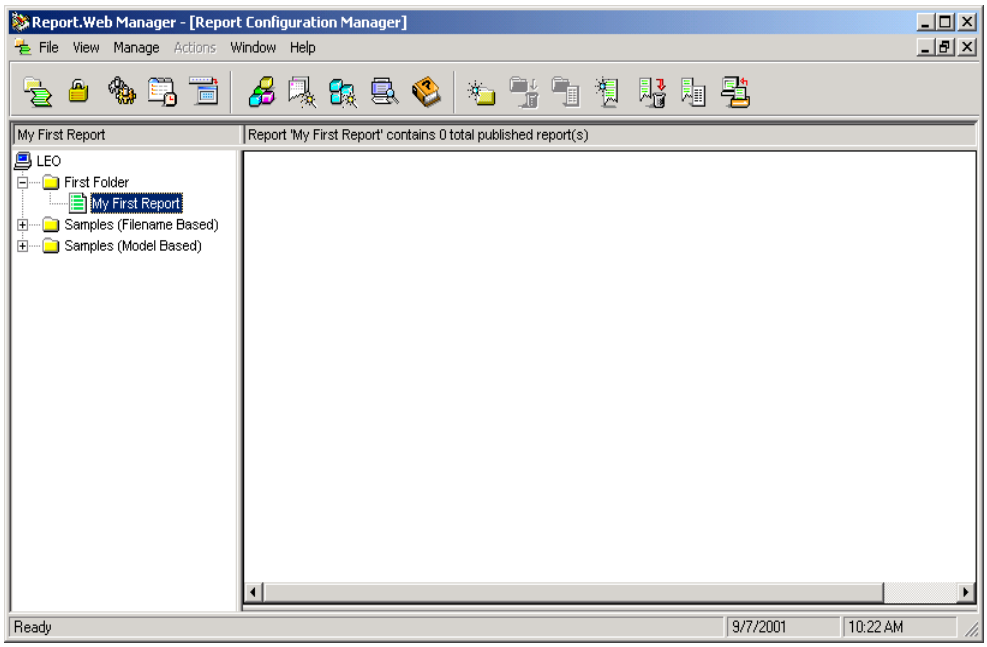
11 Click OK to save this report format and return to the Report Formats property page.



12 Click OK to save the report definition and return to the Report Configuration Manager window.

You now have two defined report formats. You can edit them by selecting the desired report format description and clicking Properties. For now, click OK to save the report definition.

This returns you to the Report Configuration Manager window where the defined report is now listed.



Publishing the Sample Report

In a production environment, reports are published using Report.Web event triggering services. However, for interactive situations such as publishing a sample report, you can use the Publish Now! feature.

Note:

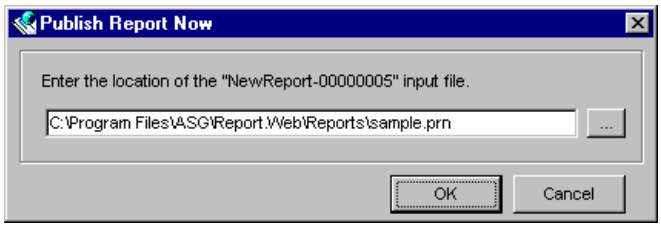
When using the Publish Now! feature, the selected input file remains in the current directory and will not be sent to the processed directory. The disposition settings on the Report.Web Options—Dispatch and Report.Web Options—Filer Property pages do not have any affect on the placement of input files when using the Publish Now! feature.

To publish the sample report

1 Select the report you just defined (My First Report).

2 Select Actions ▸ Publish Now!

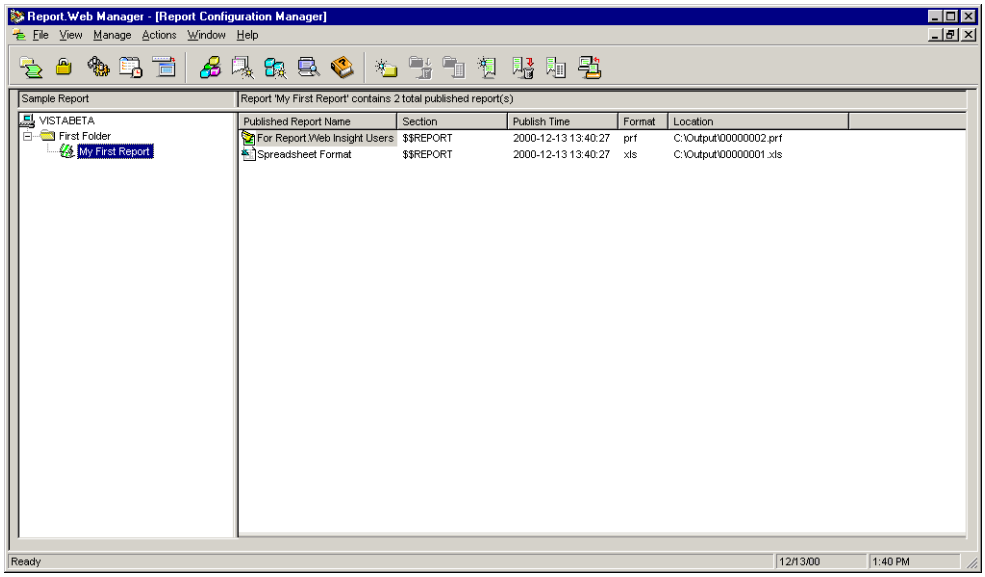
Report.Web asks you for the file that you would like to publish.



3 Click the browse button and select the sample.prn file from the Reports subdirectory.

4 Click OK to publish the sample.prn file.

The Publisher immediately creates the defined Excel and WRF reports. These published reports are created in the *x*:\Output directory (the path you defined for the output folder) and the Report Configuration Manager displays them in the right-hand window.



Note:

You can see the actual published report files by using the Windows Explorer to browse the *x*:\Output directory.

Using the Publishing Wizard

The Publishing Wizard allows you to quickly and easily create and publish WRF reports. The wizard guides you through the process using a series of simple dialog boxes. Once the report is created, Report.Web adds a folder called Reports in the left pane of the Manager. Each report generated by the Publishing Wizard is stored in the Reports folder.

To create and publish a report using the Publishing Wizard

1 Click the Report Publishing Wizard icon in the toolbar.

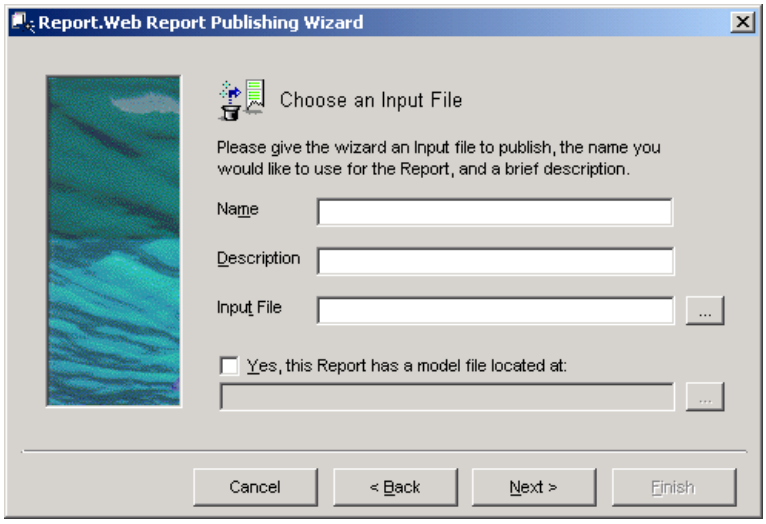
Or

Select View ▸ Publishing Wizard.

The Report.Web Report Publishing Wizard Welcome dialog box displays.

2 Click Next to begin creating a report.

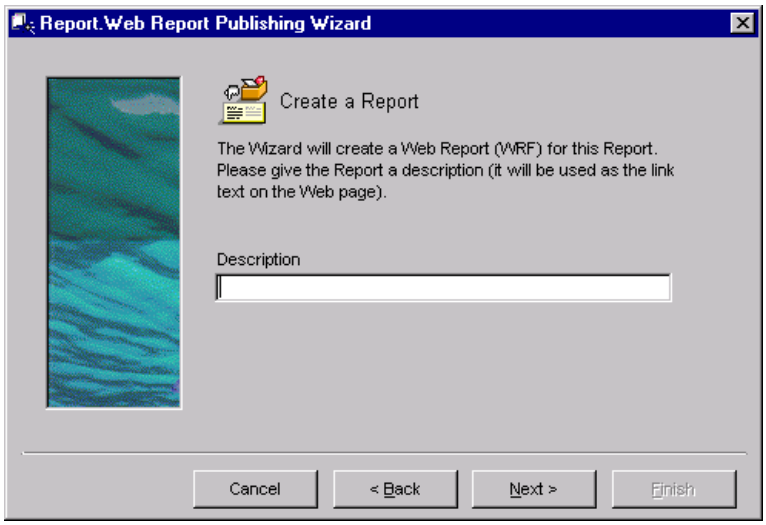
The next dialog box displays.



3 Enter a name for the report, a description, the input file location, and model file information (if applicable).

4 Click Next.

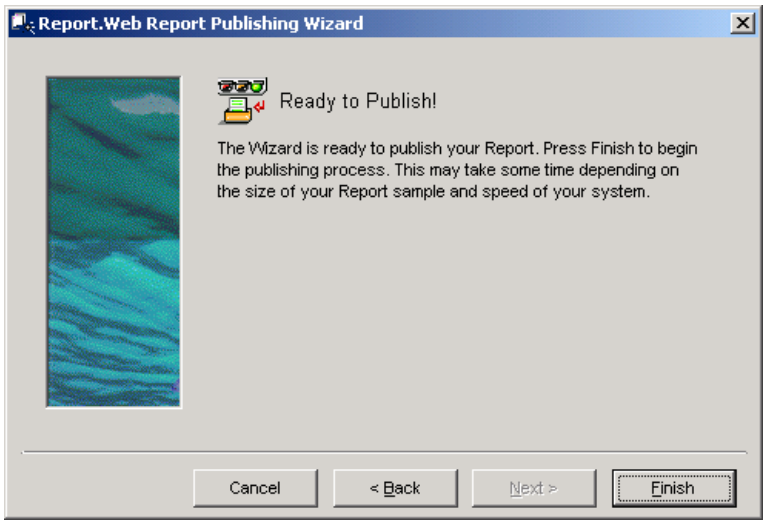
The next dialog box displays.



5 Enter a description for the report. Report.Web uses this description as a link on the web page.

6 Click Next.

The next dialog box displays.



7 Click Finish to begin the publishing process.

Starting the Insight Server Service

Before you can view the published reports using one of the Report.Web Insight clients, you must start the Insight Server service.

You can start the Insight Server service from the Services Manager window by right-clicking on the Insight Server icon and choosing Start Service.

Once the Insight Server service has been restarted, published reports become accessible to Report.Web end-users.

Viewing Published Reports

Once you restart the Web server service, you can view the published reports available on the Report.Web web site. This is the same list of reports that users see when they access the site remotely.

Note:

The Administrator can click the Report.Web icon in the Quick Launch Manager to view the published reports.

Start your Web browser and point to this URL:

```
http://localhost/Report.Web
```

If you are accessing the web site from a remote machine, specify the IP address of the Web server, for example:

```
http://209.125.39.211/Report.Web
```

Or

You can specify the computer name of the machine running the Web service, for example:

```
http://rwserver1/Report.Web
```

Use the syntax shown in the examples above if connecting to Microsoft's IIS.

If you are using Netscape Enterprise Server instead of IIS, the Insight Web Interface option will not be displayed. The Insight Web Interface is only supported on servers running IIS.

Note:

Report.Web end-users that previously connected to the server through RWserver.dll are automatically redirected to the Report.Web HTML page described above.

Note:

You can add a link to the Report.Web main Web page from your company's home page. Add this code to the page's HTML:

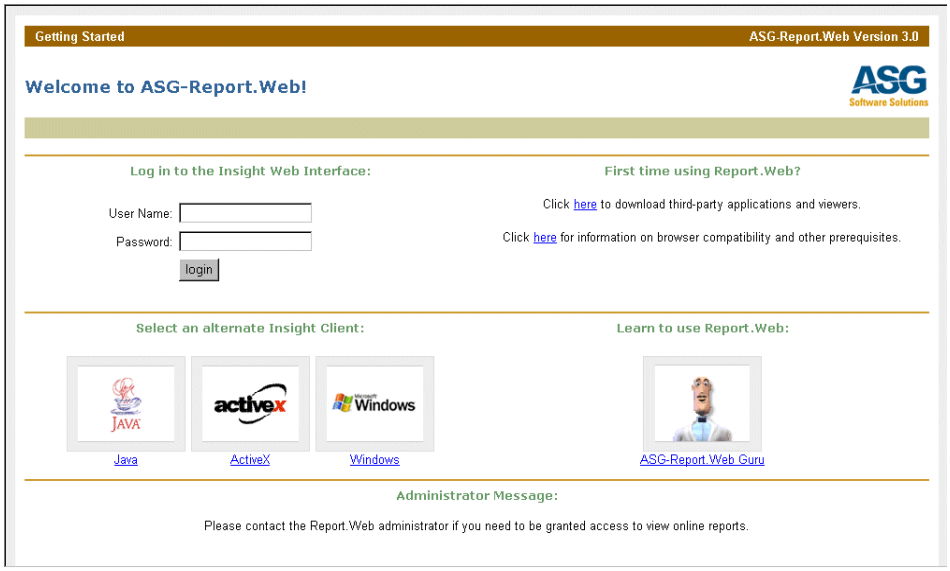
```
<a href= "/Report.Web?”> Click here to enter Report.Web</a>
```

The Report.Web Insight Web Interface

To view reports using the Report.Web Insight Web Interface

1 Connect to the Web server.

The Report.Web Getting Started page displays.



2 Choose the type of Insight viewer you want to use.

By default only the Insight Web Interface icon displays. When Report.Web is configured for user-based security, an Insight Web Interface login prompt displays instead of the icon. In addition, if the Getting Started page is customized, one or more of the alternate Insight client icons may be displayed.

a Launch the Insight Web Interface by clicking the Insight Web Interface icon.

Or

Log in to the Insight Web Interface by entering your username and password and clicking Login.

b If displayed, click the icon for the alternate Insight client you want to use. Report.Web downloads and installs the client.

The selected client will now display.

Note:

For more information about each viewer and how to use it, please see the individual Online Help systems within each Insight viewer. Additional information can be found by clicking on the "Click here for information on browser compatibility and other prerequisites." link on the Getting Started page.

4 The Manager

This chapter describes the Manager application, including its various windows, menus, property sheets, and configuration settings. It contains these sections:

Topic	Page
The Manager Parent Window	59
Report Configuration Manager Window	64
Security Manager Window	72
Service Manager Window	76
Schedule Manager Window	79
Quick Launch Manager Window	82

Since the Manager will be used frequently by the administrator, it is a good idea to review each of these sections to gain a better understanding of the application and its various features.

The Manager Parent Window

The Manager can be equated to a Multiple Document Interface (MDI) application; it provides one or more separate child windows within its parent window frame. The Manager has five child windows, each providing access to distinct configuration and management features. The Manager provides a standard set of menus and toolbar buttons, as well as a unique set of menus and toolbar buttons for each child window. These unique sets display as each child window is opened (or selected).

You can open the child windows using any of these methods:

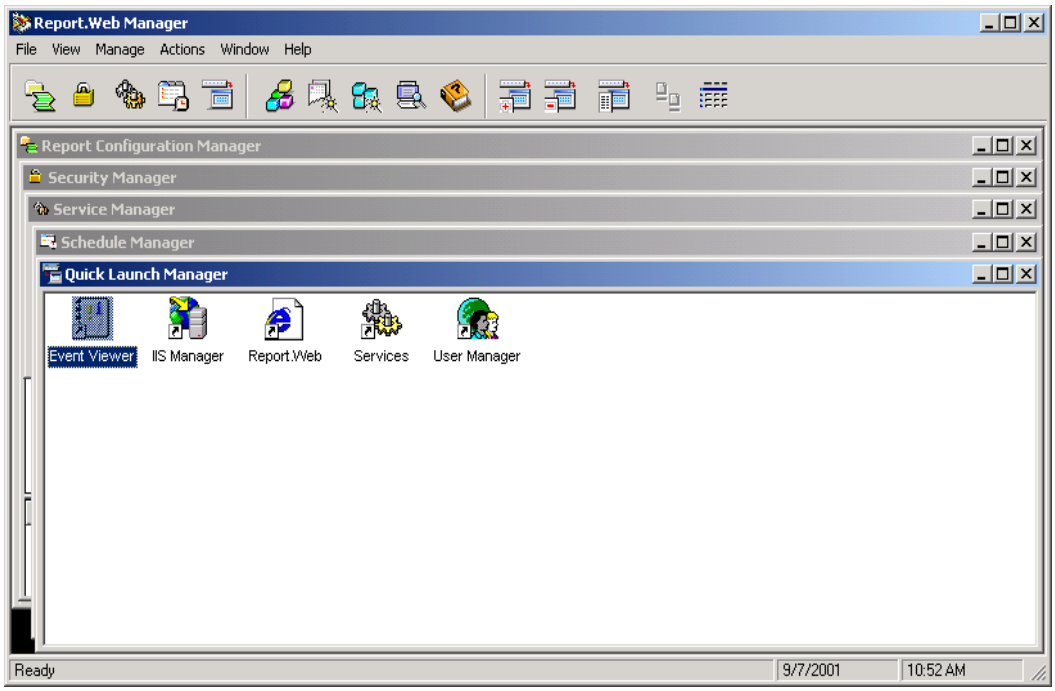
- Select the associated menu item on the Manage drop-down menu.
- Click the associated icon on the toolbar.

  Note:

  A ToolTip displays when the mouse pointer is placed over any of the toolbar buttons.

- Right-click within the parent window area to display the Manage pop-up menu.

This is an example of the Manager with each of the child windows open in a cascaded view:



Standard Menus

The standard or common set of Manager menus remain constant regardless of which child window you select.

Note:

The Actions menu is not a standard menu. Its menu items change dynamically based on which of the five child windows you select. This menu is described later in this chapter, in each of the five child window sections.

File Menu

Menu Option	Description
New	Displays a dialog box allowing you to create a new RW Folder, Report Definition, or published report using the Report Publishing Wizard.
Exit	Exits the Manager application. **Note:** Exiting the Manager does not affect the Report.Web services or any scheduled tasks.

View Menu

Menu Option	Description
Toolbar	Displays or hides the toolbar.
Status Bar	Displays or hides the status bar.
All Report	Displays all published reports and disables any filters that may be set.
Apply Filter	Allows you to define a filter for displaying report types and/or allows you to define a date range.
Refresh	Redisplays the current view and shows any updates that may have occurred.
Publishing Wizard	Displays the Publishing Wizard.
Configuration Wizard	Displays the Configuration Wizard.
Log Viewer	Displays the Log Viewer.
Options	Displays the Options property sheet.

Manage Menu

Menu Option	Description
Reports	Opens and displays the Report Configuration Manager child window.
Security	Opens and displays the Security Manager child window.
Services	Opens and displays the Services Manager child window.
Schedules	Opens and displays the Schedule Manager child window.
Quick Launch	Opens and displays the Quick Launch Manager child window.

Window Menu

Menu Option	Description
Cascade	Repositions and resizes any open child windows and displays them in an overlapped view.
Tile Horizontally	Repositions and resizes any open child windows and displays them in horizontally tiled view.
Tile Vertically	Repositions and resizes any open child windows and displays them in vertically tiled view.
(window list 1-5)	Lists the currently open child windows within the Manager.

Help Menu

Menu Option	Description
Contents	Displays the Help Topics window for Report.Web.
ASG on the Web	**Home.** Launches the default Web browser and connects to the ASG web site home page at www.asg.com. **Support.** Launches the default Web browser and connects to the ASG web site Support page at www.asg.com.
About	Displays the Manager About dialog box where you can obtain the version, copyright, and license expiration date.

Standard Toolbar Buttons

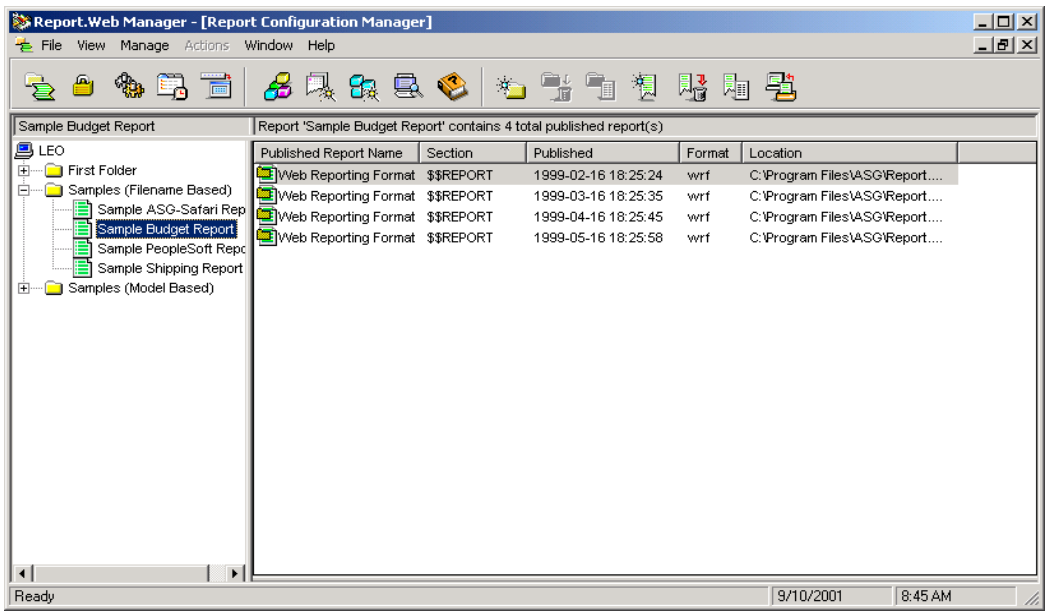
The standard (or common) set of Manager toolbar buttons are always visible, as long as the View ▸ Toolbar setting is enabled. Report.Web displays unique sets of toolbar buttons when you select each of the five child windows.

These are the standard toolbar buttons:

Button	Name	Description
	Report Configuration Manager	Opens and displays the Report Configuration Manager child window.
	Security Manager	Opens and displays the Security Manager child window.
	Service Manager	Opens and displays the Service Manager child window.
	Schedule Manager	Opens and displays the Schedule Manager child window.
	Quick Launch Manager	Opens and displays the Quick Launch Manager child window.
	Report.Web Options	Displays the Options property sheet.
	Report Publishing Wizard	Launches the Report Publishing Wizard.
	Configuration Wizard	Launches the Configuration Wizard.
	Log Viewer	Launches the Log Viewer utility.
	Help	Displays the Help Topics window for Report.Web.

Report Configuration Manager Window

The Report Configuration Manager child window is used to create and define folder and report definitions. It is also used to view, delete, and purge published reports.



The Report Configuration Manager window is divided into these two panes:

- The left pane, called the Folder and Report Definition pane, displays a tree view with objects for the machine name, RW Folders, and report definitions.
- The right pane, called the Published Reports pane, displays a list view of the published reports, indicating their published date and time, report format, and storage location.

Report Configuration Manager Folder and Report Definition Pane (Left Pane)

The top-level tree object, indicated by a computer icon , represents all folders and report definitions currently defined on the Report.Web server. Double-clicking this object expands or collapses the entire tree. In most cases, you will want to leave this object expanded. Clicking or double-clicking on this object displays (in the right-hand pane) all of the reports currently published by the server.

The second level tree object, indicated by yellow folder icons , represents the RW Folders. Double-clicking each RW Folder icon expands or collapses the folder level, displaying or hiding any report definitions contained in that folder. Clicking or double-clicking on the folder icon also displays all of the published reports for that folder in the right-hand pane.

The lowest level tree object, indicated by green fan-fold paper icons , represents the report definitions. Double-clicking a report definition icon displays the property sheet for that report. Clicking or double-clicking on a report definition icon also displays all of the published reports for that definition in the right-hand pane.

You can access a pop-up context menu by right-clicking in the tree view pane. This pop-up menu provides a shortcut to functions available on the Actions menu, such as New RW Folder and New Report Definition.

Report Configuration Manager Published Reports Pane (Right Pane)

You can use the Published Reports pane to display the published reports at three different hierarchical levels. To see all published reports, click the computer icon. To see all of the reports published within a RW Folder, click a specific yellow folder icon. Likewise, to see all of the published reports defined by a specific report definition, click the green paper icon.

As you select each of the tree view objects, the columns Report.Web displays in the list view pane change to show various items related to each published report. In all three view levels, Report.Web displays the published report name, report section, published date and time, report format, and location. You can sort the list view on any of the columns by clicking the desired column header button at the top of the list view window. Each click of the button toggles the sort order from ascending to descending.

You can access a pop-up context menu by right-clicking in the list view pane. This pop-up menu provides a shortcut to the functions available on the Actions menu such as Delete Published Report(s) and Select All.

Report Configuration Manager Actions Menu

The Actions menu for the Report Configuration Manager window displays whenever the Report Configuration Manager window is in focus. The specific menu items that display depend on which pane is currently selected, the Folder and Report Definition pane or the Published Reports pane. Report.Web disables (grays out) some items when those options are not applicable to currently selected object(s).

Report Configuration Manager Folder and Report Definition Actions Menu Items (Left Pane)

Menu Option	Description
If you are focused on a RW folder:	
New	Creates a new RW Folder and opens the New Output Folder properties sheet.
Delete	Deletes the currently selected RW Folder(s).
Rename	Allows the name of the RW folder to be renamed by putting the tree object into edit mode. **Note:** Pressing F2 also puts the object into edit mode.
Publish Now	Displays the Publish Now dialog box allowing the selection of an input file for manual single-file publishing.
Properties	Opens the Folder Properties property sheet for the currently selected RW folder.
If you are focused on a Report Definition:	
New	Creates a new report definition and opens the Report Definition property sheet.
Delete	Deletes the currently selected report definition(s).
Rename	Allows the name of the report definition to be renamed by putting the tree object into edit mode. **Note:** Pressing F2 also puts the object into edit mode.
Publish Now	Displays the Publish Now dialog box allowing the selection of an input file for manual single-file publishing.
Properties	Opens the Report Definition property sheet for the currently selected report definition.

Report Configuration Manager Published Reports Actions Menu Items (Right Pane)

Menu Option	Description
Select All	Selects all of the published or deleted reports allowing a subsequent action to be performed such as deleting or purging the published reports.
Delete Published Report(s)	Flags the currently selected published report(s) as deleted. **Note:** The reports are not permanently removed until a purge is performed. Deleted reports may be recovered by undeleting them.
Undelete Published Report(s)	Recovers the currently selected deleted report(s) and restores them to published status.
Purge Published Report(s)	Permanently removes the currently selected deleted report(s).
Change Published Date...	Allows you to change the published date of one or more reports. **Note:** The published time will be changed to 00:00:00.
Apply Filter	Displays the Published Report Filter dialog box that allows you to show or hide published and deleted reports. The Filter dialog box also allows you to set predefined and user defined date range filters. When a filter is in effect, the words *filtered reports* appear within the title bar of the Report Configuration Manager window.

Report Configuration Manager Toolbar

The toolbar for the Report Configuration Manager window displays whenever the Report Configuration Manager window is in focus. The specific toolbar buttons that are enabled depend on which pane is currently selected, the Folder and Report Definition pane or the Published Reports pane. Report.Web disables (grays out) some buttons when those options are not applicable to currently selected object(s).

Report Configuration Manager Folder and Report Definition Toolbar (Left Pane)

Button	Description
	Creates a new RW Folder and opens the New Output Folder properties sheet.
	Deletes the currently selected RW Folder(s).
	Opens the Folder Properties property sheet for the currently selected RW folder.
	Creates a new report definition and opens the Report Definition property sheet.
	Deletes the currently selected report definition(s).
	Opens the Report Definition property sheet for the currently selected report definition.
	Displays the Publish Now dialog box allowing the selection of an input file for manual single-file publishing.

Report Configuration Manager Published Reports Toolbar (Right Pane)

Button	Description
	Flags the currently selected published report(s) as deleted. **Note:** The reports are not permanently removed until a purge is performed. Deleted reports may be recovered by undeleting them.
	Recovers the currently selected deleted report(s) and restores them to published status.
	Permanently removes the currently selected deleted report(s).
	Selects all of the published or deleted reports allowing a subsequent action to be performed such as deleting or purging the published reports.

Deleting and Purging Published Reports

The Published Reports pane allows you to monitor and manage published reports output from Report.Web. It displays items such as the folder name, report name, report description, published date and time, and the type of output or format created.

The Report Configuration Manager also allows you to delete published reports or recover old deleted reports. To completely remove a published report from the server requires two steps: the report needs to be deleted; after it is deleted, it needs to be purged. This two step measure allows you to recover reports from the server that have been deleted, but not yet purged.

To delete published reports

1. Select Manage ▸ Reports to open the Report Configuration Manager window.

2. Select the report(s) you want to delete by clicking the report definition name in the right pane.

   You can select multiple reports by pressing and holding the Ctrl key while clicking on the report items. You can select all reports by using the Select All item located on the Actions menu.

3 Click Actions ▸ Delete.

A confirmation message displays asking if you are sure that you want to delete the selected report(s).

4 Click Yes to proceed.

Report.Web deletes (but not purges) the reports. These reports can no longer be viewed by Report.Web end-users.

Note:

You may or may not be able to see the deleted reports in the Published Reports pane after they are deleted. This capability is controlled by the View ▸ Apply Filter menu option. Dimmed icons located to the left of RW folder name(s) indicate viewable but deleted reports.

To recover deleted published reports

1 Select Manage ▸ Reports to open the Report Configuration Manager window.

2 Enable the Show Deleted Reports option under View ▸ Apply Filter to display deleted reports.

3 Select the report(s) you want to recover by clicking the report definition name in the right pane.

You can select multiple reports by pressing and holding the Ctrl key while clicking on the desired report items. You can select all of the reports in the list by using the Select All item located on the Actions menu.

4 Select Actions ▸ Undelete.

A confirmation message displays asking if you are sure that you want to recover the selected report(s).

5 Click Yes to proceed.

Report.Web recovers the reports. These reports can be viewed by Report.Web end-users.

To purge deleted published reports

1. Delete the published report.

2. Select Manage ▸ Reports to open the Report Configuration Manager window.

3. Enable the Show Deleted Reports option under View ▸ Apply Filter to display deleted reports.

4. Select the report(s) you want to purge by clicking the report definition name in the right pane.

   You can select multiple reports by pressing and holding the Ctrl key while clicking on the report items with the primary mouse button. You can select all reports by using the Select All item located on the Actions menu.

5. Select Actions ▸ Purge.

   A confirmation message displays asking if you are sure that you want to purge the selected report(s).

6. Click Yes to proceed.

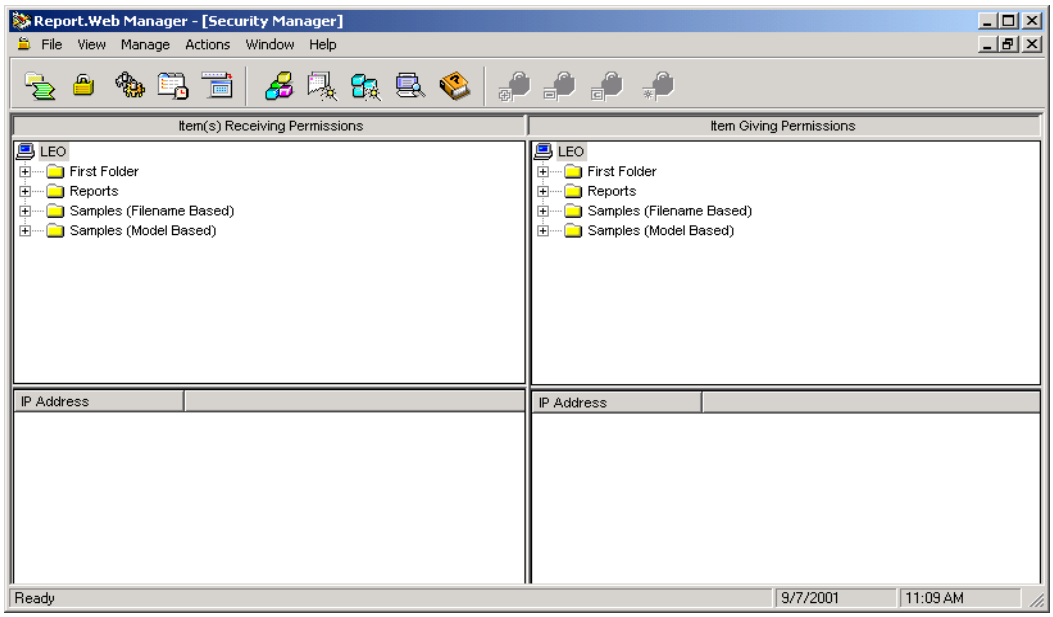
   Report.Web permanently purges the reports. These reports can no longer be viewed by Report.Web end-users.

Security Manager Window

The Security Manager child window is used to view and manage folder, report, and section level access permissions. The Actions menu or toolbar is used to add, remove, and copy permissions. You may also copy permissions from one folder, report, or section to another folder, report, or section using its drag-and-drop interface. Although access permissions may be added using the Report Configuration Manager folder and report definition property sheets, administrators may find it easier to subsequently manage the permissions using the Security Manager window.

Note:

See "Computer-based Security" on page 190 for important information regarding computer-based (IP address) security.



The Security Manager window is divided into four panes. The two panes on the left are used for receiving access permissions (or acting as a target) during a copy operation. The two panes on the right are used for giving or selecting source permissions in a copy operation.

The upper panes display the same tree view with objects for the machine name, RW Folders, and report definitions. The lower panes show the access permission(s) for the currently selected folder, report definition, or report section selected in the upper panes. The administrator can copy one or more access permissions selected in the right pane to the currently selected object in the left pane. The selected object in the upper left pane receives the copied permission(s). You can perform copy operations using the Actions menu or using the drag-and-drop functionality (see "Copying Permissions" on page 74).

Note:

In the previous screen, the lower panes show the current IP address(es) assigned to the selected folder or report description. This indicates that the Report.Web server security setting is set to IP Address-based. If the Report.Web server security setting is set to Username/password-based, the lower panes would display NT usernames and/or groups instead.

Security Manager Actions Menu

The Actions menu for the Security Manager window displays whenever the Security Manager window is in focus. Report.Web disables (grays out) some items when those options are not applicable to currently selected object(s).

Security Manager Actions Menu Items

Menu Option	Description
Add Permissions	Opens the Security Settings dialog box allowing the addition of one or more computer-based or user-based access permissions.
Remove Permissions	Deletes the currently selected access permission(s) in the lower left pane.
Copy Permissions	Copies the currently selected access permission(s) in the lower right pane to currently selected folder, report definition, or report section selected in the upper left pane.
Select All	Selects all of the access permissions in the bottom left or right pane, whichever pane has focus, allowing a subsequent action such as removing or copying permissions to be performed.

Security Manager Toolbar

The toolbar for the Security Manager window displays whenever the Security Manager window is in focus. Some buttons will be disabled (grayed out) when those options are not applicable to currently selected object(s).

Security Manager Toolbar Buttons

Button	Description
	Opens the Security Settings dialog box allowing the addition of one or more computer-based or user-based access permissions.
	Removes the currently selected access permission(s).
	Copies the currently selected access permission(s) in the lower right pane to currently selected folder, report definition, or report section selected in the upper left pane.
	Selects all of the access permissions in the bottom left or right pane, whichever pane has focus, allowing a subsequent action such as removing or copying permissions to be performed.

Copying Permissions

To copy permissions using the Copy Permissions Actions menu item

1 Select the folder or report definition in the upper left pane to which you want to apply the permission(s).

Report.Web displays its current permissions in the lower left pane.

2 Select the folder, report definition, or report section in the upper right pane that contains the permissions you want to copy.

Report.Web displays the permission for the selected object in the lower right pane.

3 Select the permission(s) in the lower right pane that you want to copy.

Note:
The Security Manager window panes support multiple selection, so that more than one access permission can be selected at one time. To select multiple permissions use the Shift or Ctrl keys in combination with the mouse pointer or navigation keys.

4 Select Actions ▸ Copy Permissions or click the Copy Permissions toolbar button.

Report.Web displays the selected permissions in the lower left pane.

To copy permissions using drag-and-drop

1 Select the folder or report definition in the upper left pane to which you want to apply the permission(s).

Report.Web displays its current permissions in the lower left pane.

2 Select the folder, report definition, or report section in the upper right pane that contains the permissions you want to copy.

Report.Web displays the permission for the selected object in the lower right pane.

3 Select the permission(s) in the lower right pane that you want to copy.

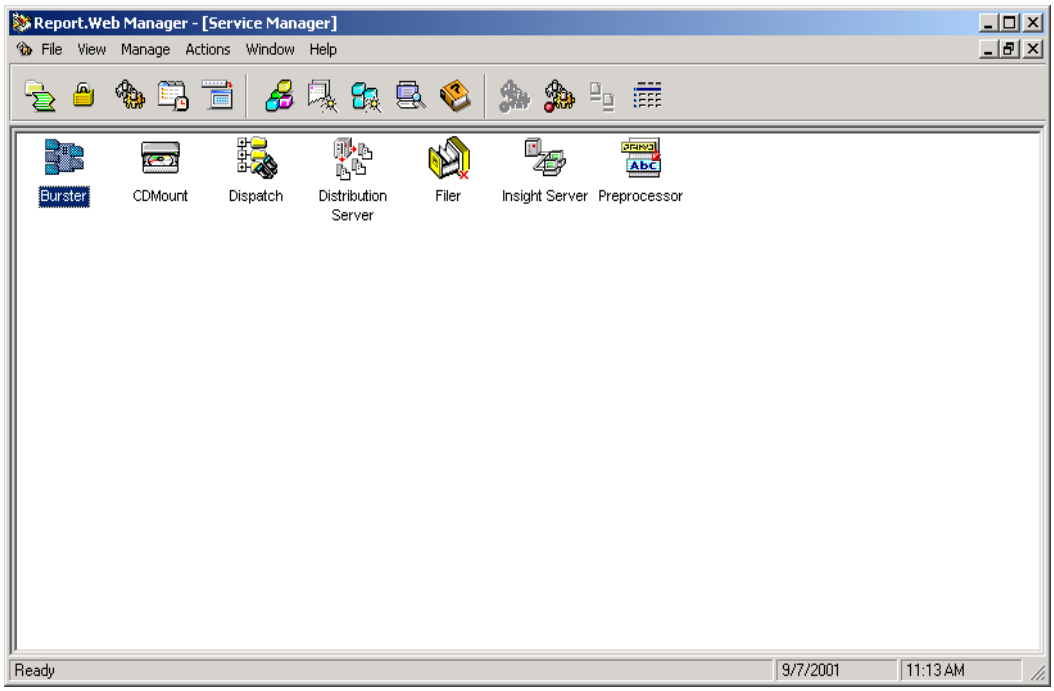
Note:
The Security Manager window panes support multiple selection, meaning that more than one access permission can be selected at one time. To select multiple permissions use the Shift or Ctrl keys in combination with the mouse pointer or navigation keys.

4 Drag-and-drop the selected permissions in the lower right pane to the lower left pane, then release the mouse button.

Report.Web displays the selected permissions in the lower left pane.

Service Manager Window

The Service Manager child window is used to start, stop, and view the status of Report.Web services. This window can be equated to the Services applet found in the Windows NT Control Panel with the exception that it only shows those services related to Report.Web.



Like the other Manager child windows, the Actions menu or toolbar is used to perform operations on the objects within the window, in this case, the starting and stopping of services. Icons shown with a red X indicate that the service is stopped. The absence of a red X indicates that the service is started.

Service Manager Actions Menu

The Actions menu for the Service Manager window displays whenever the Service Manager window is in focus. Report.Web disables (grays out) some items when those options are not applicable to a currently selected object.

Service Manager Actions Menu Items

Menu Option	Description
Start Service	Starts the currently selected Report.Web service.
Stop Service	Stops the currently selected Report.Web service.

Service Manager Toolbar

The toolbar for the Security Manager window displays whenever the Security Manager window is in focus. Report.Web disables (grays out) some buttons when those options are not applicable to currently selected object.

Service Manager Toolbar Buttons

Button	Description
	Starts the currently selected Report.Web service.
	Stops the currently selected Report.Web service.
	Displays the service icons in large icon view.
	Displays the service icons in list view.

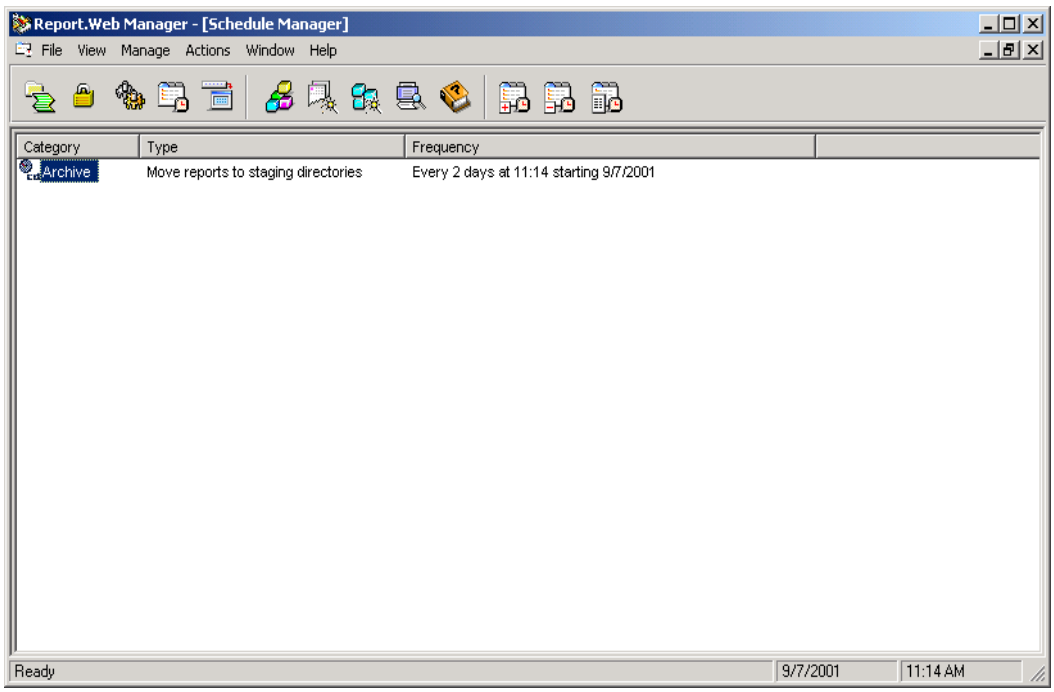
Service Manager Service Icons

This table lists the Report.Web services and provides a brief description of each:

Service Name	Description
Burster	This service is responsible for the bursting of batch files received by Report.Web.
CD Mount	This service monitors the availability of, and provides access to, reports archived to CD-ROM using the Report.Web Archive component.
Dispatch	The Dispatch service monitors Report.Web input directories (e.g., DMS) and instructs other services to perform publishing functions. It is also responsible for invoking scheduled file transfers and invoking all tasks defined within the Schedule Manager.
Distribution Server	This service sends and receives reports between two or more Report.Web servers configured to use the Distribution feature.
Filer	The Filer service monitors the Filer input directory, performs model-to-report matching, and produces WRF files for publishing.
Insight Server	This service is the server component for the Report.Web Insight Web Interface viewers. It furnishes the Insight viewers with report and index data for subsequent viewing by end-users. This service must be started in order for end-users to view reports using any of the Insight viewers. **Note:** The Insight Server service has a dependent service called the Database service that is not shown in the Service Manager, but can be started and stopped using the Control Panel Services applet. The Database service extracts published report information from the Report.Web database and provides that data to the Insight Server. If the Database service is stopped, the Insight Server service will also stop. Likewise, if the Insight Server service is started, the Database service is also started.
Preprocessor	This service is responsible for preprocessing reports delivered to the Preprocessor service input directory.

Schedule Manager Window

The Schedule Manager child window is used to add, remove, and manage Report.Web scheduled tasks.



These are some of the tasks that you can schedule:

Report.Web RJE task. A Report.Web RJE task needs to be defined after you specify an output name in the RJE Job Name field in the Input File Properties page. When the 3770 emulation package (included with Report.Web) is launched through an SNA server client to an SNA server and ultimately to the host, this task searches the host for the job matching the output name you specified. Once the report is detected, Report.Web downloads the report, publishes it, and places it in the Report Configuration Manager.

Note:

RJE and its related settings are only available to customers who had RJE installed in a previous version of Report.Web (Version 2.7 or earlier) and had one or more RJE Profiles defined. The RJE component has been discontinued, but existing installations remain supported.

Archive task. An Archive task needs to be defined after you define one or more report definitions to use Report.Web Archive. When you select Archive as the task category, you are presented with a radio selection for Move Reports to Staging Directories and Move Reports to Archive Media (Launch CD Burner) in the Archive Task Properties group box. In order to properly set up Archive, you need to define one of each of these Archive tasks. Move Reports to Staging Directories instructs Report.Web to move all reports that have exceeded their retention period to the defined staging directory. Execute this task prior to the Move Reports to Archive Media (Launch CD Burner) task which instructs Report.Web to start the CD burning process and move the staged files to CD-ROM.

Note:

The CD will only be burned when the Archive Threshold (see "Report.Web Options—Archive Properties" on page 126) has been reached. After you define the Archive task, you need to start the Dispatch service.

Distribution Server task. After you complete the Distribution Properties page (see "Report.Web Options—Distribution Properties" on page 120), define a Report.Web Distribution Server task. When you select Distribution Server from the Task Category drop-down list, the Distribution Job Properties group box will display. Click the Schedule button to schedule the task and then select which distribution job should be processed from the Distribution Job drop-down list. After you define the Report.Web Distribution Server task, start the Dispatch service.

Distribution Recovery task. A Distribution Recovery task is optional. You can define this task if you want to attempt to recover any failed distribution jobs. You only need to schedule when and how often the task should execute; no other properties are necessary.

Report Maintenance task. You need to define a Report Maintenance Task when you choose to expire or purge one or more published report(s) (see "Report Definition Options—Publishing Properties" on page 166). If you set either of the two Day-Month-Year radio options, you need to define a Report Maintenance task. When you select Report Maintenance from the Task Category drop-down list, the Report Maintenance Properties group box displays. Click the Schedule button to define when and how often the maintenance should occur. Then, select one of the two radio selections, Online Expiration or Purging Reports. If you have defined reports to expire and purge, then you need to define two Report Maintenance tasks (one with Online Expiration selected and the other with Purging Reports selected). As with all of the Schedule Manager tasks, start the Dispatch service to invoke the tasks at their scheduled time(s).

Once a task has been added it can be scheduled to run daily, weekly, or monthly.

Similar to the other Manager child windows, the Actions menu or toolbar is used to manage the objects contained within the window. By default, the Schedule Manager window is empty. The previous screen shows one task that has been added to launch the copy and staging utilities of Archive.

Schedule Manager Actions Menu

The Actions menu for the Schedule Manager window displays whenever the Schedule Manager window is in focus. Report.Web disables (grays out) some items when those options are not applicable to currently selected object.

Schedule Manager Actions Menu Items

Menu Option	Description
Add Task	Adds a new task and opens the Task Properties dialog box.
Remove Task	Removes the currently selected task.
Properties	Opens the Task Properties dialog box allowing you to modify the task category or schedule.

Schedule Manager Toolbar

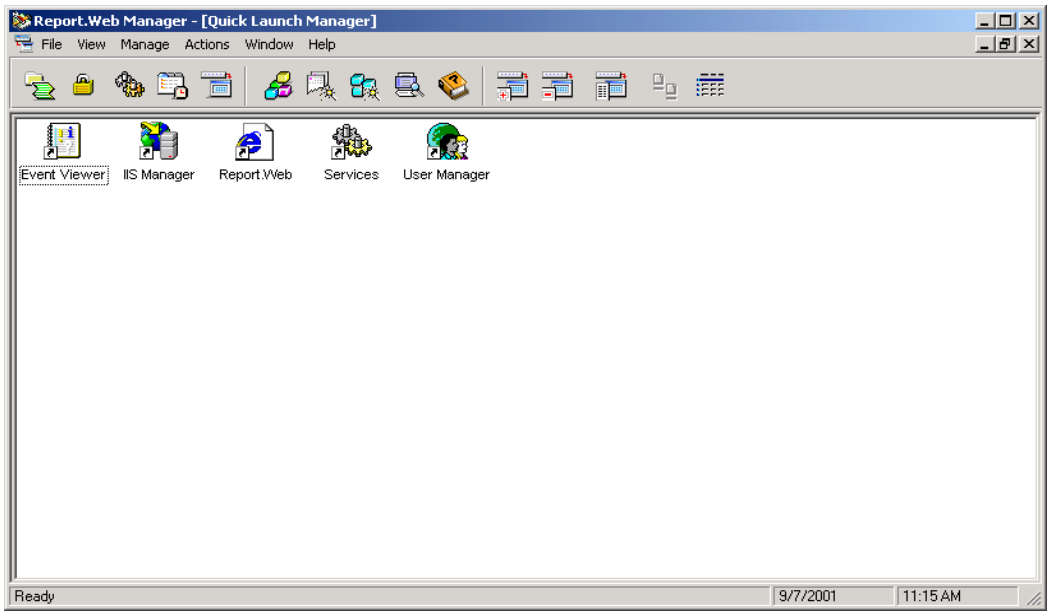
The toolbar for the Schedule Manager window displays whenever the Schedule Manager window is in focus. Report.Web disables (grays out) some buttons when those options are not applicable to currently selected objects.

Schedule Manager Toolbar Buttons

Button	Description
	Adds a new task and opens the Task Properties dialog box.
	Removes the currently selected task.
	Opens the Task Properties dialog box allowing the task category or schedule to be modified.

Quick Launch Manager Window

The Quick Launch Manager child window is used to add and remove shortcuts to frequently used tools and utilities that may assist in managing Report.Web. Many shortcuts are predefined when Report.Web is installed. The administrator also may add other items as needed.



The Actions menu or toolbar is used to manage the items contained within the window. The Quick Launch Manager window also supports drag-and-drop, which allows you to drag a shortcut from a folder or the Windows desktop and drop it directly within the Quick Launch Manager window.

Quick Launch Manager Actions Menu

The Actions menu for the Quick Launch Manager window displays whenever the Quick Launch Manager window is in focus. Report.Web disables (grays out) some items when those options are not applicable to currently selected items.

Quick Launch Manager Actions Menu Items

Menu Option	Description
Add Item	Adds a new item and opens the Item Properties dialog box.
Remove Item	Removes the currently selected item.
Properties	Opens the Items Properties dialog box allowing you to modify the currently selected item.

Quick Launch Manager Toolbar

The toolbar for the Quick Launch Manager window displays whenever the Quick Launch Manager window is in focus. Report.Web disables (grays out) some buttons when those options are not applicable to currently selected items.

Quick Launch Manager Toolbar Buttons

Button	Description
	Adds a new item and opens the Item Properties dialog box.
	Removes the currently selected item.
	Opens the Items Properties dialog box allowing you to modify the currently selected item.
	Displays the icons in large icon view.
	Displays the icons in list view.

5 RW Folders

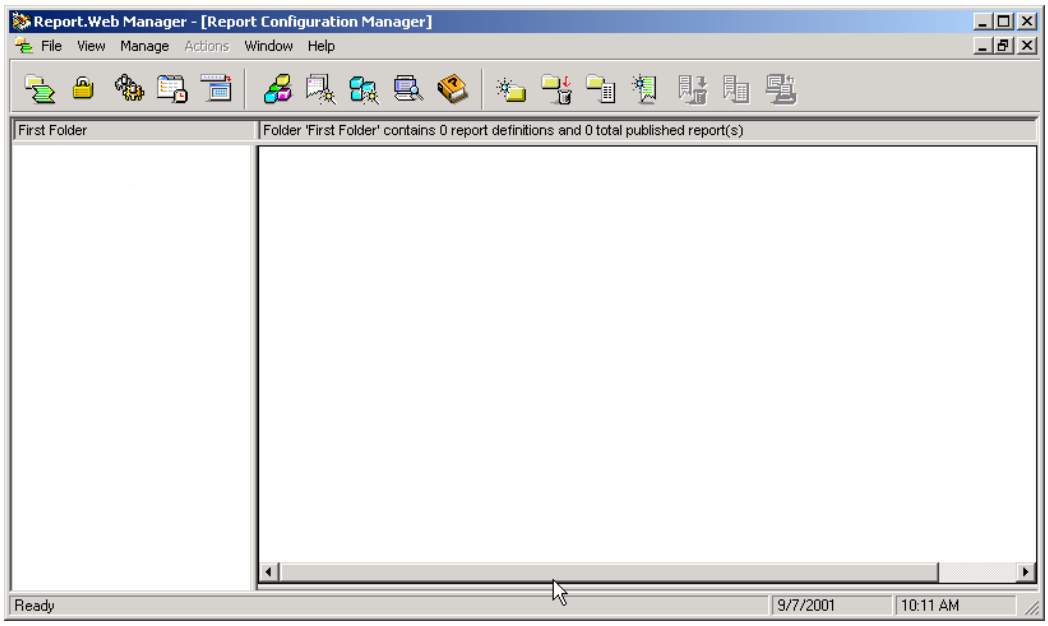
This chapter describes how to create, modify, and delete RW Folders. It contains these sections:

Topic	Page
RW Folders	85
Creating RW Folders	86
Modifying RW Folder Properties and Names	92
Deleting RW Folders	94

RW Folders

Report.Web stores published reports in RW Folders. You must create an RW Folder prior to defining any reports for publication. These folders allow you to categorize report output in a manner that relates to your company's work environment. Folder properties identify the high level name of the folder, the subdirectory path where the actual published reports are stored, and security permissions to allow or restrict viewing access.

The Report Configuration Manager window is where RW Folders and report definitions are created, and subsequently managed.



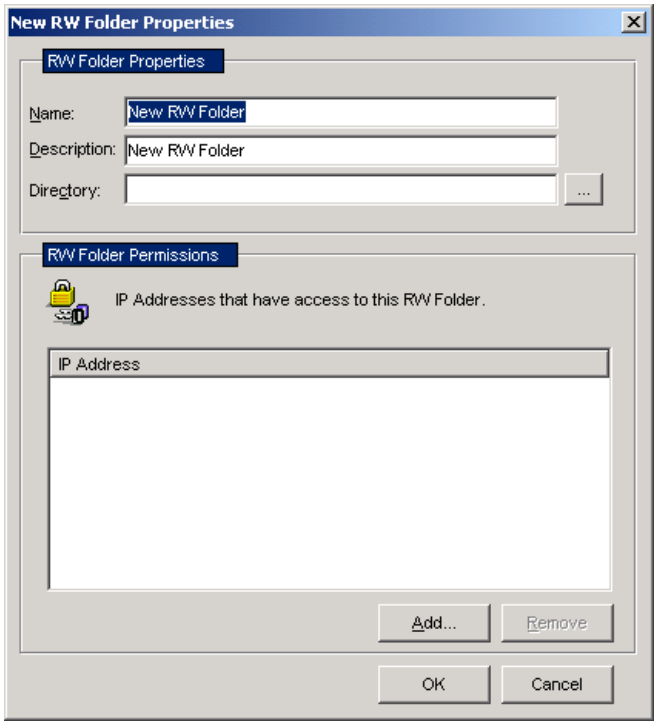
Creating RW Folders

To create an RW Folder

1 Click anywhere in the left pane to bring it into focus.

2 Select Actions ▸ New to create the RW folder object. You can also display the Actions menu by right-clicking within the left pane of the Report Configuration Manager window.

The New Output Folder dialog box displays.



Note:

Sample configuration data has been added and will be used throughout the remainder of this section.

These are the fields on the New Output Folder dialog box:

Field	Description
Name	Enter a folder name. This folder name displays when you view report lists as the top level item.
Description	Enter a brief description of the folder.
Directory	Define the name of the output folder and the fully qualified path where Report.Web will store the published reports. If the directory does not exist, Report.Web will prompt you to create it. Once created, you can use the browse button (located to the right of the Path field) to open a browse window and navigate the local system drive or a network drive to the desired output path.
IP Address	Allows you to define the security permissions for the folder (see "Creating Security Permissions" on page 88).

Defining RW Folder Permissions

To define new folder permissions

1. Define permissions by identifying which IP addresses or Windows NT user accounts have access to the published reports once the Folder Properties have been entered. By default, no security access is granted to an RW folder. The Report.Web administrator must add access permissions to the folder, end-users will not be able to see published reports.

2. Choose the security type for your Report.Web server.

   Report.Web provides these types of security:

   — Computer-based security to set up Report.Web to use IP address verification for folder and report permissions.

   — User-based security to set up Report.Web to prompt for and use Windows NT user account information for applying folder and report permissions. For more information on security see Chapter 9, "Access Control," on page 187.

   Note:

   See "Computer-based Security" on page 190 for important information regarding computer-based (IP address) security.

   You can configure and/or change this security option from within the Report.Web Options. Select View ▸ Options, then click the Server icon to access the Server Properties page.

Creating Security Permissions

Adding IP Address-based Security

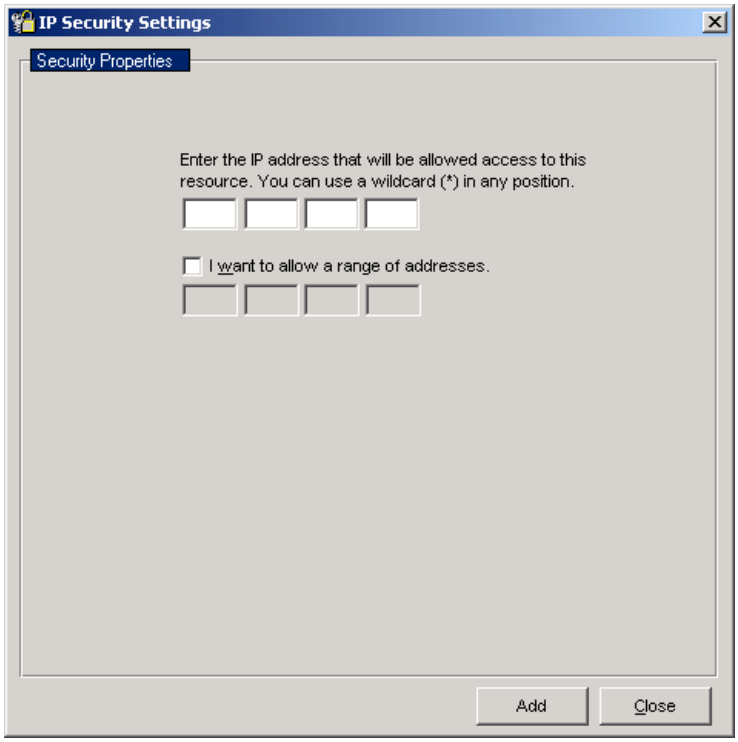
Note:

See "Computer-based Security" on page 190 for important information regarding computer-based (IP address) security.

To add access permissions to the new report folder

1. Click Add in the New Output Folder dialog box.

The IP Security Settings dialog box displays.



2 Enter either a single IP address or a range of IP addresses.

A range of addresses could be the IP network number to which a single IP address belongs. (For example, a single Class C IP address would be 208.156.12.66. The network number for this example would be 208.156.12.0). Include a network number by selecting the I want to allow a range of addresses check box, then enter the network number.

If everyone requires access to the folder, add a wildcard symbol * (an asterisk) in each of the four edit boxes.

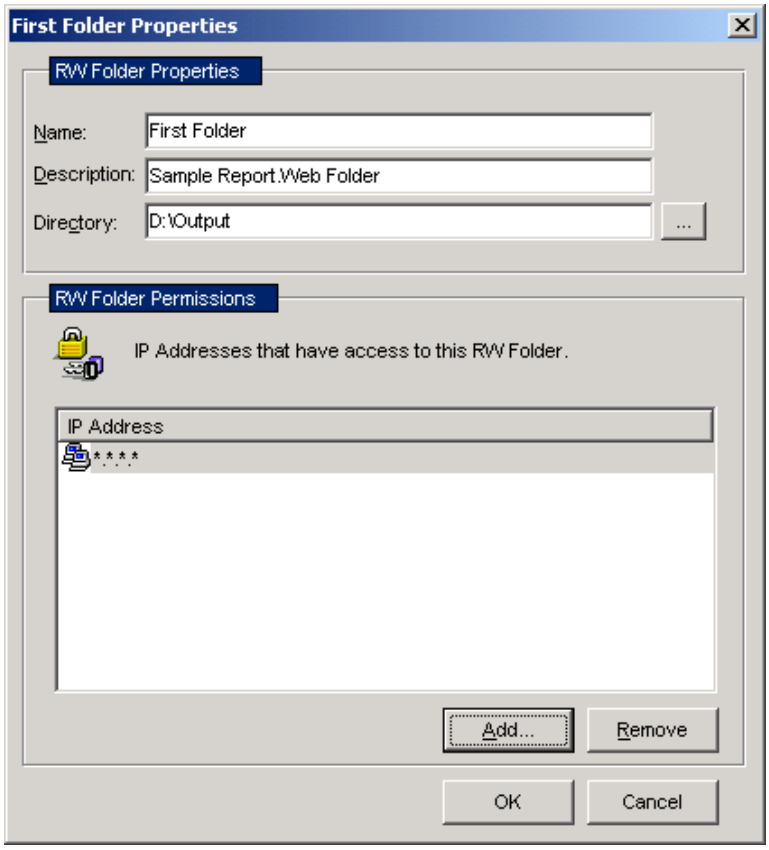
You can add wildcard symbols in any position within the IP address to create IP address-based security filters.

3 Click Add.

A confirmation message displays at the bottom of the dialog box.

4 Click Close.

The New Output Folder dialog box should now look similar to the example below. Once the IP address permissions are defined, you may begin defining reports to the folder.



Adding User Name/Password Security

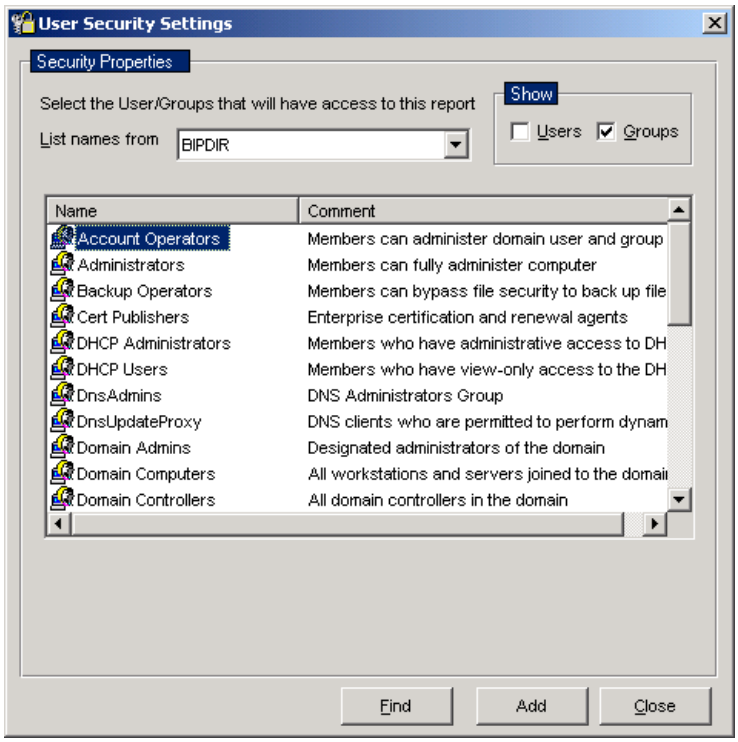
Note:

Before implementing User Name/Password security, make sure this option is selected on the View ▸ Options ▸ Server property page.

To implement User Name/Password security

1 Click Add in the New Output Folder dialog box.

The User Security Settings dialog box displays.



This dialog box allows you to grant access permission to the folder for a single user, a group of users, or a combination of users and groups. The List Names From drop-down list allows you to select the desired Windows NT domain (initially blank) and the Show group check box allows you to display users and/or groups in the list.

2 To assign a group, click the group name of your choice.

Or

To assign multiple groups, Ctrl+Click each desired group name.

Or

If only single users require access to a folder, select the Users check box at the top of the dialog box. This will list all available users who are members of the specified Windows NT domain or the local machine. Select the users from the list.

3 Click Add.

Report.Web displays this message: `Addition Complete`.

4 Click Close.

The New Output Folder dialog box displays with the selected account name(s).

Note:

You can remove users or groups from the Permissions list by selecting the desired account names and clicking Remove.

5 When all user accounts have been entered, click OK.

You are now ready to configure and publish reports.

Modifying RW Folder Properties and Names

To change folder properties

1 Select the folder icon by clicking on it.

2 Select Actions ▸ Properties to display the Folder Properties dialog box.

Or

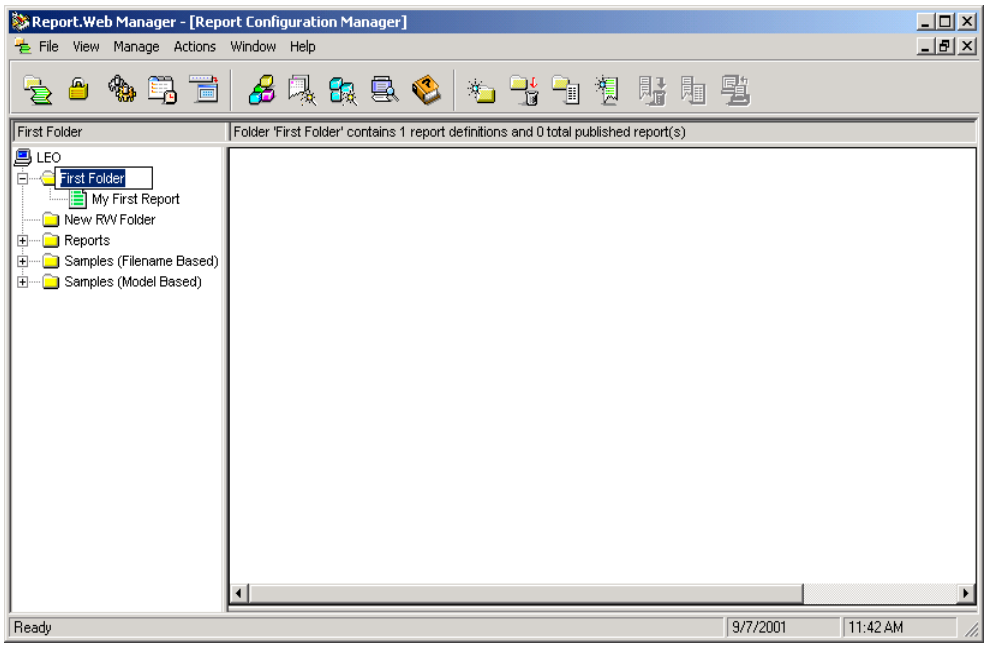
Right-click the folder name and select RW Folder Properties from the Actions context menu.

To change a folder name

1 Select the folder name by clicking on it.

2 Press F2.

This puts the folder name into edit mode.



3 Type the new folder name.

4 Press Enter.

Deleting RW Folders

If a folder defined within Report.Web is no longer needed, you can delete it from the Report Configuration Manager.

Note:

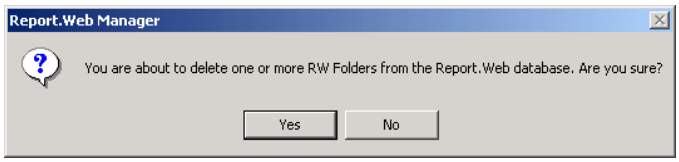
To delete RW folders from the Report Configuration Manager, all published reports within the folder must first be deleted and then purged (see "Deleting and Purging Published Reports" on page 69).

To delete a folder

1. Select the folder icon by clicking on it.

2. Choose Actions ▸ Delete.

   A message box displays asking you to confirm whether you want to delete this folder.



3. Click Yes to continue the action.

   Or

   Click No to cancel the action.

6 Report.Web Options

This chapter explores all of the options available within the Options property sheet. It contains these sections:

Topic	Page
Introduction	95
General Options	96
Advanced Options	115

Introduction

The Report.Web Options property sheet contains configuration items that are global to the use of Report.Web. To access the property sheet, select View ▸ Options.

The Report.Web Options property sheet includes several different sets of configuration items you can access by clicking the General or Advanced buttons (the button text changed to bold to indicate which set of options Report.Web is currently displaying). You can access the individual property pages by clicking the icons in the left pane.

Note:

The Manager includes extensive context sensitive online help. To view a help topic on a specific setting, tab to that setting and press Shift+F1. You may also browse the help contents or search for a help topic by clicking Help ▸ Contents.

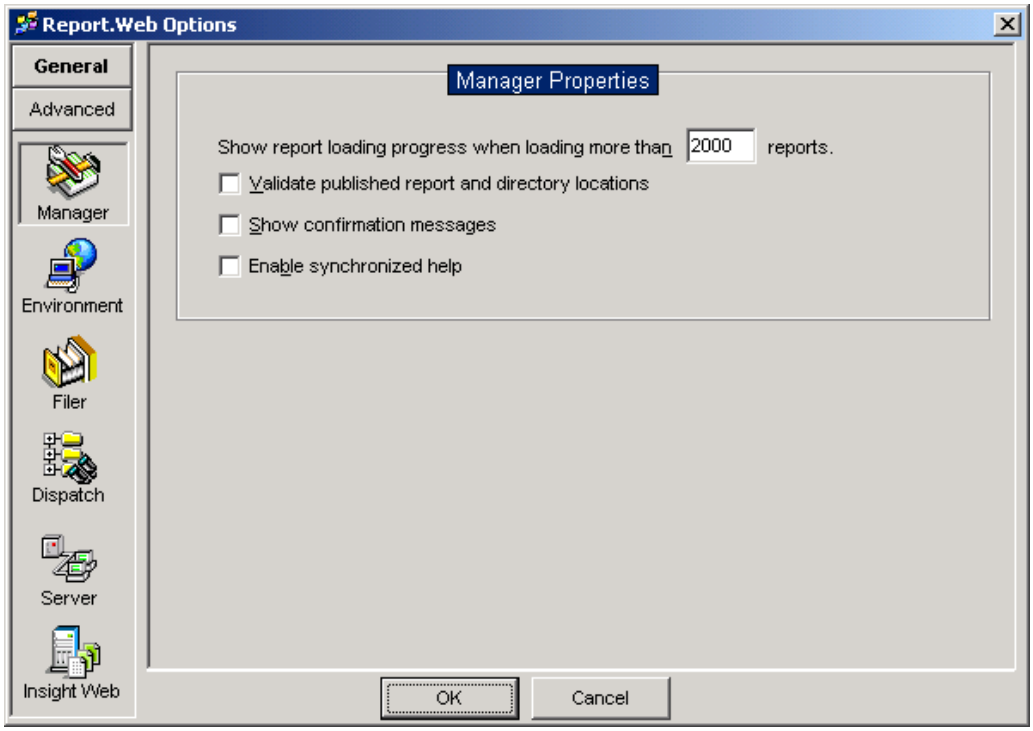
General Options

General Report.Web Options are used to set up these Report.Web basic features:

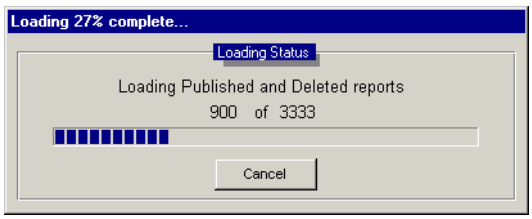
- Report.Web Options—Manager Properties (see page 96)
- Report.Web Options—Environment Properties (see page 98)
- Report.Web Options—Filer Properties (see page 100)
- Report.Web Options—Dispatch Properties (see page 102)
- Report.Web Options—Server Properties (see page 104)
- Report.Web Options—Insight Web Interface (see page 113)

Report.Web Options—Manager Properties

The Report.Web Options—Manager Properties page provides settings for the general operation of the Manager and ease-of-use settings.

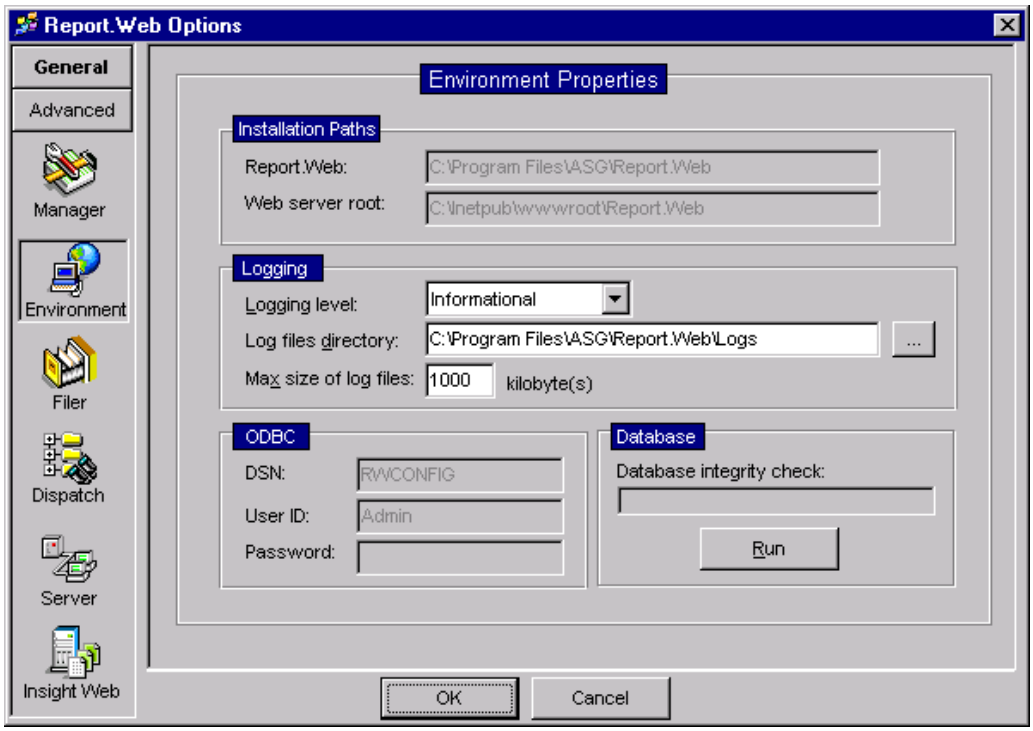


These are the fields on the Report.Web Options—Manager Properties page:

Field	Description
Show report loading progress when loading more than *xx* reports	When the number of published and/or deleted reports exceed *xx*, this progress dialog box displays:  You can click Cancel and Report.Web will display only the reports that have been loaded up to that point in the Report Configuration Manager.
Validate published report and directory locations	Validates that the RW Folder paths and published reports actually exist.
Show confirmation messages	When selected, the Manager displays confirmation messages indicating that it has performed particular functions (e.g., deletion of reports, modification of configuration information, completion of report publication).
Enable synchronized help	Synchronized Help is a unique feature of the Manager, which provides a context sensitive help topic as you navigate through various portions of the Manager. Specifically, it provides synchronized help while navigating through the Report.Web Options and Report Definition property sheets. This feature is disabled by default and can be enabled by selecting the check box.

Report.Web Options—Environment Properties

The Report.Web Options—Environment Properties page provides information about the Report.Web program, Web server location, diagnostic logging, and ODBC (Open Database Connectivity) information. Typically, this information is defined when you run the Configuration Wizard.



These are the fields on the Report.Web Options—Environment Properties page:

Field	Description
Report.Web	Indicates to the Manager where the Report.Web Enterprise Server applications are installed. You cannot edit this field.
Web server root	Indicates to the Manager where the Web server (IIS or Netscape Enterprise Server) is physically located.

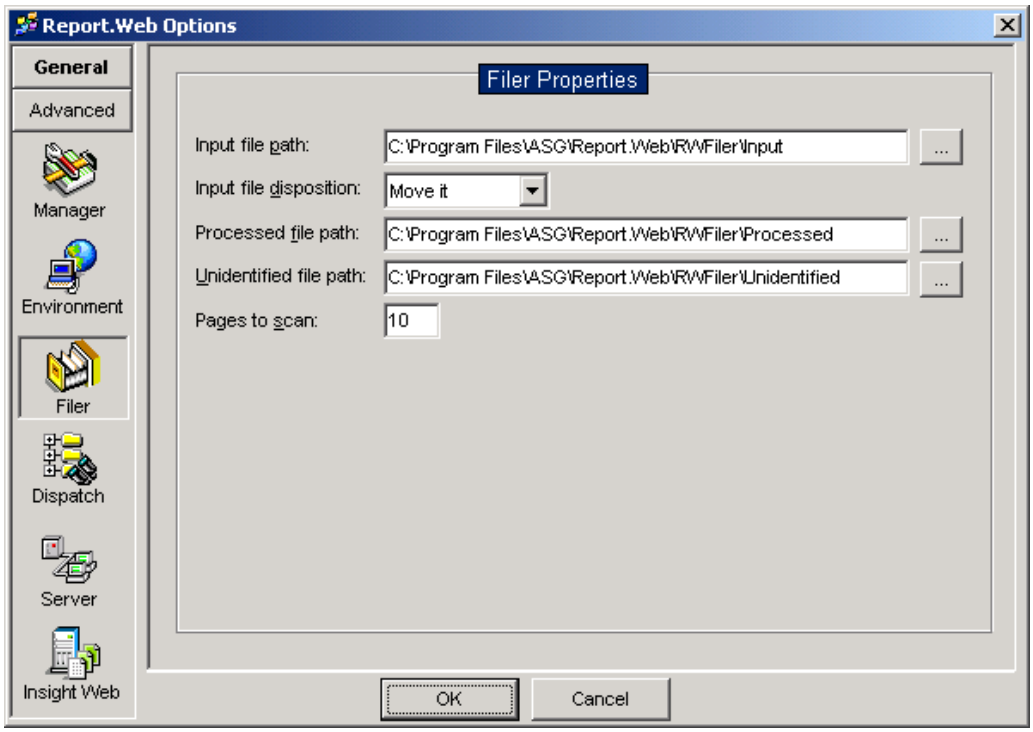
Field	Description
Logging level	Specifies the amount of logging required during server activity. These are the five levels of logging: • Debug • Diagnostic • Informational • Warning • Severe Severe logging should be set when the server is in full production as it logs only high level messages. By default, logging is set to Informational, providing low-level diagnostic information if the server has difficulty publishing.
Log files directory	Identifies the subdirectory in which all Report.Web log files will be created. Examples of log files are dispatch.log, rwfiler.log, burster.log, publisher.log, rwserver.log, distsvr.log, and subscriptions.log.
Max size of log files	Specifies the maximum size of a log file. Once the log file reaches this size, Report.Web overwrites the existing file with new log information.
DSN	ODBC is a common way for applications to access databases in the Windows environment. The fields in this section tell the Manager what ODBC data source will configure and track the reports published to Report.Web. DSN is the data source name Report.Web will need to communicate with a particular database. Database access is required so that Report.Web can properly configure and publish reports.

Field	Description
User ID Password	The User ID and Password are required for all ODBC data sources, as most database programs (e.g., SQL Server and Oracle Server) have built-in security requiring login access. ODBC will pass the user ID and Password information to those databases needing authentication. Once the database is accessed, Report.Web allows users to add, modify, and delete report information. Additionally, users browsing the Report.Web web site may search Report.Web for data using ODBC.
Database integrity check	Allows you to make sure that all of the required tables and fields exist in the database and that there are no orphaned records. This process creates a log in the Report.Web logs directory called RWDBCheck.log and documents any changes that were made as a result of the integrity check.

Report.Web Options—Filer Properties

The Report.Web Options—Filer Properties page allows you to configure information necessary to operate the Filer service, the component of Report.Web which provides content-based publishing. The fields on this property page are used to define the various directories and operational characteristics which are required of the Filer service.

The settings on this page are predefined during installation, but you may find a need to modify one or more of them depending on your particular environment.



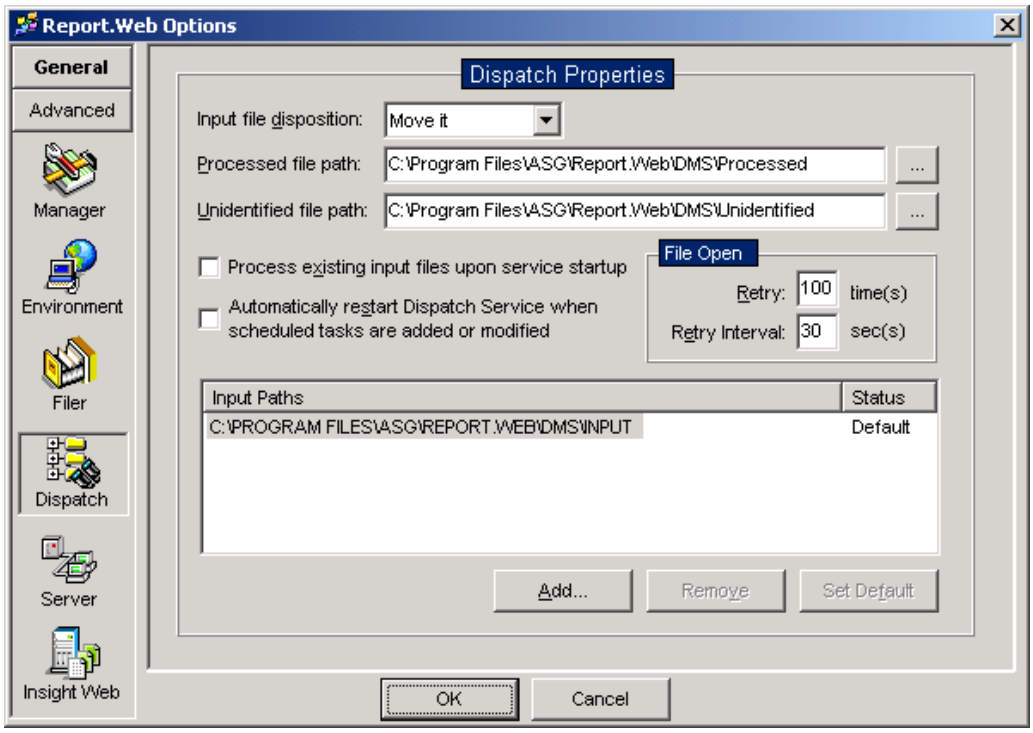
These are the fields on the Report.Web Options—Filer Properties page:

Field	Description
Input file path	Specifies the subdirectory to which model-based source reports are sent for Filer to publish. This is the directory that the Filer service monitors.
Input file disposition	Tells Report.Web what to do with a file after the reports are successfully published. These are the disposition types: • Delete it • Move it
Processed file path	If the Input file disposition field is set for Move it, the processed report source is sent to the subdirectory listed in this field, indicating that the source file was successfully processed.

Field	Description
Unidentified file path	When a source report cannot be identified using the models and index fields supplied to Report.Web, the source is immediately moved to the subdirectory listed in this field.
Pages to scan	This field is set with the default number of pages Report.Web will scan to recognize if a report matches any report definition configured for output.

Report.Web Options—Dispatch Properties

The Report.Web Options—Dispatch Properties page is used to define settings necessary to operate the Dispatch service. The Dispatch service is used for filename-based publishing and is responsible for monitoring the arrival of input files using its DMS.



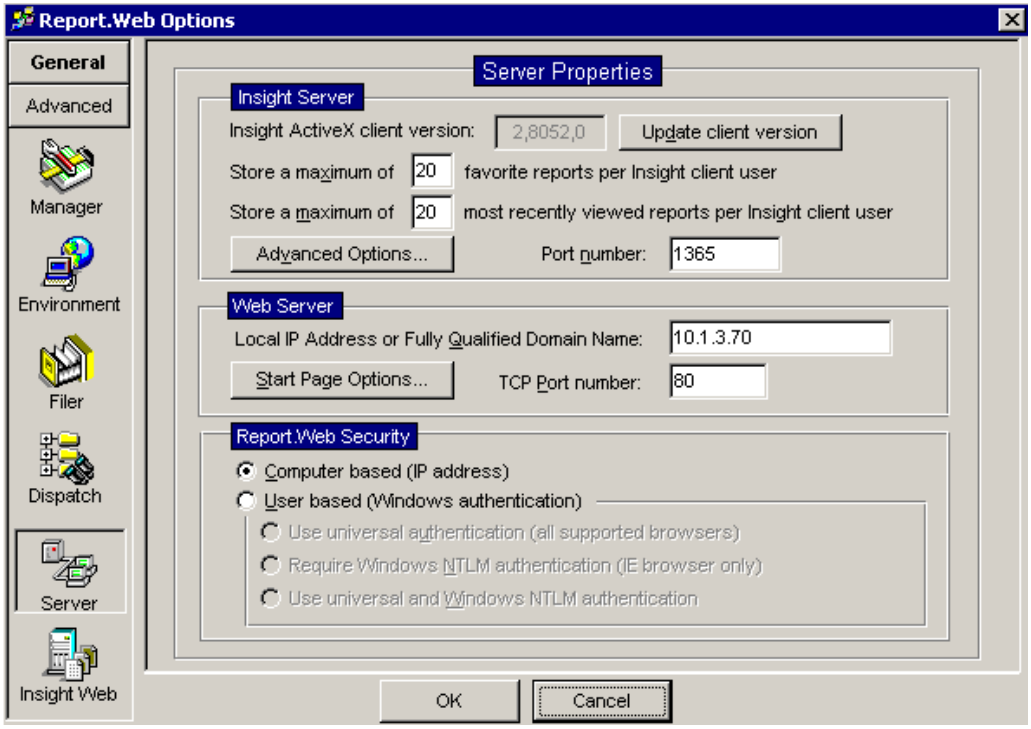
These are the fields on the Report.Web Options—Dispatch Properties page:

Field	Description
Input file disposition	This field instructs ASG-Report.Web to delete the source file, move the source file to the Processed File Path, or leave it in its current subdirectory after the report(s) is successfully published using DMS. These are the disposition types: • Delete it • Move it • Leave it
Processed file path	If the Input file disposition field is set for Move it, the processed report source will be sent to the subdirectory listed in this field, indicating that the source file was successfully processed.
Unidentified file path	When a source report does not match the file name or fit the file specification of a file-named based report definition, the source is immediately moved to the subdirectory listed in this field.
Process existing input files upon service startup	Controls whether the Dispatch, Preprocessor, and Burster services will automatically process existing files located in the DMS directories when the service is started. Select this check box to process (publish) existing files. Clear this check box to prevent Dispatch, Preprocessor, and Burster from processing files that may already exist in the input directories when the service is started.
Automatically restart Dispatch service when scheduled tasks are added or modified	Restarts the Dispatch service (if it is started) when any modifications are made to either the schedule for a Schedule-based report definition or a schedule for a Scheduled Task. When either of the two types of schedules are modified, the Dispatch service is restarted and the Manager status bar indicates the service is being restarted. The Dispatch service needs to be restarted for new or modified schedules to take affect.
Retry	Specifies how many times Report.Web will attempt to open the source report for processing. If the report cannot be opened and identified, processing stops, and an error message is posted to the Dispatch log file.

Field	Description
Retry Interval	Specifies the amount of time to wait between each attempt to open a source file.
Input Paths/Status	Allows you to define multiple input paths to process incoming report files. Each input folder processing a report will use one thread on the Windows NT Server. **Note:** One of the input folders must be set as the default. If only one input path exists, then that path will be used as the default.

Report.Web Options—Server Properties

The Report.Web Options—Server Properties page displays settings related to the Insight Server, Web Server, and the Report.Web security method.



These are the fields on the Report.Web Options—Server Properties page:

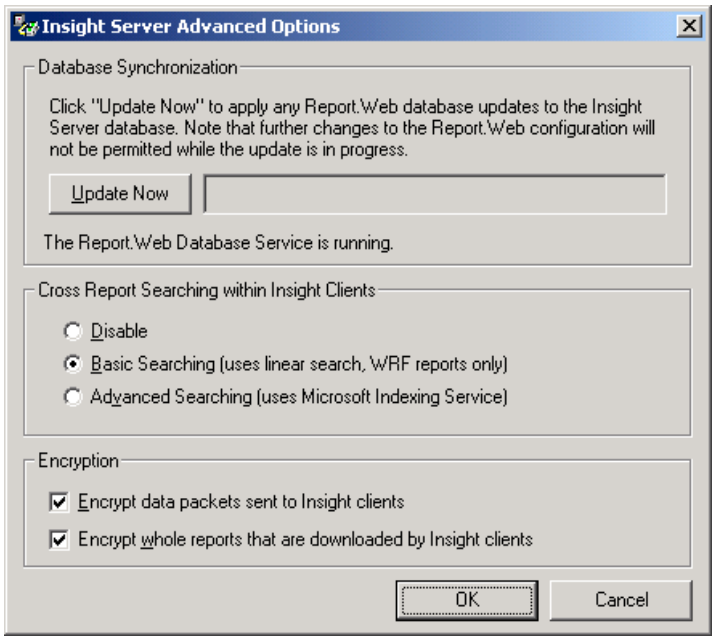
Fields and Buttons	Description
Insight ActiveX client version	Use to allow a new version of the Insight ActiveX client to become available to Courier users when an updated version of the client is provided after the initial install of Report.Web.
Update client version	Click this button to synchronize the Insight ActiveX client version.
Store a maximum of *xx* favorite reports per Insight client user	Allows you to enter a maximum number of favorite reports to store on the server per Insight client user. Once the maximum is reached, older favorites are replaced with newly added ones.
Store a maximum of *xx* most recently viewed reports per Insight client user	Allows you to enter a maximum number of reports to display in the Most Recently Viewed Reports list on the Insight Web Interface Home page. Once the maximum is reached, the least recently viewed reports are replaced with the most recently viewed reports.
Advanced Options...	Click this button to access the Insight Server Advanced Options. See "Insight Server Advanced Options" on page 107.
Port number	IP port number that Insight Server uses to serve reports to the clients. The default is 1365. If your network has a firewall in place and users cannot access reports using a Report.Web Insight client, it is likely that port 1365 is blocked. The firewall will need to have this port opened up.
Local IP Address or Fully Qualified Domain Name	Specifies the IP address or FQDN of the local Report.Web Server machine. It is used by the Courier and Guru (Tutorial) components and in the URLs for Courier email hyperlinks and Guru HTML pages. The default IP address or FQDN displayed in the edit box is the same one supplied during Setup.
Start Page Options...	Click this button to access the Getting Started Page Options dialog box. See "Getting Started Page Options" on page 110.
TCP Port number	Specifies the local Report.Web web server port number and it is also used for Courier email hyperlink and Guru HTML page navigation. The default value is 80.

Fields and Buttons	Description
Computer based (IP address)	Select this option if you want to use computer-based security. By default, no security is set on any new Report.Web folders. If IP computer-based security is selected, an IP address or a range of addresses must be added to the Report.Web folder or report definition before it will be viewable by users. See "Computer-based Security" on page 190 for important information regarding computer-based (IP address) security.
User based (Windows authentication)	Select this option if you want to use user-based security. By default, no security is set on any new Report.Web folders. If security is set for user-based, the Report.Web administrator must assign the Windows NT user IDs or groups that are allowed to access the report folders. Choose from these user-based authentication mechanisms: • Use universal authentication (all supported browsers) When this option is selected all Insight Web Interface users will be presented with a User Name and Password prompt. The user name and password supplied by the user will be authenticated by the Insight Server. • Require Windows NTLM authentication (IE browser only) When this option is selected Insight Web Interface users using Internet Explorer (IE) are not presented with a User Name and Password prompt. The user name and password that the user is currently logged in with will be authenticated using Windows NT Challenge/Response authentication by Internet Information Server. Users that access Report.Web using a browser other than Internet Explorer will receive an error message stating that their web browser is not supported.

Fields and Buttons	Description
	• Use universal and Windows NTLM authentication When this option is selected Insight Web Interface users using Internet Explorer are not presented with a User Name and Password prompt. They will be authenticated using Windows NT Challenge/Response by Internet Information Server. Insight users using non-Internet Explorer browsers will be presented with a User Name and Password prompt. The user name and password supplied by the user will be authenticated by the Insight Server. The choice you make should be based on the web browser(s) that will be used to access Report.Web and if users should be presented with a login prompt or not. **Note:** The three authentication choices only affect users of the Insight Web Interface. Users that connect to Report.Web using the Insight ActiveX, Insight Java, or Insight Windows Clients will always use universal authentication and will be prompted for a user name and password.

Insight Server Advanced Options

The Insight Server Advanced Options dialog box presents additional options you can use to configure your database.



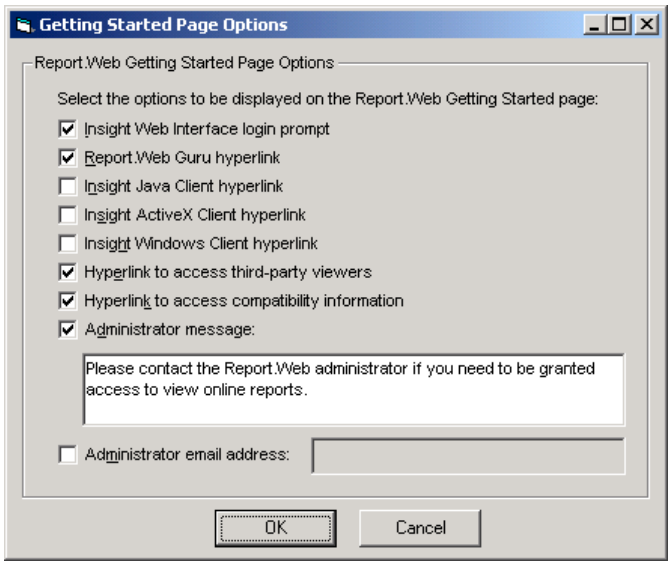
The Insight Server Advanced Options dialog box contains these fields:

Field	Description
Database Synchronization	Provides the ability to apply Report.Web database updates to the Insight Server database. This only needs to be used in rare cases where changes on the server (new reports, permissions, etc.) are not reflected in the Insight viewers.
Cross Report Searching within Insight Clients	Allows you to enable or disable the Cross Report Search feature. This feature allows Insight users to search for one or more reports containing a specific text string. When this feature is disabled, the field titled *Search string:* on the Insight viewer's Search page will not display. **Note:** The Cross Report Search feature is only available to Insight Windows Client and Insight Web Interface users. If you choose to enable the Cross Report Search feature, you must select one of these options: **Note:** The Advanced Searching (uses Microsoft Indexing Servuice) option is disabled if Report.Web Server is installed on the Windows NT 4 operating system. Indexing Service-based Cross Report Searching is only available if the operating system is Windows 2000 or later. • Basic Searching (uses linear search, WRF reports only) This option gives best performance when there are very few published reports, and/or when the Insight user specifies a small subset of reports to search for. There is no additional disk space required and there is no delay in viewing the report after publishing.

Field	Description
Cross Report Searching within Insight Clients *continued*	• Advanced Searching (uses Microsoft Indexing Service) Use this option for best performance with a large number of published reports. This option will use significant hard drive resources to store the indexes created by the Indexing Service. Also, there may be a delay between when a report is published and when it will be found during a search operation. This delay is due to the indexing operation which takes place after report publishing. The Indexing Service must be installed in order to select this option. **Note:** Microsoft's Indexing Service can be installed on Windows 2000 and Windows XP platforms. To add the component, use the Control Panel Add/Remove Programs applet.
Encrypt data packets sent to the Insight clients	Enables or disables 128-bit encryption used when the Insight Server passes data packets (requests, acknowledgments, report lists, etc.) to Report.Web Insight clients. If this option is selected, the server will encrypt data sent to the Insight clients in the most secure method possible, 128-bit encryption. If this option is not selected, all data will be sent in plain text.
Encrypt whole reports that are downloaded by the Insight clients	If the Encrypt Data Packets option is not selected, this check box has no effect and is disabled. Enables or disables 128-bit encryption used when the Insight Server sends whole reports to Report.Web Insight clients. [Whole reports are those reports other than WRF (Excel, PDF, etc.).] Disabling encryption allows you to increase report download and viewing performance when report security is not an issue. If this option is selected, all non-WRF files downloaded from the server will be encrypted. If this option is cleared, these files will be downloaded in plain text even though Encrypt Data Packets is checked.

Getting Started Page Options

The Getting Started Page Options dialog box allows you to choose the web page elements you want displayed on the Report.Web Getting Started Page. The Getting Started page is the first web page Insight users see when then connect to Report.Web with their web browser.



This table describes the options in the Getting Started Page Options dialog box:

Option	Description
Insight Web Interface login prompt	When checked, provides Insight users with either an Insight Web Interface login prompt or icon. If the configured web server is Internet Information Server (IIS) and universal authentication is being used (see "User-based Security" on page 192), then an Insight Web Interface login prompt will display. If computer-based security or Windows NTLM authentication is being used, then an Insight Web Interface icon will display. When unchecked, or the configured web server is Netscape Enterprise Server (NES), then access to the Insight Web Interface will not be allowed and neither the login prompt nor icon will appear. When NES is in use this checkbox setting is disabled.

Option	Description
Report.Web Guru hyperlink	When checked, displays the Learn to use Report.Web Guru icon, allowing Internet Explorer (IE) users to access and run the computer-based tutorial. The Guru is only supported when using IE and the icon will not display when the Getting Started page is accessed with a non-Internet Explorer web browser. When unchecked, the Report.Web Guru icon will not display. When the Guru component is not a licensed component, this checkbox setting is disabled.
Insight Java Client hyperlink	When checked, displays the Insight Java Client icon allowing users to download and install the Java-based client. When unchecked, the Insight Java Client icon will not display.
Insight ActiveX Client hyperlink	When checked, displays the Insight ActiveX Client icon allowing users to download and install the ActiveX-based client. When unchecked, the Insight ActiveX Client icon will not display.
Insight Windows Client hyperlink	When checked, displays the Insight Windows Client icon allowing users to download and install the Windows-based client. When unchecked, the Insight Windows Client icon will not display.
Hyperlink to access third-party viewers	When checked, displays a hyperlink which allows users to download and install optional third-party viewer applications. When unchecked, the hyperlink will not display.
Hyperlink to access compatibility information	When checked, displays a hyperlink which allows users to view important information regarding Insight viewer compatibility and prerequisites. When unchecked, the hyperlink will not display.

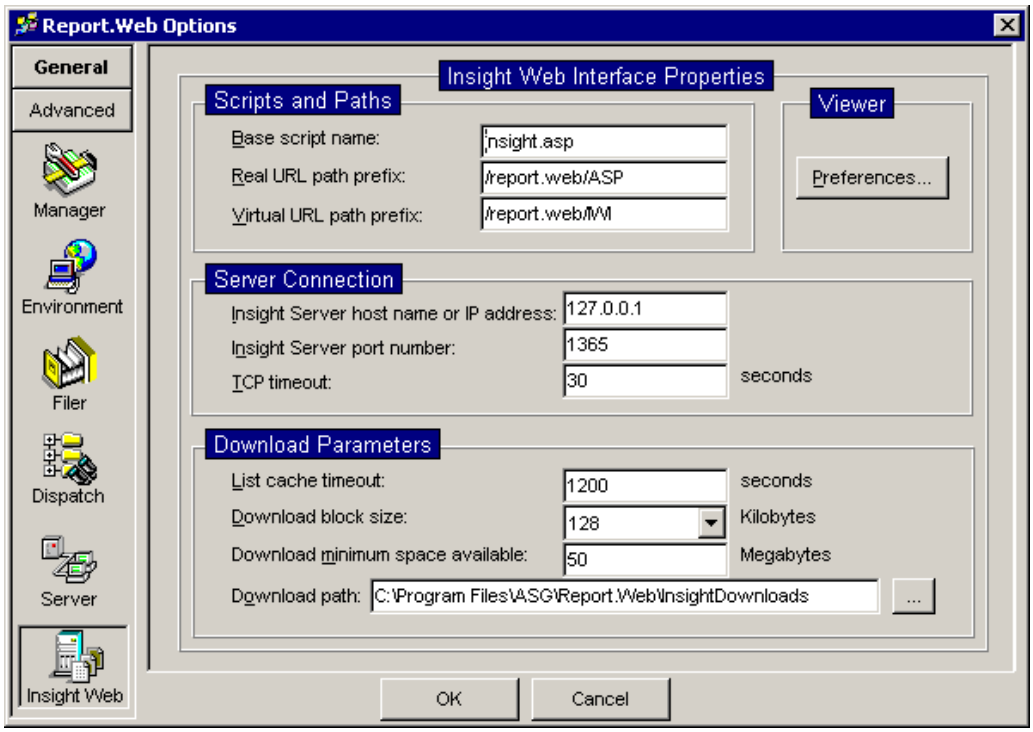
Option	Description
Administrator message	When checked, allows the administrator to display a message on the Getting Started page. Information such as scheduled maintenance (downtime) or Report.Web updates can be posted here. When unchecked, the administrator message will not display. The message text itself will be retained for later use.
Administrator email address	When checked, allows the administrator to specify an email address for users to send Report.Web related questions or comments to. Users will see a `Click here to contact your ASG-Report.Web administrator` link on the page. When they click the link, a new email message window will display (assuming an email client is installed on the users machine) pre-addressed to the specified email address. When unchecked, the email contact link will not display. The email address text itself will be retained for later use.

Report.Web Options—Insight Web Interface Properties

The Report.Web Options—Insight Web Interface Properties page displays settings related to the configuration of the Insight Web Interface.

Note:

This option is only enabled when Report.Web is configured to use IIS.



These are the fields on the Report.Web Options—Insight Web Interface Properties page:

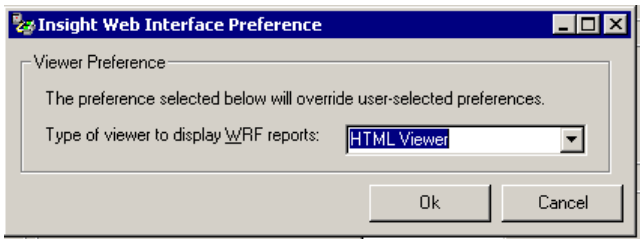
Field or Button	Description
Base script name	Allows you to enter the name of the default script.
Real URL path prefix	Allows you to enter the real location where the main IWC script and other files may be found.
Virtual URL path prefix	Allows you to enter the prefix that the ISAPI filter looks for and translates to a real path.
Preferences... button	Click this button to access the Insight Web Interface Preferences dialog box. See "Insight Web Interface Preferences" on page 114.

Field or Button	Description
Insight Server host name or IP address	Allows you to enter the hostname or IP address of the destination Insight Server.
Insight Server port number	Allows you to enter the port number that the Insight Server waits for.
TCP timeout	Allows you to enter the length of time (in seconds) that the server should attempt to connect to the Insight Server.
List cache timeout	Allows you to enter the length of time (in seconds) the lists retrieved by the server will be cached in memory before they are retrieved again.
Download block size	Allows you to enter the size (in bytes) of the memory buffer used during file downloads.
Download minimum space available	Allows you to enter the minimum free space (in MB) that the drive is required to have before a download can happen. If sufficient space is not available, users will receive an error message.
Download path	Allows you to enter the path to which ZIP files will be downloaded for viewing (with no trailing slash).

Insight Web Interface Preferences

The Insight Web Interface Preferences dialog box allows you to override user-selected preferences. You can choose the type of viewer to display WRF reports by selecting one of these options from the drop-down menu:

- Java Viewer
- HTML Viewer
- Both (User Selectable)



Advanced Options

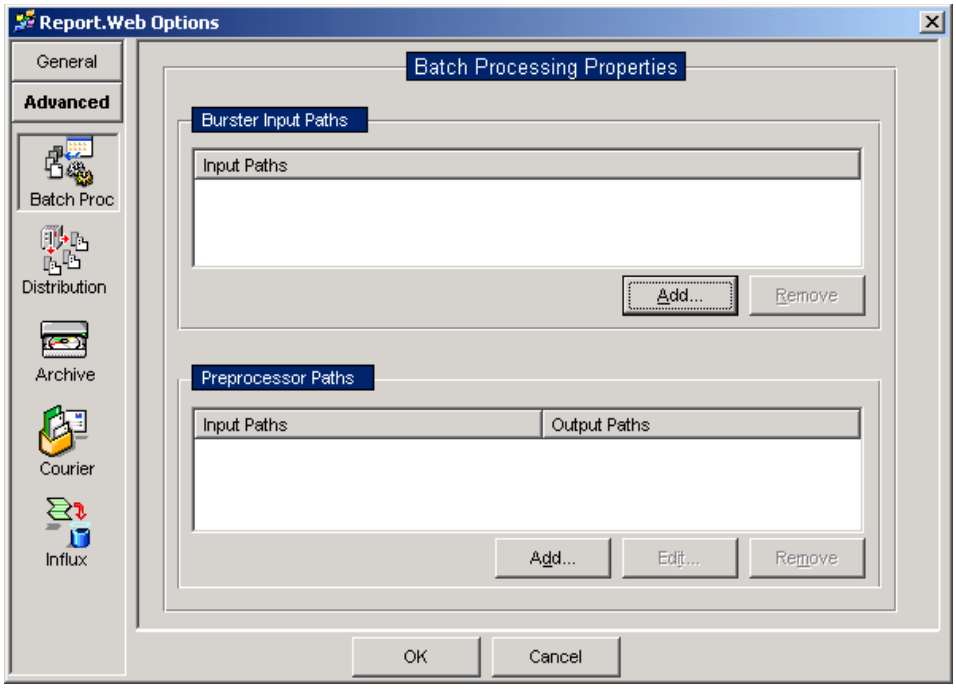
Advanced Options are used to define and configure these Report.Web optional or more advanced components:

- Report.Web Options—Batch Processing Properties (see page 115)
- Report.Web Options—Distribution Properties (see page 120)
- Report.Web Options—Remote Job Entry Properties (see page 123)

  This component is only available to customers who had RJE installed in a previous version of Report.Web (Version 2.7 or earlier) and had one or more RJE Profiles defined. It has been discontinued, but existing installations remain supported.
- Report.Web Options—Archive Properties (see page 126)
- Report.Web Options—Courier Properties (see page 133)
- Report.Web Options—InfluX Properties (see page 137)

Report.Web Options—Batch Processing Properties

The Report.Web Options—Batch Processing Properties page configures the input paths for the Burster and Preprocessor services.



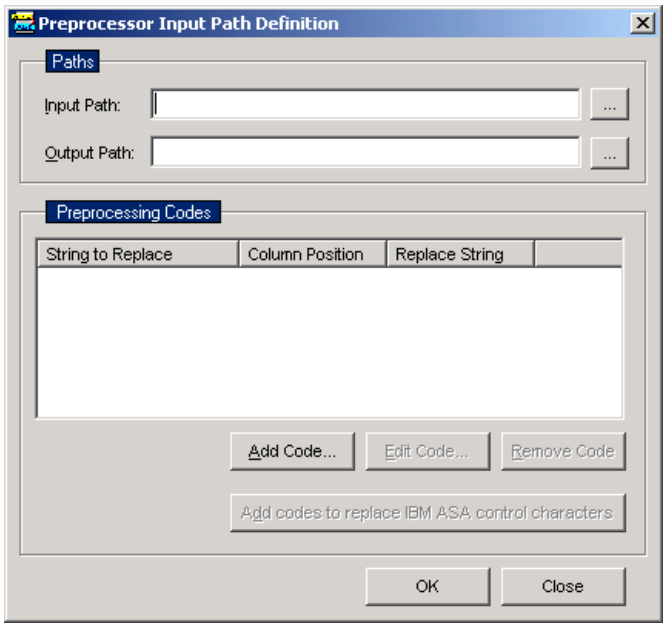
The Burster service allows you to take one multi-report input file and separate (or burst) it into smaller individual reports. It is common practice for host mainframes to send large reports to printers that actually contain numerous smaller reports separated by banner pages. The Burster service was designed to handle those types of reports. The only setting that is required here is the location of the directory where input files are placed for separation. Multiple input paths may be listed to provide for concurrent batch processing. The remaining Burster settings are defined within the report definition. To add a Burster input path, click Add and select the appropriate directory to be used for input files.

The Preprocessor service replaces certain print characters within a data file. The new characters could then be used to set the page break (form feed) within a report. For example, mainframe print data separates pages within a report using *channel codes*, a sequence consisting of a 1 at the top of each page followed by a number of 0s for vertical tabs. To facilitate efficient report processing through Report.Web, you could drop an input file into a designated Preprocessor input path, then convert all channel codes that are a 1 to their ASCII equivalent, which is 0C (hex). The modified input file is sent to a folder, which is monitored by another service such as Dispatch or Filer. When either of those services detects a new input file, which has a report definition defined, Report.Web will publish the files and serve up the reports for display on the Web server.

To add input and output paths

1 Click the Add button located within the Preprocessor Paths group box.

The Preprocessor Input Path Definition dialog box displays.



2 Use the browse buttons to define and select the Input and Output paths for the Preprocessor service. You will need to create these directories beforehand, if you have not already done so.

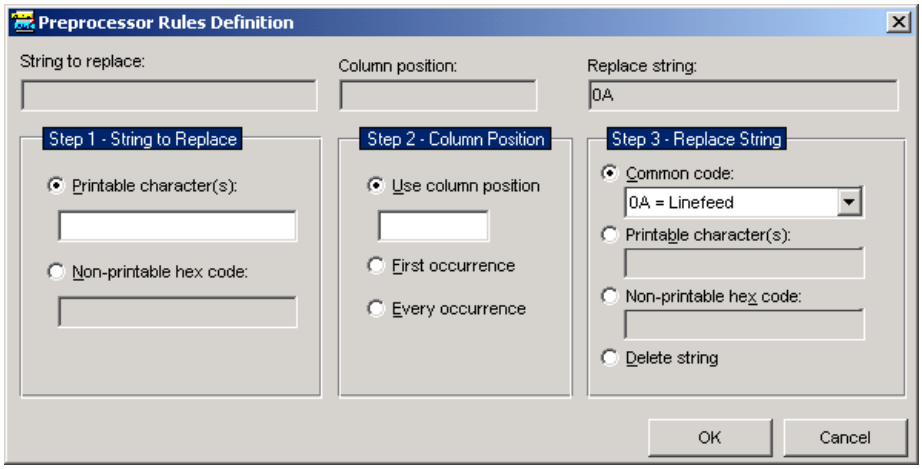
3 Click Add Code to add a Preprocessor rules definition.

Note:

Clicking the Add Codes to Replace IBM ASA Control Characters button automatically adds these IBM control codes to the Preprocessing Codes list:

Replace	In Column	With
0D0A20	Every occurrence	0D0A
0D0A30	Every occurrence	0D0A0D0A
0D0A2D	Every occurrence	0D0A0D0A0D0A
0D0A2B	Every occurrence	0D
0D0A31	Every occurrence	0C

The Preprocessor Rules Definition dialog box displays.



4 Define the type of string to replace, printable or non-printable.

The Preprocessor program recognizes and processes two types of characters. The first of these, the Printable string, is standard text information (anything printed and able to be seen in the report). The second string type is Non-printable. These strings are generally formatting characters sent to a printer to properly format and paginate a report. The administrator must identify the type of string that will be replaced and the actual character(s) or hex value(s).

5 Define the column position.

Report data is often broken down by row and column. If the string you want to replace will always be in column 25, you would insert the value 25 in the Column Position text box. You can also define that you want to replace the first occurrence or every occurrence of the replace string.

6 Define the replace string.

Report.Web replaces the original string with the Replace String. You can define these options as replacement strings:

Common code. The Preprocessor can replace the characters with most common print formatting codes (e.g., 0A=Linefeed, 0C=Formfeed, 0D=Carriage Return, and 20=Space). Those choices are located in the drop-down box beneath the radio button labeled Common Code.

Printable character(s). Replaces the characters with the entered printable characters.

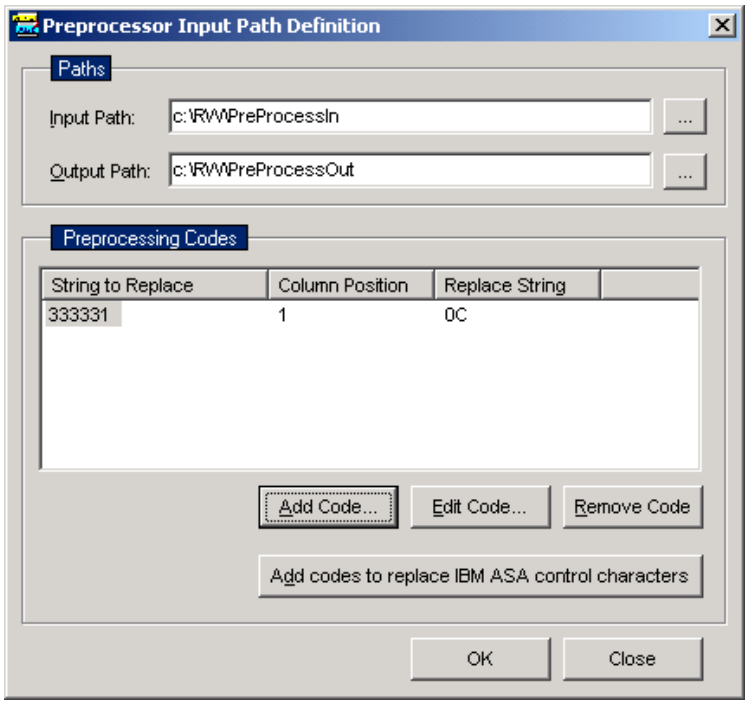
Non-printable hex code. You can define specific hex values as replacement strings in the event that the common codes would not satisfy the bursting requirement.

Delete string. Instead of replacing the string, it deletes any matching strings found in the specified column position.

Once these values are configured, the Preprocessor service replaces characters in any report sent to a designated input directory that matches the column and character pattern.

7 Click OK.

This is an example of what the Preprocessor Input Path Definition dialog box may look like after it has been completed:



In this example, the Preprocessor service will monitor data delivered to the *x*:\RW\PreProcessIn directory and replace IBM Channel code 1 in column 1 with an ASCII form feed character. Once the data is processed it will be forwarded to the *x*:\RW\PreProcessOut directory, which could then act as an Input directory for the Publisher service.

Note:

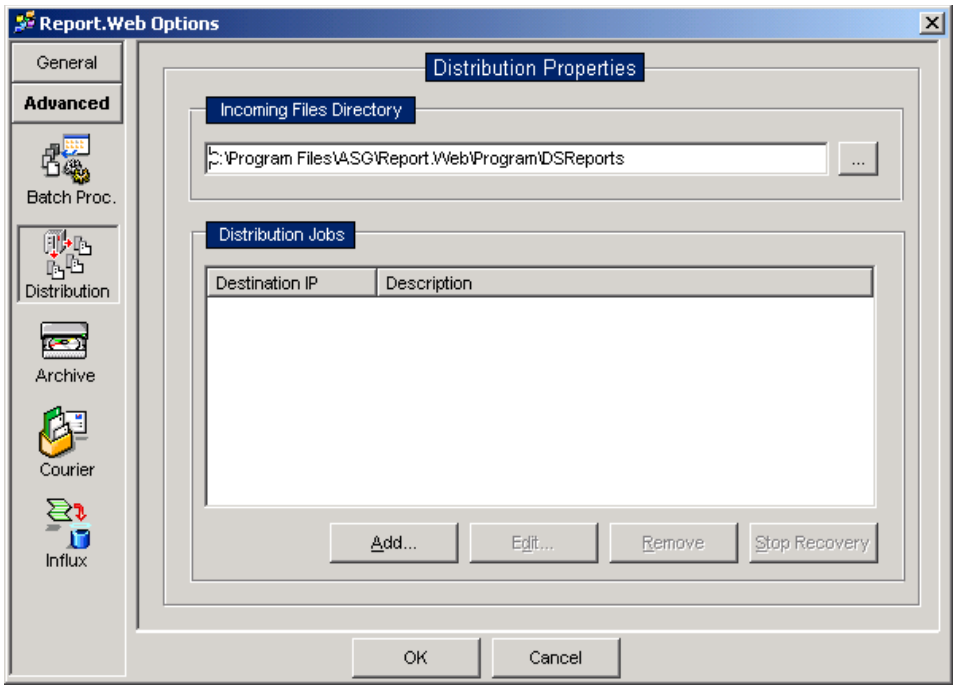
The order in which the input file is scanned and processed is based on the Column Position selection defined for each of the preprocessor codes. First, all of the codes which are defined to the Use column position are processed. Second, all of the codes defined to replace the First occurrence are processed. Lastly, all of the codes defined to replace Every occurrence are processed. The Preprocessor Rules Definition dialog box display on page 117, lists the Step 2 - Column Position radio buttons in the same order.

Report.Web Options—Distribution Properties

The Report.Web Distribution Server is a component that automates the process of transferring published reports from one machine (called the Source Host) to another machine (called the Destination Host) through the network. This feature is useful for load sharing or for backing up published reports. Both of the machines involved must have Report.Web and the Report.Web Distribution Server component installed. Once transferred, the Report.Web Distribution Server publishes the reports on the Destination Host and makes them available to Report.Web end-users. These distributed reports retain all of the properties of their corresponding reports from the Source Host, except for properties that are dependent on the new environment of the new host.

Since the Report.Web Distribution Server is not just a mirroring tool, the user can configure it to transfer only a subset of the reports originally published on the Source Host. When there is a new generation of published reports from the Source Host, the Report.Web Distribution Server will only transfer those reports that have not been transferred before, thus ensuring efficiency in bandwidth usage. Other features include automatic recovery, encryption, verification, compression, and bandwidth limit.

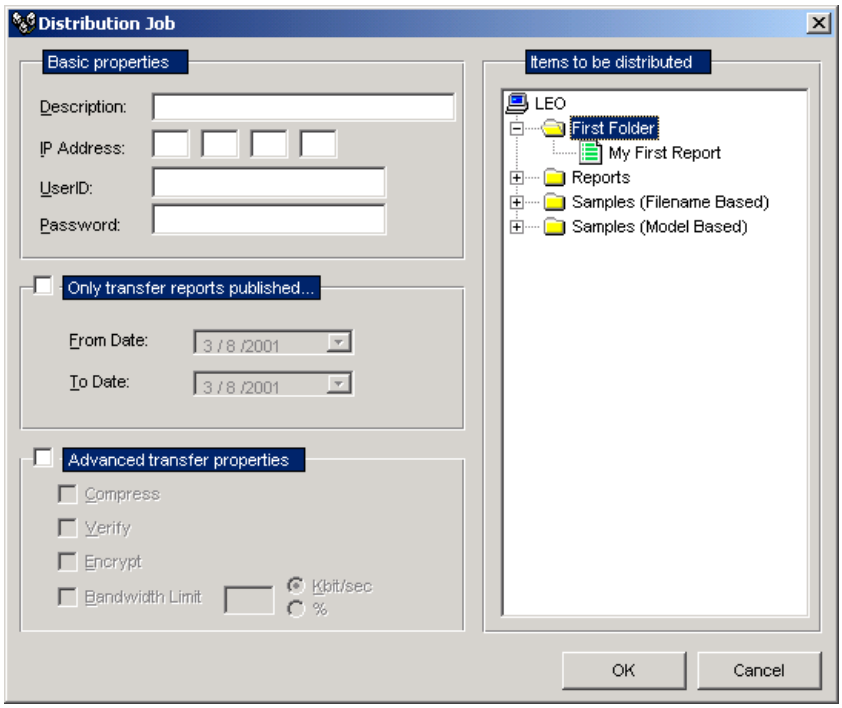
The Report.Web Options—Distribution Properties page, in combination with two Schedule Manager tasks, is used to configure and utilize the Report.Web Distribution Server component.



These are the fields on the Report.Web Options—Distribution Properties page:

Field	Description
Incoming Files Directory	Use to define the path (subdirectory) that the local Report.Web server will monitor for incoming reports distributed by a remote Report.Web Distribution Server. If this host will only receive, and never distribute reports, this is the only field that needs to be defined. If this host will only distribute reports, it is not necessary to define this path.
Distribution Jobs	This group box contains a list of currently defined distribution jobs. As the administrator, you have the option of distributing published reports to more than one remote Report.Web Distribution Server. The list displayed includes the destination IP address, a description, and the current status of the distribution process.

You can use the Add, Edit, and Remove buttons to manage the list of local distribution jobs. The Stop Recovery button is used to stop any pending recovery operations for the selected distribution job(s). The administrator can perform this action when it is known that certain distribution failures will not be recoverable. Clicking Add or Edit displays the Distribution Job dialog box.



These are the fields on the Distribution Job dialog box:

Field	Description
Description	Use to define a description for the distribution job being added or edited.
IP Address	Use to specify the IP address of the remote Distribution Host that will be receiving the distributed reports.
User ID Password	Use to specify the Windows NT user account on the Destination Host that the Report.Web Distribution Server should use to log on and accept transferred reports. **Note:** The account name specified here needs to have the advanced user right *Log on as a batch job* granted to it. Use the Windows NT User Manager to verify or grant this user right to the specified user.
Only Transfer Reports Published	The distribution job can be configured to distribute all jobs published (option cleared) or to distribute jobs that have been published within a date range (option selected). Selecting this check box enables these two date controls: • From Date allows you to define the beginning date within the range. • To Date allows you to define the ending date within the range.
Advanced Transfer Properties	Sets these report transfer options: **Compress.** Selecting this option instructs the Report.Web Distribution Server to compress the published report data before transferring it to the Destination Host. This setting works well for slower networks. Due to the overhead in compression, ASG advises that you do not use this option unless network traffic becomes a bottleneck. **Verify.** Selecting this option instructs the Report.Web Distribution Server to verify that the published report was transferred completely and without error to the Destination Host. The data is verified by performing a CRC on the transferred data.

Field	Description
Advanced Transfer Properties *continued*	**Encrypt.** Selecting this option instructs the Report.Web Distribution Server to transfer the published report data in an encrypted form to the Destination Host. The data is encrypted using DES-3 (a 168-bit encryption algorithm) to ensure secure data transfer. **Bandwidth Limit.** Selecting this option instructs the Report.Web Distribution Server to use only a portion of the available network bandwidth to transfer the report data. It does this by setting a limited channel in the network to transfer the files so that the Report.Web Distribution Server does not take over the entire bandwidth and degrade performance of the server. Select one of these options from the edit box: • Fixed kilobyte per second • Percentage of the total bandwidth to utilize
Items to be Distributed	This tree list displays the reports currently available for distribution. You can select which reports to distribute by clicking an individual report, or by holding down the Ctrl key while using the left mouse button to multi-select a number of reports. When you select a folder, all the reports under that folder will get distributed. When you select the server, all folders and reports will be distributed.

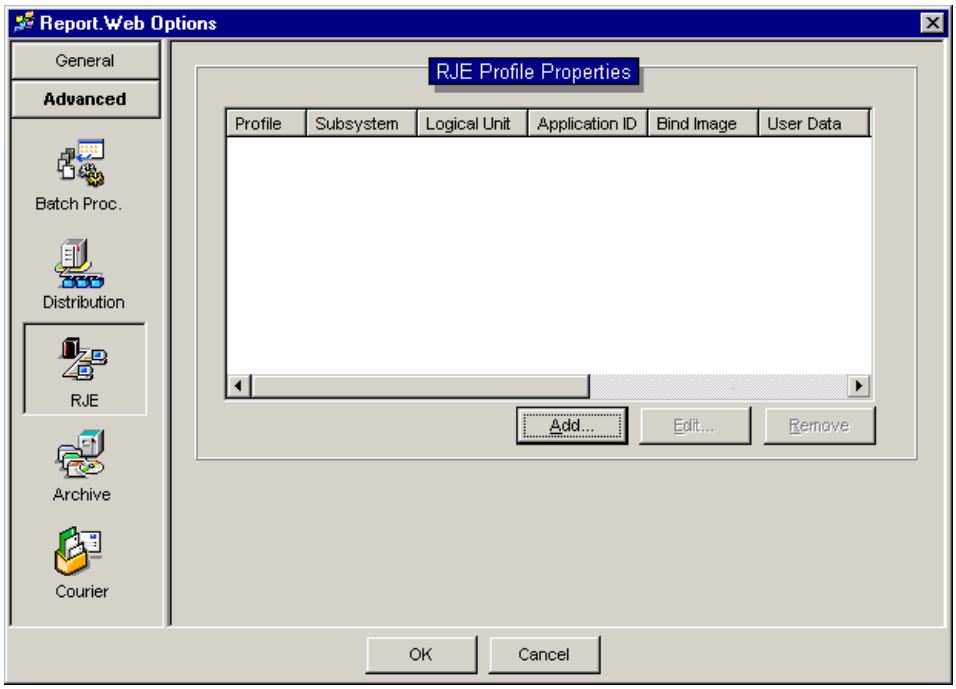
Report.Web Options—Remote Job Entry (RJE) Profile Properties

Note:

RJE and its related settings are only available to customers who had RJE installed in a previous version of Report.Web (Version 2.7 or earlier) and had one or more RJE Profiles defined. The RJE component has been discontinued, but existing installations remain supported.

Report.Web RJE (Remote Job Entry) can be used to download reports directly from a host running JES2, JES3, or Power, place them into a DMS monitored input directory, and subsequently publish them with Report.Web. Report.Web RJE uses IBM's 3770 protocol to receive host files through a Microsoft SNA Server configured with one or more LU application (LUA) logical units (LUs). Microsoft's SNA Server or SNA Server Client must be installed on the Report.Web server in order to use the Report.Web RJE component.

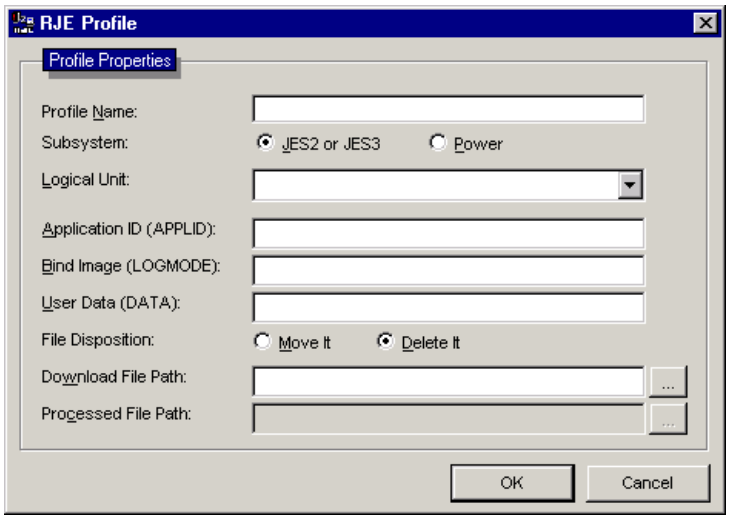
The Report.Web Options—RJE Profile Properties page is used to configure the Report.Web RJE subsystem.



The Report.Web RJE feature is a separately priced Report.Web software component and requires the use of Microsoft's SNA Server for communications to the host. Please contact the ASG Service Desk for further information.

Report.Web RJE requires the installation of the Report.Web RJE component and access to a Microsoft SNA Server. After you install these software components and verify the SNA Server connection, you proceed by creating an RJE Profile.

To do so, click Add on the RJE property page. Report.Web acquires the LUA logical units, or LUs, from the SNA Server and displays the RJE Profile dialog box.



If you receive an error message after clicking Add, it may indicate that you do not have the SNA Server Client installed or configured correctly. It is also possible that the SNA Service on the SNA Server has not been started. Use the Log Viewer to view the rje.log file to identify the source of the problem and contact your SNA Server administrator for assistance.

These are the fields on the RJE Profile dialog box:

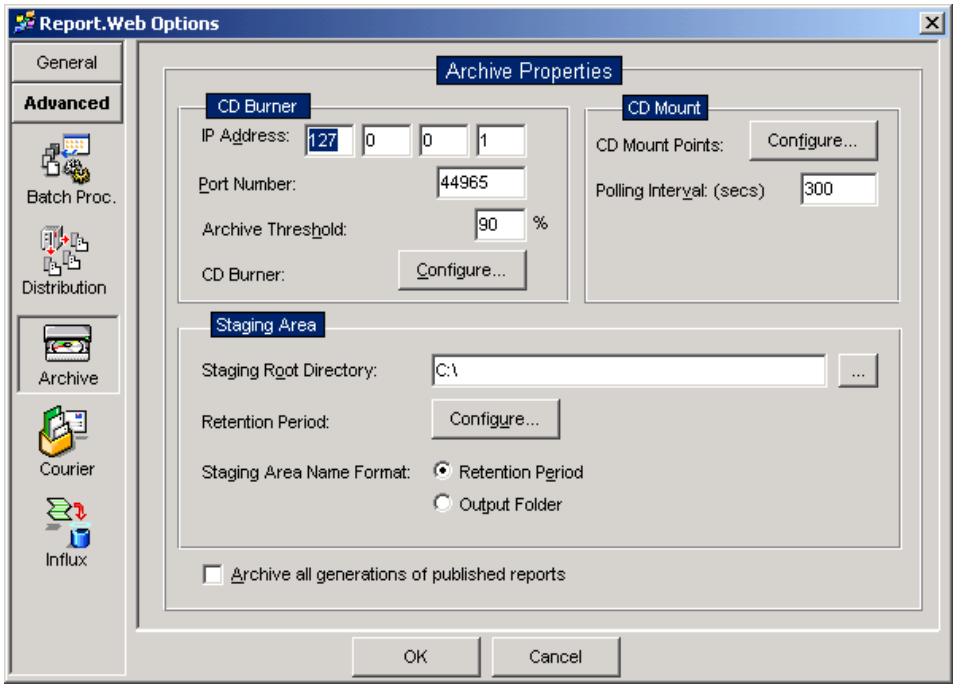
Field	Description
Profile Name	Use to specify the name of a Report.Web RJE profile. You can define multiple profiles and configure each profile to use different LUs and session parameters. The profile name that you enter will become a selectable item on Schedule Manager's Task Properties dialog box. Each profile name must be unique.
Subsystem	Report.Web supports three host subsystems: JES2, JES3, and Power. Select the subsystem that will be used with the SNA Server you are communicating with.
Logical Unit	Contains all the LUA LUs that have been defined on the SNA Server. Select the one that will be used with this profile.
Application ID (APPLID)	Use to specify the host application (e.g., JES2) that will process the batch job creating the report output. Obtain this information from your host systems administrator.

Field	Description
Bind Image (LOGMODE)	Use to specify the host Report.Web RJE mode entry (e.g., RJE3790A) that will set up the session parameters for this LU. Obtain this information from your host systems administrator.
User Data (DATA)	Specifies the user data that will be passed to the host upon connection. This field usually defines the Report.Web RJE remote ID (e.g., RMT99) that is defined on the host. Obtain this information from your host systems administrator.
File Disposition	Specifies how the downloaded file should be handled after Report.Web publishes it. Selecting Move It will move the file to the Processed File Path specified at the bottom of the dialog box. Selecting Delete It will instruct Report.Web to delete the file after it has been published.
Download File Path	Use to specify the path where Report.Web will monitor incoming reports to be published.
Processed File Path	Use to specify the path where Report.Web RJE downloaded reports will be sent after Report.Web publishes them. This field is available only when File Disposition is set to Move It.

Report.Web Options—Archive Properties

Report.Web Archive is a component that provides report archiving for published reports. Reports are archived by sending them to one or more CD writers (burners), either local to the Report.Web server, or across the network to CD server. The archived reports are still viewable by Web users after they have been archived to CD and each report can be given an expiration date, after which the report becomes unavailable or offline.

The Report.Web Options—Archive Properties page, in combination with Report.Web Archive settings within each report definition, is used to configure the Report.Web Archive feature.



These are the fields on the Report.Web Options—Archive Properties page:

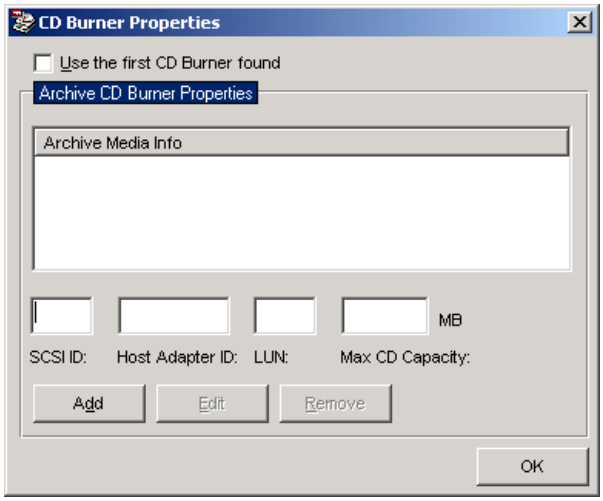
Field	Description
IP Address	Use to specify the IP address of the machine that will provide the actual CD-burning function.
Port Number	Specifies port number that will be used to access the CD burner. In most, if not all cases, the default value of 44965 can be used.
Archive Threshold	Use to trigger when Report.Web Archive should begin burning the reports to CD. The percentage represents how much of the total CD media storage space (typically 650 MB) should be accumulated in report data before the CD burning process begins. For example, using the default of 90 percent, Report.Web will monitor the space required by the staged reports (described below) and will trigger the CD burner to start burning the CD when 585 MB (90 percent of 650) of report data has been accumulated in the staging directory.

Field	Description
CD Burner: Configure button	Clicking this button displays the CD Burner Properties dialog box (see "CD Burner Properties Dialog Box" on page 130). The CD Burner Properties dialog box is used to define one or more CD burner devices on the PC.
CD Mount Points	Allows you to specify the path or share to the CD writer, and the Windows NT user ID and password required to access the share. Clicking the Configure Mount Point button displays the Mount Points dialog box (see "Mount Points Dialog Box" on page 131).
Polling Interval	Use to specify the interval (in seconds) in which the CD Mount service will poll a remote CD burner device for any changes in status. Use this polling interval only when Windows NT directory monitoring interfaces are not present or supported across the network. For example, if the CD burner device is located on a non-Windows NT network (such as Novel NetWare) the CD Mount service will poll the device, at the intervals specified, for any changes.
Staging Root Directory	Use to collect, or store, the published reports prior to being archived to CD. The staging directory should be created on a volume or drive local to the CD-R writer device in order to optimize CD writing performance. This field is used to define the root directory of the staging volume.
Retention Period	The Retention Period is the period of time that will elapse before Report.Web Archive sends the published report to the staging area. You can define one or more retention periods (in days, months, and years) and each report can have a different retention period defined. Clicking the Configure Retention Period button displays the Configure Retention Period Properties dialog box (see "Configure Retention Period Dialog Box" on page 132).

Field	Description
Staging Area Name Format	Allows to you define how the subdirectories will be named within the staging area, and subsequently written to CD. **Retention Period.** Selecting this option instructs Report.Web Archive to create subdirectories using a naming scheme based on the reports defined retention period. The subdirectories will be created in the format of *dmy*; where *d* represents the days, *m* represents the month, and *y* represents the year. **Output folder.** Selecting this option instructs Report.Web Archive to put all reports into the root of the CD-ROM.
Archive all generations of published reports	Leave this check box clear if older versions of published reports do not need to be archived. At any time, the number of generated reports in the output folder(s) and staging area will be equal to the number of generations set for the report (see "Report Definition Properties, General Options" on page 141, and "Report Definition Options—Report Formats" on page 154). For example, if the number of generations is set to 2 and the publisher is run three times, the oldest version (the first one published) of each report type is deleted when the publisher is run for the third time. Select this check box if you would like the old versions to be archived. For example, if the number of generations is set to 1, and the publisher is run twice, the oldest version of the reports are not deleted. Instead, when the Report.Web Archive is run, older versions of the reports are also moved to the staging directory and will be archived.

CD Burner Properties Dialog Box

This is an example of the CD Burner Properties dialog box:



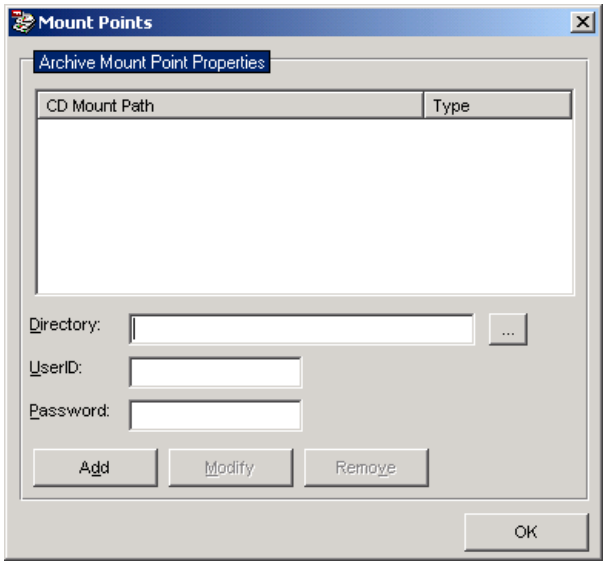
These are the fields on the CD Burner Properties dialog box:

Field	Description
Use the First CD Burner Found	Selecting this check box instructs Report.Web Archive to use the first, and possibly only, CD-R writer on the CD burner PC. Clearing this check box tells Report.Web Archive that you want to use one of the CD-R writers listed below in the Report.Web Archive CD Burner Properties group box. If the CD burner PC only has one CD-R writer device enable this check box.
SCSI ID	This edit box, in conjunction with the other three edit boxes beside it and the Add button, is used to define physical and logical attributes of a CD-R writer on the CD burner PC. Enter the Host Adapter SCSI ID of the CD-R writer is this edit box.
Host Adapter ID	This edit box, in conjunction with the other three edit boxes beside it and the Add button, is used to define physical and logical attributes of a CD-R writer on the CD burner PC. Enter the Host Adapter ID of the CD-R writer is this edit box.

Field	Description
LUN	This edit box, in conjunction with the other three edit boxes beside it and the Add button, is used to define physical and logical attributes of a CD-R writer on the CD burner PC. Enter the Logical Unit Number (LUN) of the CD-R writer in this edit box.
Max CD Capacity	This edit box, in conjunction with the other three edit boxes beside it and the Add button, is used to define physical and logical attributes of a CD-R writer on the CD burner PC. Enter the maximum amount of data (in MB) that the CD will accept.
Add, Edit, and Remove buttons	These buttons, used in conjunction with the four edit boxes previously described, are used to add, modify (edit), and remove defined CD writer devices from the list box.

Mount Points Dialog Box

This is an example of the Mount Points dialog box:

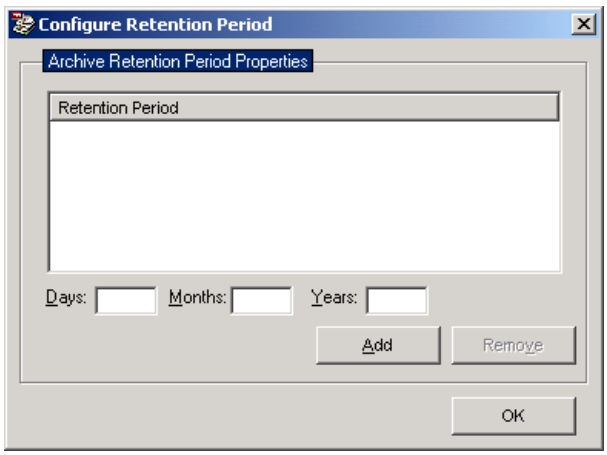


These are the fields on the Mount Points dialog box:

Field	Description
CD Mount Path/Type	Use to specify the path to the CD-R writer device on the CD burner PC. This is typically a drive letter for a local device or a Windows NT share point to a remote device.
Directory	The drive and path (or share point) of the CD-ROM drive where archived CDs are mounted. This directory could be a CD tower with numerous Report.Web archive CDs, or a single CD-ROM drive with one CD-ROM mounted. You can define multiple mount points in the case where more than one CD-ROM drive is being used to serve-up archived reports.
User ID	Use to specify the Windows NT user ID necessary to access the share path specified above.
Password	Use to specify the Windows NT password for the user ID specified above.
Add, Modify, and Remove buttons	Use buttons, in conjunction with the three edit boxes previously described, to add, modify (edit), and remove defined CD mount points from the list.

Configure Retention Period Dialog Box

This is an example of the Configure Retention Period dialog box:



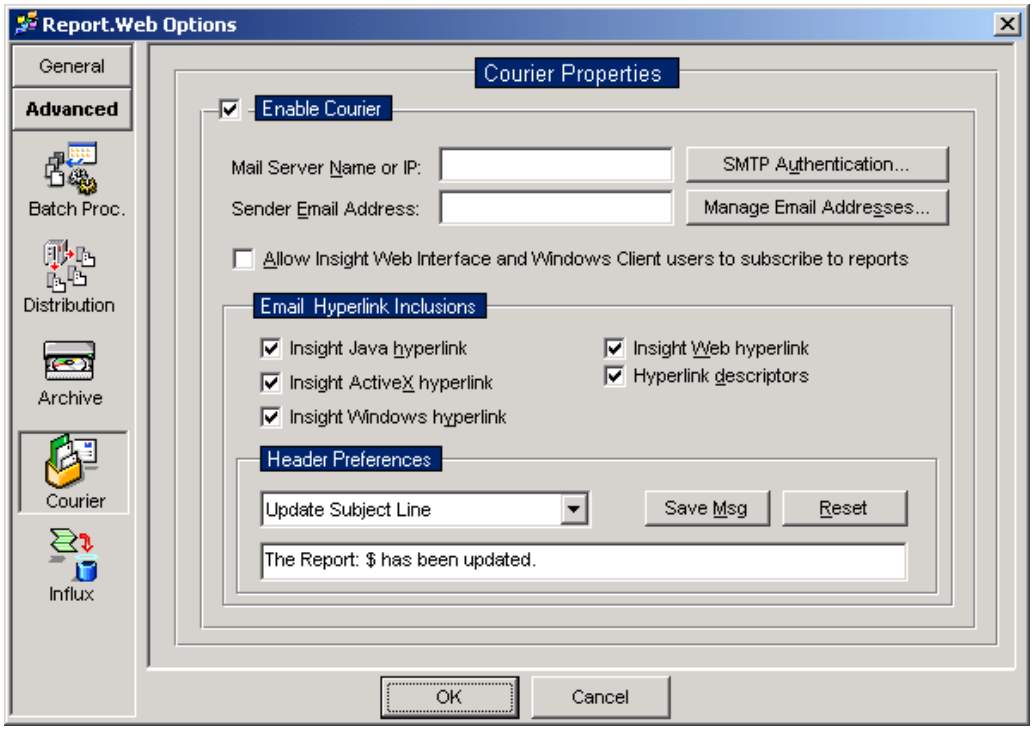
These are the fields on the Configure Retention Period dialog box:

Field	Description
Retention Period	Specifies the amount of time Report.Web retains the report as input in the Days, Months, and Years fields.
Days, Months, and Years	Use in conjunction with the Add button. Use these fields to specify the days, months, and years of a specific retention period you want to create. You can create as many retention periods as you like. Afterwards, each of the retention periods will become selectable items within the Archive properties for each report definition.
Add and Remove buttons	Use these buttons in conjunction with the edit boxes previously described to add and remove defined retention periods from the list.

Report.Web Options—Courier Properties

Report.Web Courier is a component that provides email notification to Report.Web users regarding the availability of new or updated published reports. The Report.Web administrator can define either Windows NT users or groups that will receive the notification email.

The Report.Web Options—Courier Properties page, in combination with Report.Web Courier settings within each report definition, is used to configure the Report.Web Courier feature.



These are the fields on the Report.Web Options—Courier Properties page:

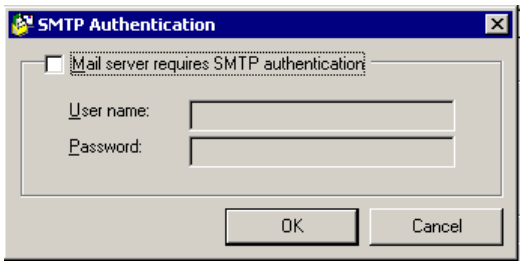
Fields and Buttons	Description
Enable Courier	Allows the administrator to enable or disable the Report.Web Courier feature.
Mail Server Name or IP Address	Use to specify the name or IP address of the mail server that will be used to deliver email messages to Report.Web users.
SMTP Authentication...	Click this button to display the SMTP Authentication dialog box. See "Courier SMTP Authentication" on page 136.
Sender Email Address	Use to specify the email address to send email to Report.Web users. Specify the sender name in the form of `username@domain` (e.g., `johnsmith@asg.com`).

Fields and Buttons	Description
Manage Email Addresses...	Report.Web Courier maintains a list of predefined email addresses so they can be selected during the creation of report definitions. Click this button to display the Report.Web Courier Addresses dialog box (see "Courier Addresses" on page 137).
Allow Insight Web Interface and Windows Client users to subscribe to reports	Check this box if you want to provide Insight users with the ability to self-subscribe to Courier email. **Note:** This setting only applies to Insight Web Interface and Insight Windows Client users. The Insight Java Client and Insight ActiveX Client do not provide the self-subscription feature.
Insight Java Hyperlink	Select this option if you want the email sent to users to contain a hyperlink that will open the report using the Insight Java client.
Insight ActiveX Hyperlink	Select this option if you want the email sent to users to contain a hyperlink that will open the report using the Insight ActiveX client.
Insight Windows Hyperlink	Select this option if you want the email sent to users to contain a hyperlink that will open the report using the Insight Windows Client.
Insight Web Hyperlink	Select this option if you want the email sent to users to contain a hyperlink that will open using the report in an Insight Web Interface. **Note:** This option is only enabled when Report.Web is configured to use IIS.

Fields and Buttons	Description
Hyperlinks descriptor	Select this option if you want the email sent to users to contain text above each hyperlink describing the kind of hyperlink.
Header Preferences	Use to define the email subject line text and the hyperlink descriptor text. Default values are supplied, but you may want to modify them to suit the needs of the Report.Web end-users. The drop-down list displays the subject line and hyperlink descriptor text selections. After one is selected the default text will appear in the edit box beneath it. To modify the text, type the desired description and click Save Msg. To restore the default message click Reset.

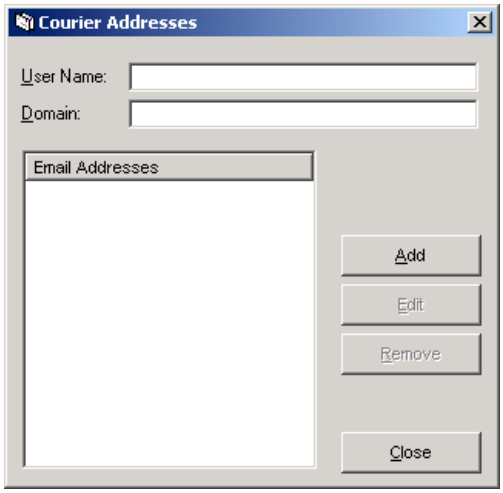
Courier SMTP Authentication

The Courier SMTP Authentication dialog box allows you to define a user name and password necessary to authenticate with the SMTP mail server. You select the Mail Server Requires SMTP checkbox and enter the user name and password you want to authenticate with.



Courier Addresses

This is an example of the Courier Addresses dialog box:

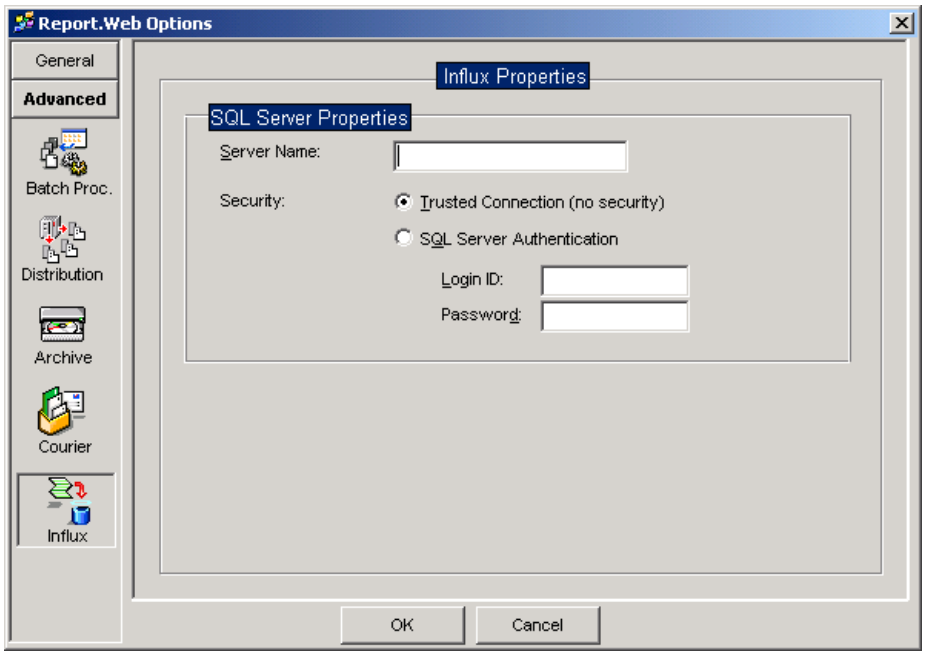


These are the fields on the Courier Addresses dialog box:

Field	Description
User Name Domain	Use these fields to specify the user name and domain name portions of an email address you want to add to the list of selectable Report.Web Courier addresses. For example, to add the user johnsmith@asg.com, you would type `johnsmith` in the User Name field, `asg.com` in the Domain field, then click the Add button. Each email address you add here will become a selectable item in the Report.Web Courier properties for each report definition.
Email Addresses	Contains the user's email address that will be used for the Courier service (e.g., johnsmith@asg.com).
Add, Edit, and Remove buttons	Use to add, modify, or remove selected email address(es) from the list.

Report.Web Options—InfluX Properties

Report.Web InfluX is a host-published report data extraction and database population engine. Report.Web InfluX creates a new database and creates a table within that database containing the report data. Report.Web InfluX also creates a table or appends data to a table that already exists in a database. Currently, Microsoft Access and SQL Server are the only supported databases.



These are the fields on the Report.Web Options—InfluX Properties page:

Field	Description
Server Name	Enter the name of the SQL server where you want the data imported.
Security	Select one of these options: • Trusted connection (no security is necessary) • SQL Server Authentication (security is necessary) Login ID: Enter the SQL server login ID. Password: Enter the SQL server password.

7 Report.Web Report Definitions

This chapter describes how to create, modify, and delete Report Definitions. It contains these sections:

Topic	Page
Introduction	140
Creating Report Definitions	140
Report Definition Properties, General Options	141
Report Definition Properties, Advanced Options	168
Modifying Report Definitions	179
Deleting Report Definitions	180

Introduction

To publish a report with Report.Web, you must create one or more Report Definitions. Just like RW Folders, this is done using the Report Configuration Manager. The Report Configuration Manager is the primary tool within Report.Web that defines the various report formats available for end-user viewing. Report.Web generates these main types of report formats:

- Data Mining
- Web Report Format (WRF)
- Adobe Portable Document Format (PDF)
- Windows File

Note:

The PDF Converter is only available to customers who had the PDF Converter functionality installed in a previous version of Report.Web (Version 2.7 or earlier).

Creating Report Definitions

Once you define a RW folder, you may create a report definition and define various report formats for that report. With a few restrictions, Report.Web can generate four types of output from a single input file. Each report defined can produce (publish) any combination of these outputs. All reports published by Report.Web display in the right pane of the Report Configuration Manager window.

To define a report, select File ▸ New ▸ New Report Definition.

The Report Definition property sheet is used to define the input and output processing rules for an input file. One report definition is required for each type of input file you want to publish and multiple report definitions may be defined within each RW Folder.

The Report Definition property sheet includes several different sets of configuration items you can access by clicking the General or Advanced buttons (the button text changes to bold to indicate which set of options Report.Web is currently displaying). You can access the individual property pages by clicking the icons in the left pane.

Report Definition Properties, General Options

General Options are used to set up these basic features of the report definition:

- Report Definition Options—Input File Properties (see page 141)
- Report Definition Options—Report Format Properties (see page 154)
- Report Definition Options—Permissions Properties (see page 164)
- Report Definition Options—Publishing Properties (see page 166)

Report Definition Options—Input File Properties

The Report Definition Options—Input File Properties page is used to define the report name, report description, and the method by which the source host report(s), or input file(s), will be obtained.

There are four different methods of file input:

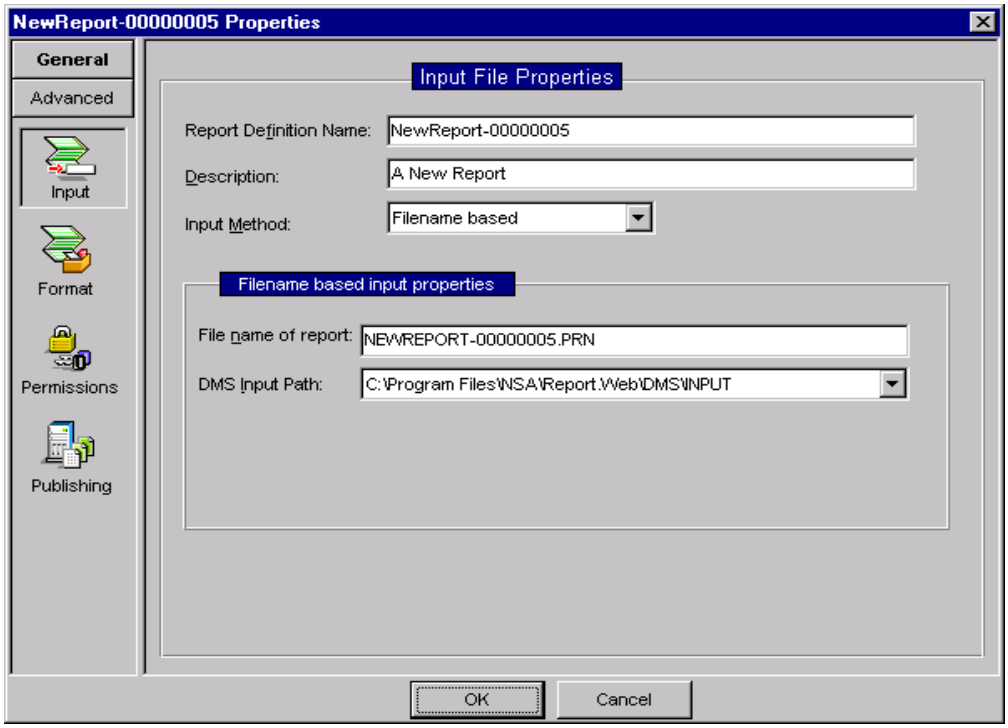
- Filename-based (see page 142)
- Model-based (see page 143)
- Schedule-based (see page 144)
- RJE-based (see page 152)

These are the generic fields required for each input method:

Field	Description
Report Definition Name	Specifies the name that will be given to the report(s) published using this definition. When a new report definition is created, the default Report Definition Name and Filename will be `NewReport-`*`nnnnnnnn`*`.prn`, where *`nnnnnnnn`* is a unique ID. Change these defaults for all reports you create.
Description	Allows you to supply a brief description of the report. Report.Web displays the text entered here to end-users as the report description, so some thought should be given as to what would make sense to end-users viewing the report listings.
Input Method	Allows you to choose the type of input method you want to use. Select from one of these options: • "Filename-based Input" on page 142 • "Model-based Input" on page 143 • "Schedule-based Input" on page 144

Filename-based Input

The Filename-based input method is best if you will be running the Dispatch service with Report.Web. The Dispatch service monitors a given directory (Directory Monitoring Service) and automatically publishes a report once a matching filename arrives in the monitored directory. Use this option if the report is being delivered, or pushed, to the Report.Web server and if it will always have the same file name or file extension.

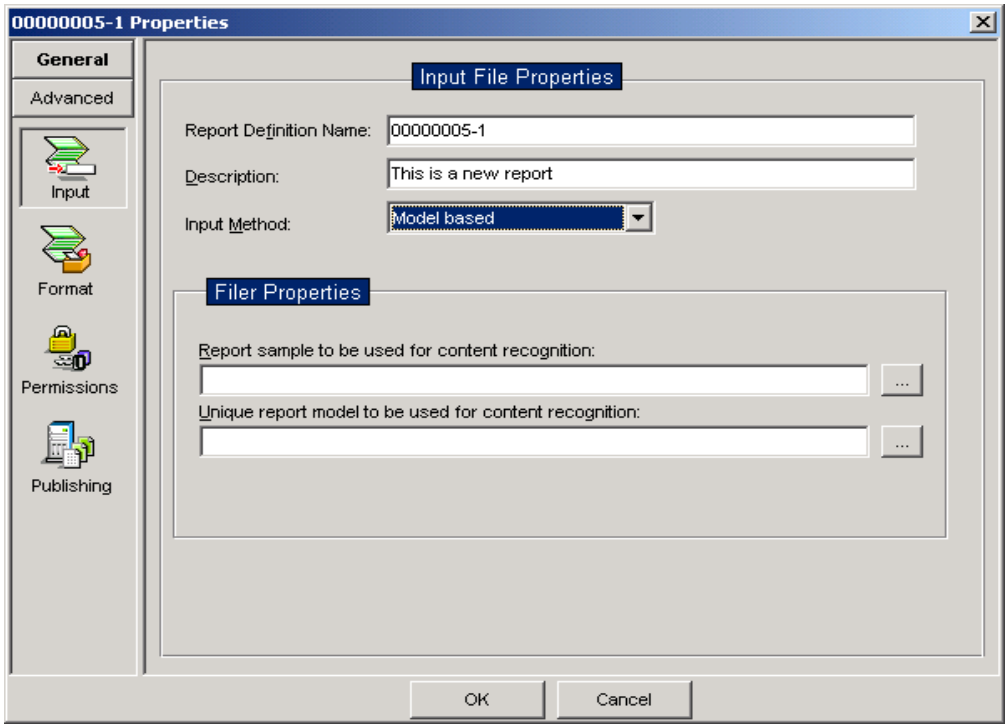


These are the fields specific to the Filename-based input method:

Field	Description
File Name of report	Specifies the explicit file name or file spec (i.e., *.rpt, report.*, Month???.dat) of the file Report.Web is to process. The Dispatch service will not process the report without this information.
DMS Input path	Report.Web can monitor multiple input directories concurrently. Report.Web Setup automatically creates a default directory and path. You can change this path, or add additional paths, on the View ▸ Options ▸ Dispatch property page described in "Report.Web Options—Server Properties" on page 104.

Model-based Input

The Model-based input method recognizes reports by models that uniquely fit each report.



These are the fields specific to the Model-based input method:

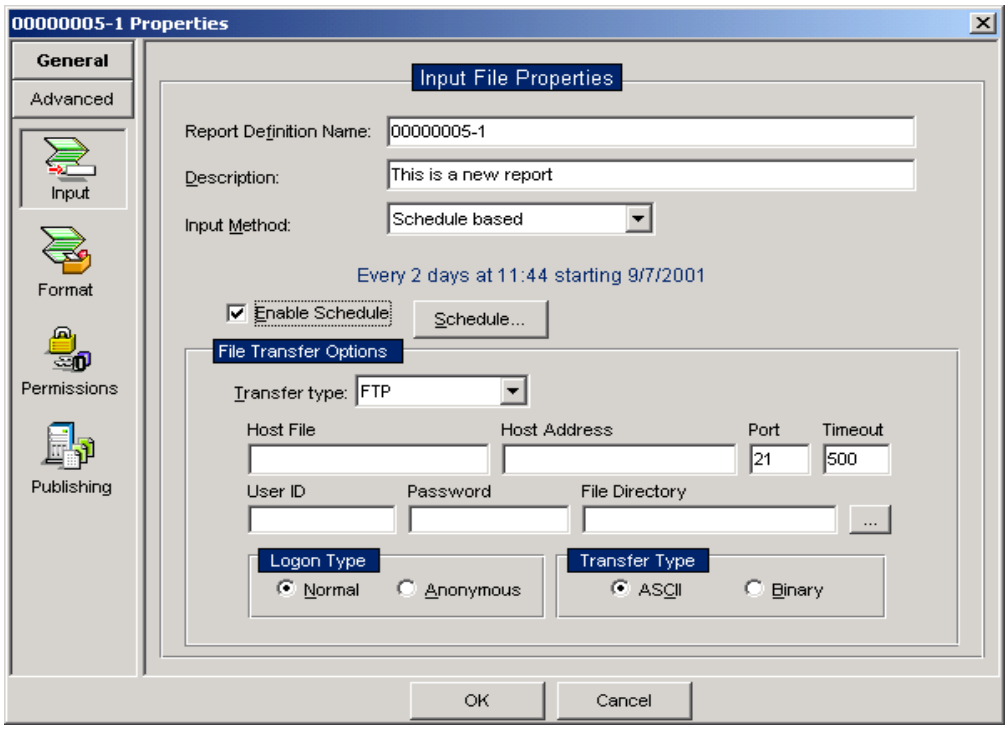
Field	Description
Report sample to be used for content recognition	Report.Web requires a sample of the report to be defined. The sample should contain at least ten full pages of the report.
Unique report model to be used for content recognition	Each report defined must have a unique model associated with it. A unique model fits the report it is associated with and fits no other reports defined to use model-based input. One way to ensure a model is unique is to define page headers with traps on report title or the report code, as they are by default unique for each report.

Note:

Models are created using the optional Monarch component. For additional information on report models and Monarch, refer to Datawatch's *Monarch Learning Guide*.

Schedule-based Input

The Schedule-based input method is used to pull files from sources such as mainframes and network servers using a variety of file transfer methods. The built-in file transfer method is FTP. You may also choose to select a User Defined transfer method such as Windows NT FTP or some other third-party transfer program.

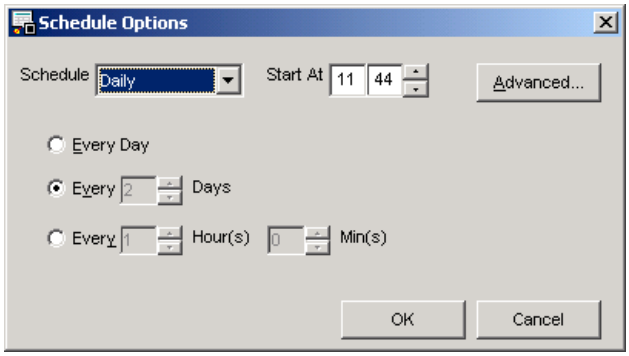


These are the fields specific to the Schedule-based input method:

Field	Description
Enable Schedule	Enables or disables the schedule-based input option. This option is useful if you need to temporarily disable the file transfer operation. All settings on the property page, including the schedule settings are retained for future use and will be recalled once the check box is selected.
Schedule...	Clicking this button displays the Schedule Options dialog box. This dialog box is used to set the scheduled transfer time and frequency. **Schedule.** Allows you to choose whether the transfer operation should occur on a Daily, Weekly, or Monthly basis. You may want to set this option based on the frequency of report generation at the host. The options for each of these three selections are described below. **Start At.** Allows you to select the time of day Report.Web will initiate the scheduled file transfer. The time entered must be in 24-hour time format (e.g., 11:00 P.M. would be entered as 23:00).

Daily Schedule

This is an example of the Schedule Options dialog box for a daily schedule:

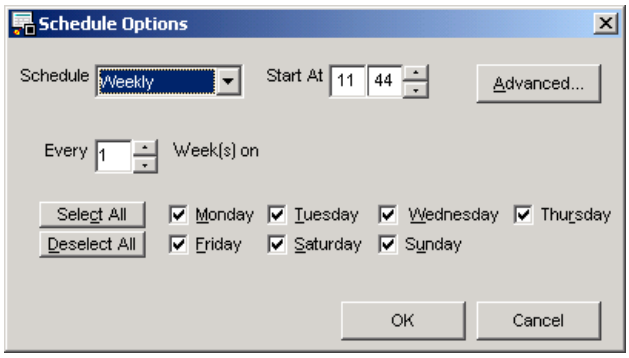


These are the fields of the Schedule Options dialog box for a daily schedule:

Field	Description
Every Day	Allows Report.Web to execute the file transfer at the Start At time once a day.
Every (*number*) days	Allows Report.Web to execute the file transfer once at the Start At time, then wait the number of days (24hrs.) defined before initiating the transfer operation again.
Every (*number*) Hour(s) (*number*) Min(s)	Allows Report.Web to execute the file transfer once, then wait the period of time defined before initiating the transfer operation again. If this option is selected, the Start At field is deactivated.

Weekly Schedule

This is an example of the Schedule Options dialog box for a weekly schedule:

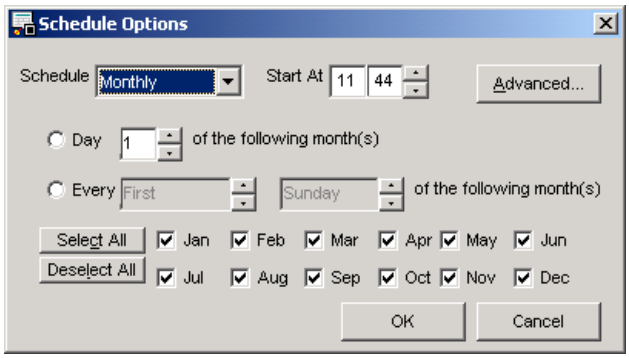


These are the fields of the Schedule Options dialog box for a weekly schedule:

Fields	Description
Every (*number*) Weeks(s) On	Select this option to cause Report.Web to execute the file transfer once at the Start At time on each day weekday that is checked.
Select All and Deselect All buttons	Use these two buttons to quickly select and clear all of the weekday check boxes.

Monthly Schedule

This is an example of the Schedule Options dialog box for a monthly schedule:

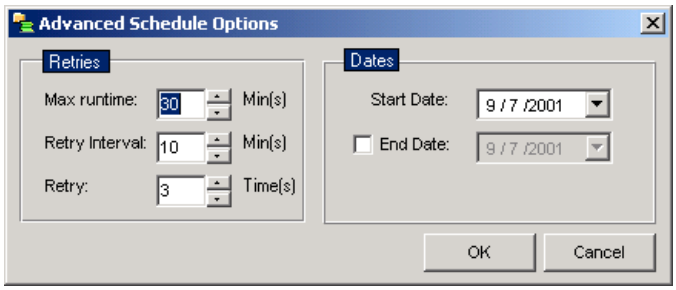


These are the fields of the Schedule Options dialog box for a monthly schedule:

Fields	Description
Day	Select this option to cause Report.Web to execute the file transfer once at the Start At time on the day of the month specified. The transfer will execute on the same day of the month for each month that is checked.
Every	Select this option to cause Report.Web to execute the file transfer once at the Start At time on the First, Second, Third, Fourth, or Last weekday (Sunday through Saturday) of the month(s) specified. The transfer will execute on the same day of the month for each month that is checked.
Select All and Deselect All buttons	Use these two buttons to quickly select and clear all of the month check boxes.
Advanced...	This button displays the Advanced Schedule Options dialog box (see "Advanced Schedule Options Dialog Box" on page 148). The options on this dialog box allow you to set transfer retry intervals and dates that the transfer should begin and end.

Advanced Schedule Options Dialog Box

This is an example of the Advanced Status Options dialog box:



These are the fields in the Advanced Status Options dialog box:

Field	Description
Retries	Allows you to specify the maximum runtime (in minutes), retry interval (in minutes), and the number of retries Report.Web will execute before aborting the file transfer.
Dates	Use to specify a start date and end date Report.Web will execute the file transfer. When a report definition is created, the default start date is the current date in which the report was defined.

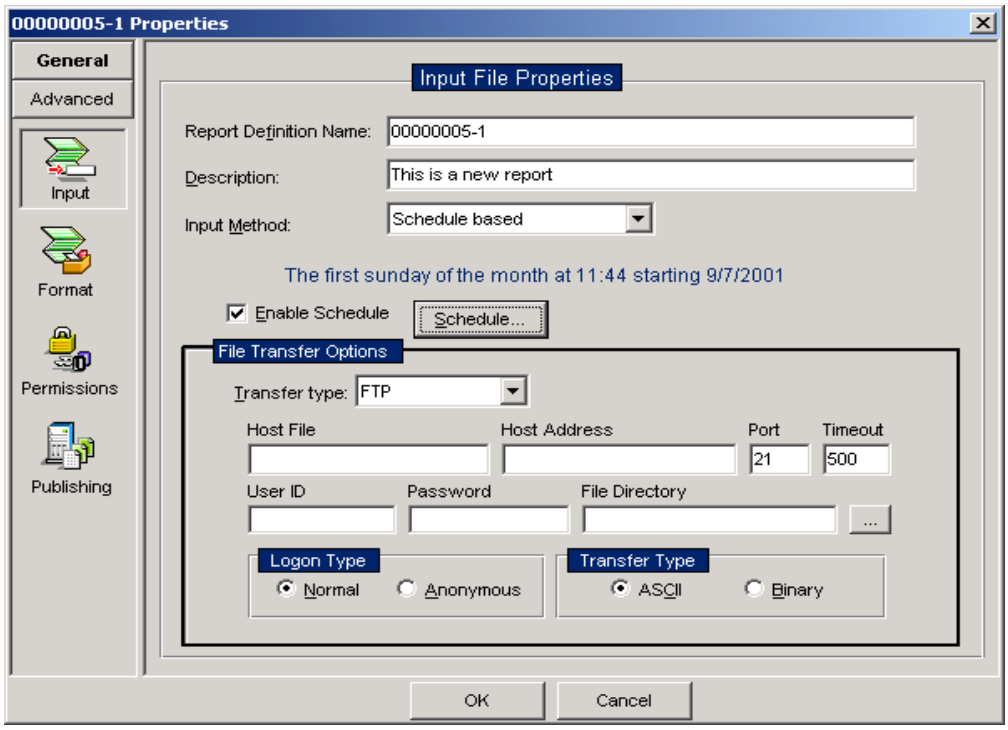
Transfer Types—Schedule-based Input

The built-in file transfer method is File Transfer Protocol (FTP). You may also choose to select a User Defined transfer method such as Windows NT FTP or some other third-party transfer program.

The Transfer Type drop-down list allows you to select one of these supported transfer methods: FTP or User Defined. Selecting each transfer type will present different configuration options.

File Transfer Protocol

FTP is an industry standard file transfer mechanism. The FTP program built into Report.Web is a slimmed down version specifically designed for receiving files only.



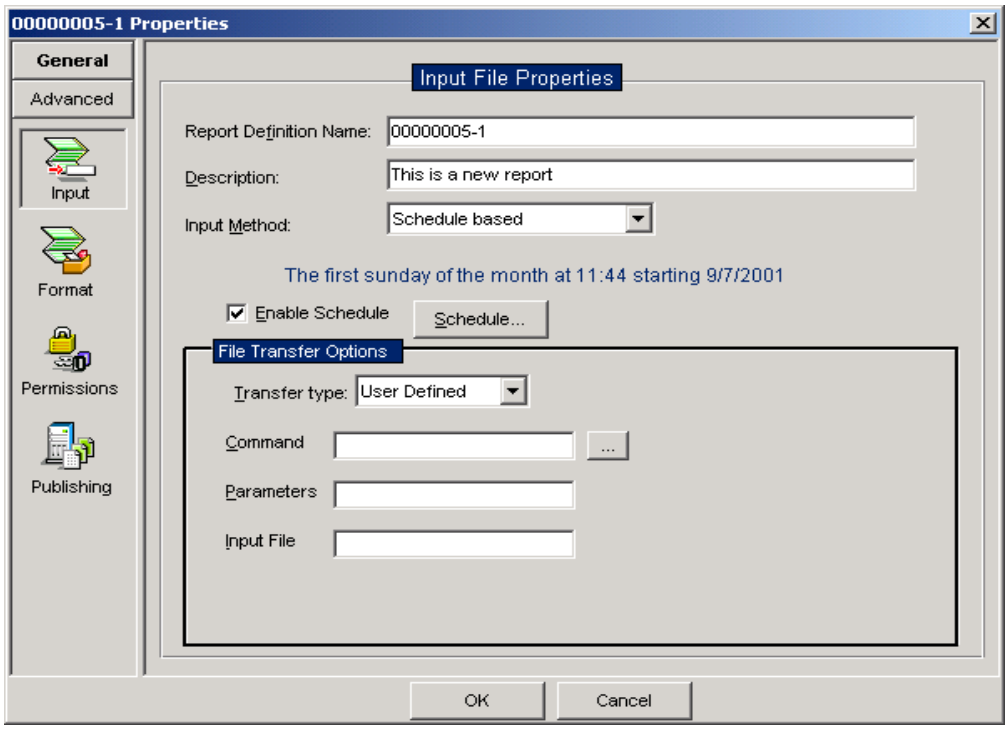
These are the required fields when you select FTP as the file transfer option:

Fields	Description
Host File	Use to specify the name of the file that resides on the remote host.
Host Address	Use to specify the computer name or IP address of the remote host where the target file resides. When entering a computer name be sure to enter the fully qualified domain name (i.e., ftp.asg.com).
Port	Use to specify the TCP Port on which the remote FTP service is running. The default is 21 and in most cases does not need to be changed.
Timeout	Use to specify a connection timeout (in seconds) after which the FTP operation will abort. The timeout will occur if the FTP program is unable to successfully connect to the remote FTP server within the time specified.
User ID	Use to specify the user account name that will be used for logging on to the remote FTP server.

Fields	Description
Password	Use to specify the password for the User ID described above.
File Directory	Use to specify the local path and filename that should be used to receive the downloaded report file (e.g., D:\Report.Web\FTP\REPORT.TXT).
Logon Type	Allows you to choose what type of logon to use when accessing the remote host. • Normal indicates that you will be providing a specific user ID and password. • Anonymous indicates that the user ID *anonymous* will be used. Selecting the Anonymous button pre-fills the User ID and Password fields for you.
Transfer Type	Allows you to choose between these transfer modes: • ASCII (text) • Binary (data or executable)

User Defined

This option allows you to run third-party file transfer programs such as the Windows NT FTP program or RJE products such as Serengeti's Power 3770.



These are the required fields when you select User Defined as the file transfer option:

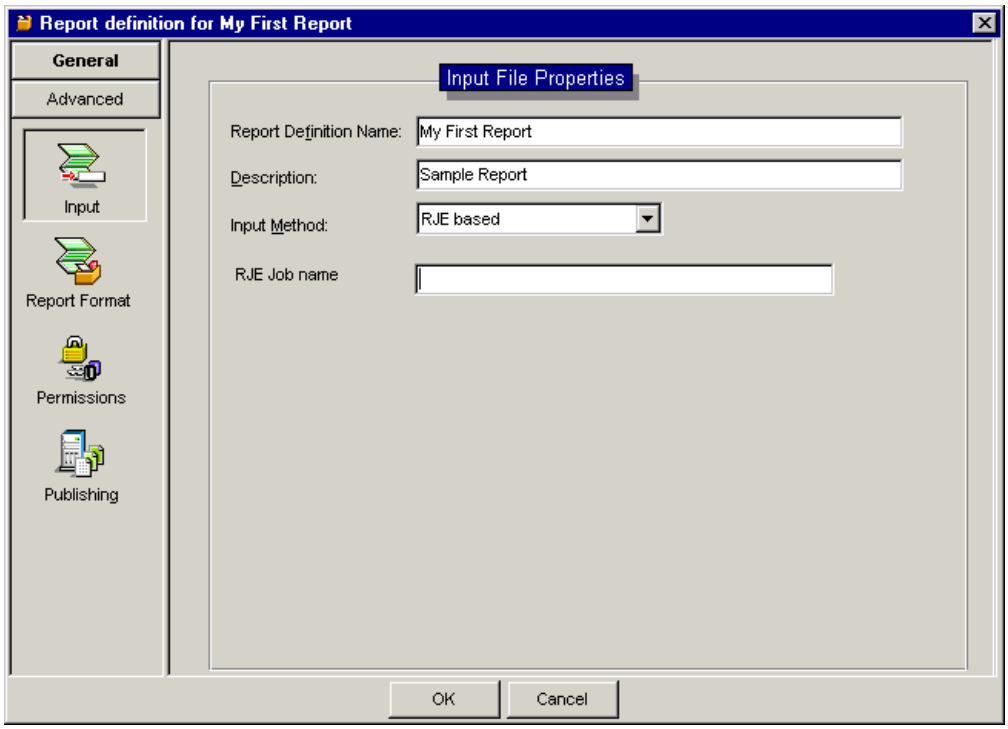
Field	Description
Command	Specifies the path and name of the program executable (e.g., FTP.EXE) with which Report.Web will initiate the transfer.
Parameters	Specifies any additional command variables needed to run a particular program. For example, the built-in FTP program for Windows NT has a scripting facility. To invoke FTP with a script, type `-s:<script filename>` in this field. Report.Web launches FTP and applies the script to retrieve the requested file.
Input File	Use to specify the local path and filename that should be used to receive the downloaded report file (e.g., D:\Report.Web\FTP\report.TXT).

RJE-based Input

The RJE-based input allows you to pull reports from the JES output queue on the host.

Note:

RJE and its related settings are only available to customers who had RJE installed in a previous version of Report.Web (Version 2.7 or earlier) and had one or more RJE Profiles defined. The RJE component has been discontinued, but existing installations remain supported.



This is the field specific to the RJE-based input method:

Field	Description
RJE Job Name	The name of the RJE report Report.Web searches for to download and publish into the Report Configuration Manager.

To set up and use RJE-based input

1. Install the RJE component during the Report.Web setup process.

2. Complete the RJE Profile Properties page (see "Report.Web Options—Remote Job Entry (RJE) Profile Properties" on page 123) and define one or more RJE profiles for connection to the host(s).

3. Open the Report Definition property sheet.

   a. On the Input Properties page, select RJE Based as the Input Method.

   b. In the RJE Job Name field, specify the name of the host job (JOBNAME) that contains the report(s) you want to publish.

4. Define the report format(s) you want to publish (see "Report Definition Options—Report Formats" on page 154).

5. Add a scheduled task using the Schedule Manager (see "Schedule Manager Window" on page 79).

   a. Select RJE as the task category.

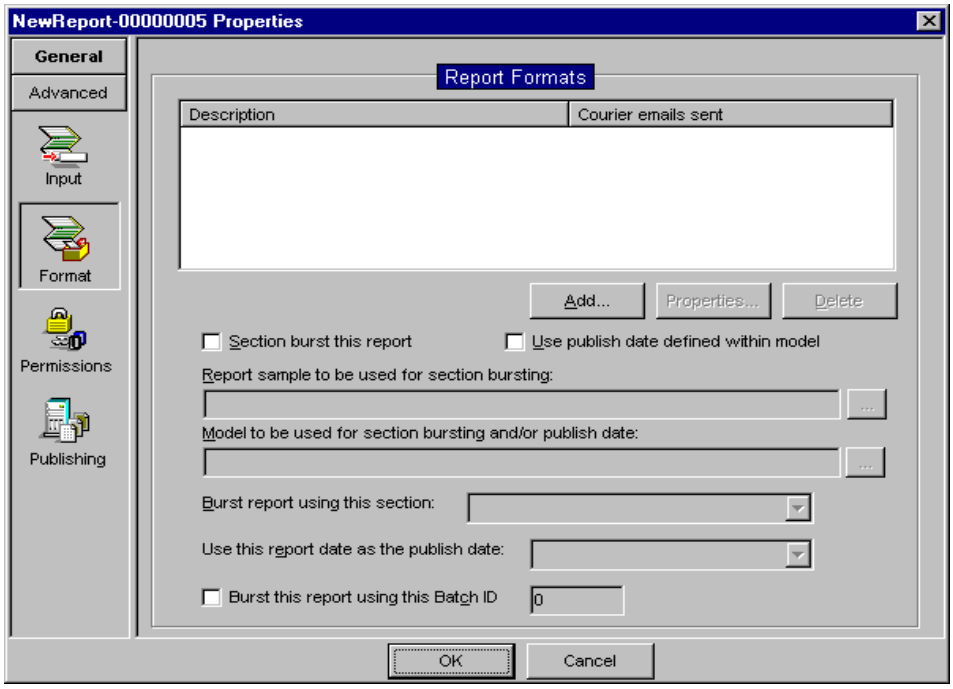
   b. Click the Schedule button to specify how often the Report.Web RJE should connect to the host and download reports from the host output queue(s).

   c. In the RJE Profile drop-down list, select the RJE profile you want to use to connect to the host. If you have multiple hosts, you can add additional RJE tasks and specify different RJE Profiles.

6. Start the Dispatch service to invoke the scheduled RJE task(s).

Report Definition Options—Report Formats

The Report Definition Options—Report Formats page is where you define the report formats to be published as a result of the publishing process. With a few restrictions, you can define multiple report formats for each Report.Web input file.



The Defined Formats for this Report list displays the currently defined report formats. You can use the Add, Properties, and Delete buttons in managing the list of report formats.

These are the required fields when you select the Report Definition Options—Report Formats page:

Field	Description
Section burst this report	Select this check box to perform section bursting on the report.
Use published date defined within model	Select this check box to use the published date defined in the model entered in the Model To Be Used For Section Bursting and/or Publish Date field.
Report sample to be used for section bursting	Report.Web requires a sample of the defined report. The sample should contain at least ten full pages of the report.

Field	Description
Model to be used for section bursting and/or publish date	Each report defined must have a unique model associated with it. A unique model fits the report it is associated with and fits no other reports defined to Report.Web Archive. One way to ensure a model is unique is to define page headers with traps on report title or the report code, as they are by default, unique for each report. **Note:** Models are created using the optional Monarch component. For additional information on report models and Monarch, refer to Datawatch's *Monarch Learning Guide*.
Burst report using this section	Use to burst the host report into separate Report.Web reports. The report can be bursted on any field defined within the report model. The drop-down list to the right of the check box contains a list of all fields defined in the report model. For additional information, see Section Bursting
Use this report date as the publish date	Allows you to select a date from the drop-down list as the publish date for the report. Only fields with a field-type of date within the model appear in the drop-down list.
Burst this report using this Batch ID	Use to burst the report based upon Batch ID. Checking this checkbox instructs the Filer to burst the incoming report using the models defined in this report definition and other report definitions. The ID supplied here can be any number, however it must be the same for each report definition created for processing the batch file. For additional information, see "Batch ID-based Bursting" on page 156.

Bursting Reports

This section describes the two methods of model-based report bursting.

Note:

For information on tag-based batch bursting, see "Report Definition Options—Burster Properties" on page 171.

Section Bursting

Section bursting allows you to parse reports formatted with multiple sections. For example, a report with a different section for each state in the country would usually be printed out and physically separated into sections; these sections might be mailed to regional offices. Now these sections can be published into separate files online.

To section burst a report, check the box `Burst this report using this section`. The drop down box to the right will list all of the fields defined in the model. Choose one of these to burst the report with. Note that reports are burst at the page break immediately after the end of the section.

Batch ID-based Bursting

Report.Web Filer can identify and burst a report input file that contains multiple reports using models created with Report.Web Monarch. This is known as *Batch Bursting* or *ID Bursting*. To use Batch-ID-based Bursting, it is necessary to create a separate report definition for each unique report in the report input file.

In order for the Filer to identify and burst each report, you must activate the check box labeled `Burst this report using this Batch ID`. Checking this checkbox instructs the Filer to burst the incoming report using the models defined in this report definition and other report definitions.

When this checkbox is checked, you supply a Batch ID number which is common to each report definition found in the input file, yet unique to any other batch files processed by Report.Web. You can supply any number for the Batch ID, however it must be the same for each report definition created for processing the batch file.

For example, if there are three unique reports within an input file (Report-A, Report-B and Report-C), each report needs to be defined within the Report.Web Configuration Manager. To enable Batch ID bursting for the three reports, the administrator checks the box *Burst this report using this Batch ID*, then supplies a number in the edit box that will tell the Filer this report belongs to an input file that contains more than one type of report.

The same number in each report definition that is associated with the input file is created and managed by the Report.Web administrator to suit a company's organizational needs. When the Filer recognizes the first report, it checks the configuration database to see if there are any other defined reports associated to the input file before it executes the publishing process.

Once the batch file arrives, Report.Web publishes all of the files that were given the same batch number.

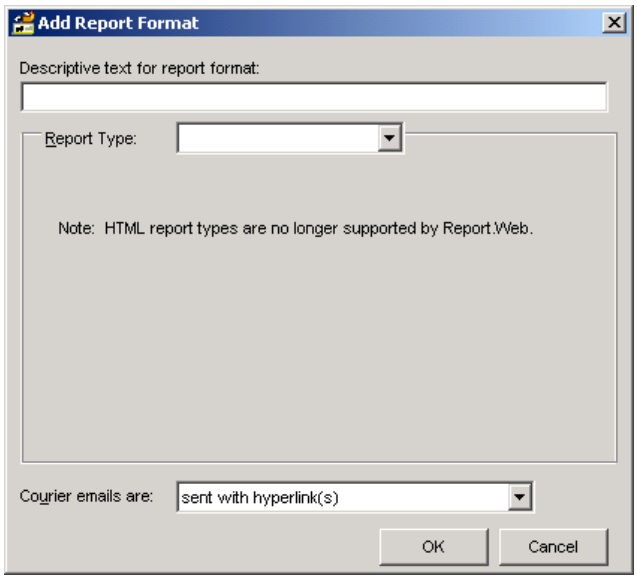
Defining a New Report

To define a new report format

1 Select the Report Format button on the Report Definition dialog box.

2 Click Add.

The Add Report Formats dialog box displays.



3 Type a brief but concise description of the report, and specify the report format being published (e.g., February 2000 Sales Forecast in Excel format).

4 Select a report type from the Report Type drop-down list.

There are four report types that can be produced from the input file (Data Mining, Web Report, PDF Converter File, and Windows File). Each report type has specific configuration parameters.

5 Select how you want Report.Web to send Report.Web Courier emails. You can choose from these methods:

- Send with hyperlinks
- Send with attachments
- Send with hyperlinks and attachments
- Disabled for report format(s)

  The drop-down list is only enabled when the like-named option on the Courier Properties page is set to Individually Customized. (For more information, see "Report Definition Options—Courier" on page 174.)

6 Complete the configuration parameters for the selected report type. See these sections for detailed information:

- "Data Mining Report Type" on page 158
- "Web Report Format Report Type" on page 159
- "PDF Converter File Report Type" on page 160
- "Windows File Report Type" on page 162

7 Click OK.

Data Mining Report Type

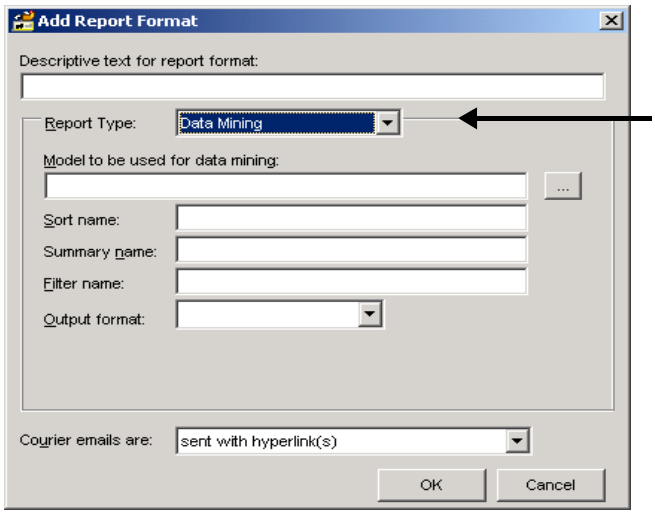
Data Mining provides data extraction and analysis, as well as filtering capabilities for report data. Mined data can be output in several different formats including Microsoft Excel, Lotus 1-2-3, dBase, comma delimited, text, and XRF. The Data Mining report format is the only format that allows multiple instances. For example, you could create both an Excel and a Lotus 1-2-3 data-mined report for a given report definition.

To add a Data Mining report format

1 Click Add on the Report Definition Options—Report Formats Properties page.

2 Select Data Mining from the Report Type drop-down list.

The Add Report Formats dialog box displays for Data Mining.



3 Type descriptive text (up to 50 characters) in the field at the top of the dialog box.

4 Enter the Model file name.

When defining Data Mining outputs, you must first create a model file using Monarch.

5 Enter the Sort name, Summary name, and Filter name.

Report.Web applies filters, sorts, and summaries defined within a model. The names entered must match the names specified in the model. (For example, the sample dialog box shows that the summary called SALES must be applied to the report. For this to work properly, the model file must have a summary called SALES.) Monarch is used to define filters, sorts, and summaries to a model file.

6 Choose one of the available output formats. The available Data Mining output formats are Excel, Lotus 1-2-3, dBase, Comma Delimited, Text, and XRF.

Note:

If you select the XRF output format, specify the directory that contains the optional graphic files and/or user-supplied XSL file for formatting the report in the text box.

7 Click OK to return to the Report Formats property page.

You are now ready to add other report formats.

Note:

Multiple Data Mined report types may be published using the same report definition. For example, Report.Web can display a separate Excel report for each filter, summary, or sort that is defined within a model file.

Web Report Format Report Type

The Web Report Format, sometimes referred to as Web Reporting Format (WRF), is intended for users of Report.Web Insight. It provides end-users access to a compressed version of the entire report. The Web Report Format requires you to define a report Model and Sample. WRF files can also contain an index, providing the end-user with quick searches and simplified report data navigation.

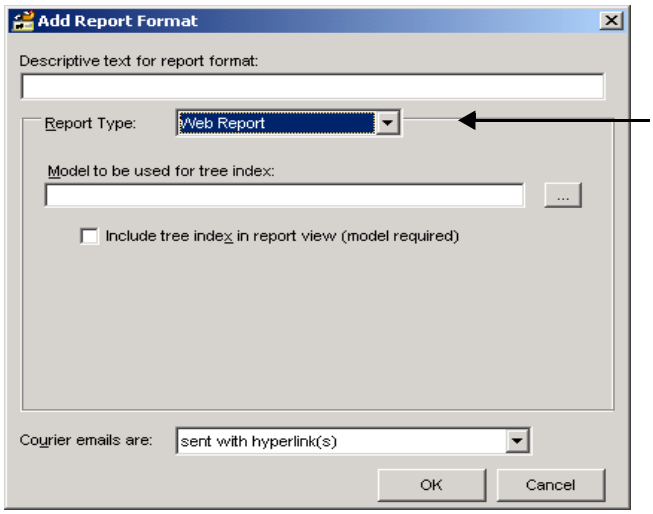
The Web Report Format offers an optional tree index allows users to jump immediately to a specific section of the report. To include a tree index, create a model file that defines the fields for the tree index. Model files (and tree indexes) are created using Monarch.

To add a Web Report format

1 Click Add on the Report Definition Options—Report Formats Properties page.

2 Select Web Report from the Report Type drop-down list.

The Add Report Formats dialog box displays for Web Reports.



3 Add descriptive text (up to 50 characters) in the field at the top of the dialog box.

4 Select a Model file if you want to include a tree index. Leave this field blank if you do not want to include a tree index.

5 Select the check box if you want to include a tree index. Leave the check box cleared if you do not want to include a tree index.

6 Click OK to return to the Report Formats property page.

You are now ready to add other report formats.

Note:

Only one Web Report report format can be defined within each report definition.

PDF Converter File Report Type

Note:

The PDF Converter is only available to customers who had the PDF Converter functionality installed in a previous version of Report.Web (Version 2.7 or earlier).

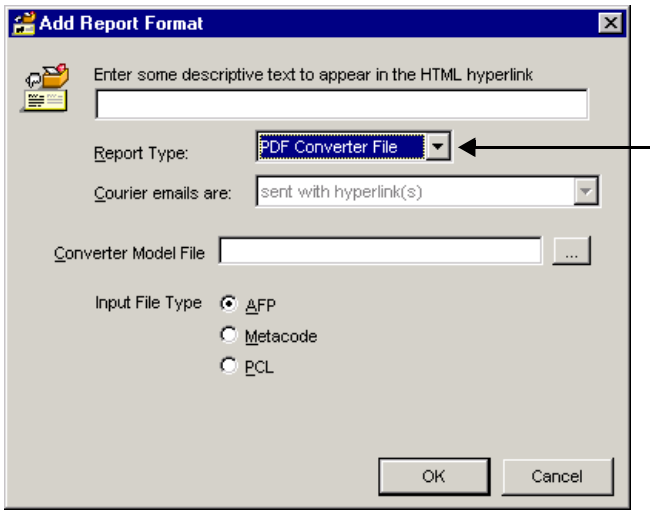
The Portable Document Format (PDF) is an industry accepted and widely used document format that provides compact, cross-platform electronic documents with embedded fonts, colors, formatting, and images. PDF files are viewable by anyone with Adobe Acrobat Reader installed on their PC. For more information on Adobe PDF files and Acrobat Reader, please refer to Adobe Systems' web site at www.adobe.com.

To add a PDF Converter File format

1 Click Add on the Report Definition Options—Report Formats Properties page.

2 Select PDF Converter File from the Report Type drop-down list.

The Add Report Formats dialog box displays for PDF Converter Files.



3 Add descriptive text (up to 50 characters) in the field at the top of the dialog box.

4 Select a Converter Model file. See the *ASG-Report.Web PDF Converter Guide* for more information on how to create the Converter Model file.

5 Select the input file type (AFP, Metacode, or PCL).

6 Click OK to return to the Report Formats property page.

Windows File Report Type

The Windows File report type provides the ability to directly publish various third-party and standard documents types. The Windows File option also provides for the publishing of any other type of standardized file format (i.e., *.TXT, *.ZIP) for which the Report.Web end-user has an applicable viewer. Reports published using the Windows File option are not converted or analyzed in any way. They are simply stored by the server in their original format, added to the Report.Web Enterprise Server and Insight Server databases, and made available for viewing by Report.Web end-users.

These Windows Files are directly supported by Report.Web:

Adobe Acrobat PDF documents	ASG-Safari Report Format documents
Cognos Impromptu documents	Corel WordPerfect documents
Lotus 1-2-3 databases	Microsoft Access databases
Microsoft Excel spreadsheets	Microsoft Word documents
Scribe Portable Format documents	Scribe SQR documents
Seagate Crystal Reports documents	

For those file types that are not specifically mentioned, the Windows File report definition can be defined to publish a file type of Other. This selection allows any other type of document or file to be published through Report.Web. For example, text files (*.TXT), Visio drawings (*.VSD), Zip files (*.ZIP), Microsoft PowerPoint documents (*.PPT), or any other file type that the Report.Web end-users have viewers for can be published.

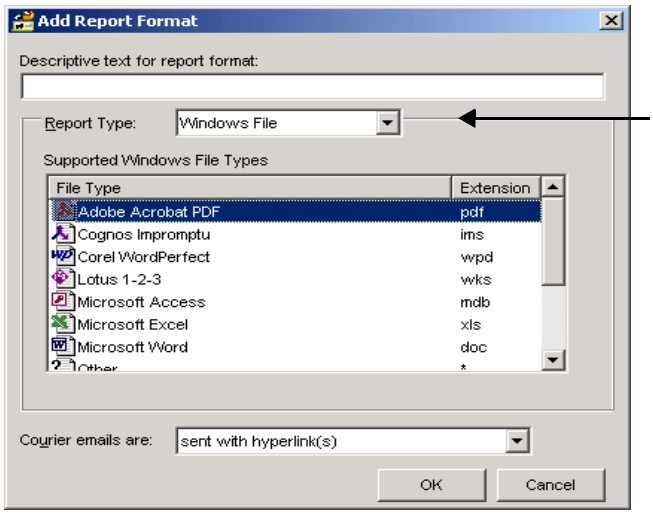
In order to publish a report using the Windows File report type, the report Input Method selection must be filename-based. Additionally, you cannot publish any other report formats if Windows File is selected. In other words, if you want to publish a file using the Windows File report format, it must be the only report format defined within the report definition.

To add a Windows File report format

1 Click Add on the Report Definition Options—Report Format Properties page.

2 Select Windows File from the Report Type drop-down list.

The Add Report Formats dialog box displays for Windows Files.



3 Add descriptive text (up to 50 characters) in the field at the top of the dialog box.

4 Select the type of document that is to be published from the Supported Windows File Types list box. If the document type you want to publish is not listed, select the file type Other.

5 Click OK.

Note:

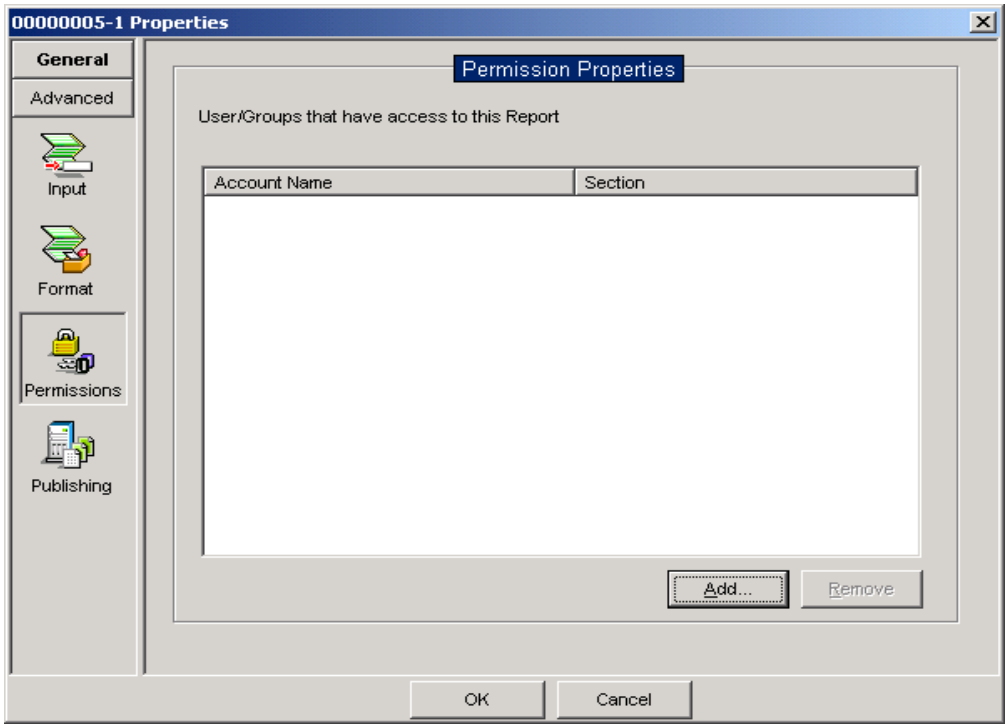
You cannot add other report formats.

Report Definition Options—Permissions

The Report Definition Options—Permission Properties page is used to specify access control information for a single report.

Note:

See "Computer-based Security" on page 190 for important information regarding computer-based (IP address) security.



If Report.Web security is set to computer-based (see "Report.Web Options—Server Properties" on page 104), you will define an IP address or range of IP addresses for which access is granted to this report. If security is set to user-based, you must specify which user name(s) and/or group(s) that have access to the report. For security reasons, the default is no access.

If the report is divided into sections by using the section bursting option, you can also assign access permissions to individual sections of a report. Specifying permissions for a report overrides the permissions specified for the folder where the report is defined.

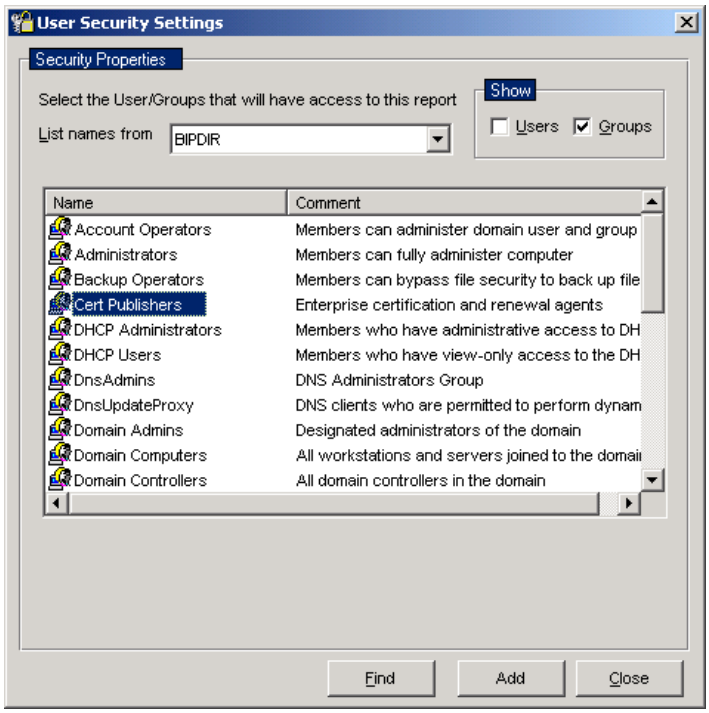
To add permissions

1 Select the Permissions button on the Report Definition screen.

The Report Definition Options—Permission Properties dialog box displays.

2 Click Add.

The User Security Settings dialog box opens.



Report.Web Security in this example is set to user-based. You can select user names and groups from the local Windows NT machine or a Windows NT domain.

Note:

If the Report.Web Enterprise Server is a primary domain controller (PDC) or a backup domain controller (BDC), it will display only domain resource information; no local machine information will be shown.

3 Select the appropriate user or group IDs for which you want to grant permission to the report. To select multiple users or group IDs, hold the Ctrl key while you highlight the users or group IDs.

Report.Web displays this message: `Addition Complete`.

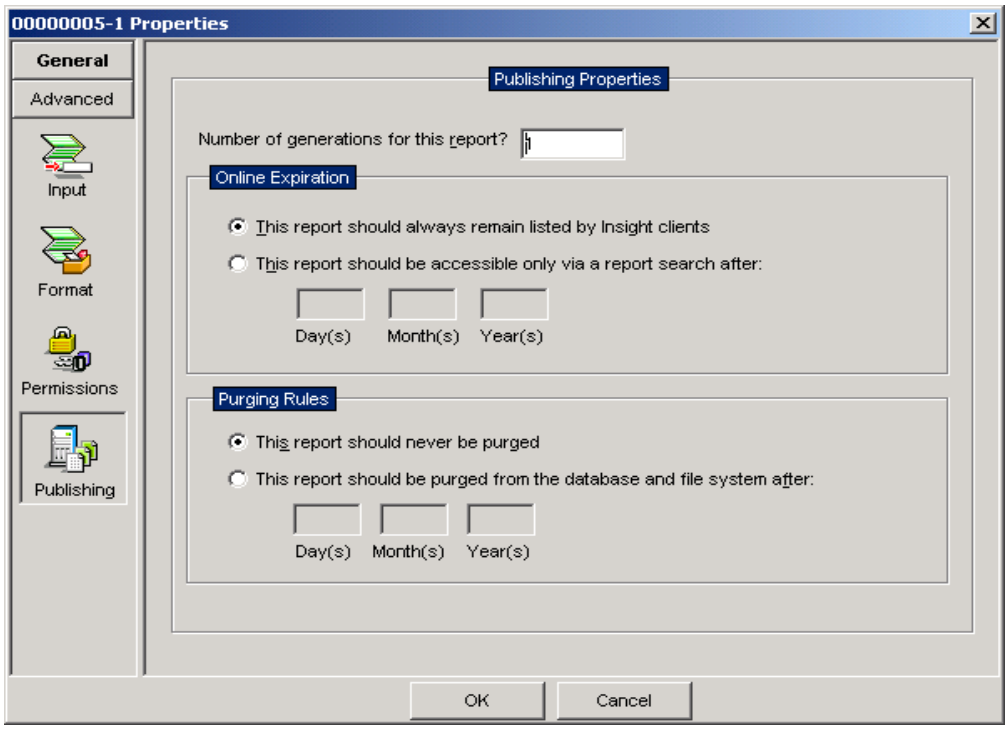
4 Click Close.

5 Click OK after adding the users or groups for a report or section of a report to close the property sheet.

The Report.Web administrator can remove permissions from the report or sections of a report. To remove permissions, select an account name or IP address in the permissions list and click Remove. To remove multiple permissions, Ctrl+Click each item, then click Remove to delete those items.

Report Definition Options—Publishing Properties

The Report Definition Options—Publishing Properties page is used to set expiration and purging rules for a report.



These are the fields on the Report Definition Options—Publishing Properties page:

Field	Description
Number of generations for this report	Allows you to define how many generations of the published report(s) to retain. For example, if the number of generation is set to 3 and the report is published once a day, the fourth time the report is published the oldest, or first report generation, will be deleted, thus leaving the last three, or most current generations of the report. If the number of generations is set to 1 (the default value) the published report will continually be overwritten each time it is published.
This report should always remain listed by the Insight Web Interface	Allows you to set the report to always be accessible to the Report.Web Insight Web Interface.
This report should be accessible only via a report search after	Allows you to define a period (in days, months, and years) in which you want the reports to remain viewable in the report lists. After the report has expired it can only be located and viewed by performing a report Search within the Report.Web Insight Web Interface. **Note:** Report.Web does not archive reports with a specified expiration date set in the Publishing Properties page.
This report should never be purged	Allows you to set a report to never be purged.
This report should be purged from the database and file system after	Allows you to define a date (in days, months, and years) when the report should be purged.

Note:

You can define a Report Maintenance task to archive and purge reports. See "Schedule Manager Window" on page 79 for more information.

Report Definition Properties, Advanced Options

Advanced Options are used to define and configure these Report.Web optional, advanced components:

- Report Definition Options—Archive Properties (see page 168)
- Report Definition Options—Burster Properties (see page 171)
- Report Definition Options—Courier Properties (see page 174)
- Report Definition Options—InfluX Properties (see page 176)

Report Definition Options—Archive Properties

The Report.Web Archive component of Report.Web provides a mechanism for storing published reports on a long-term storage media, such as CD-ROM. Migrating published reports from hard disk to CD-ROM frees up valuable hard disk space and also creates a permanent archive for historical purposes. Reports archived to CD-ROM are still accessible by end-users, and their change in physical location does not hamper the functionality or usage of Report.Web.

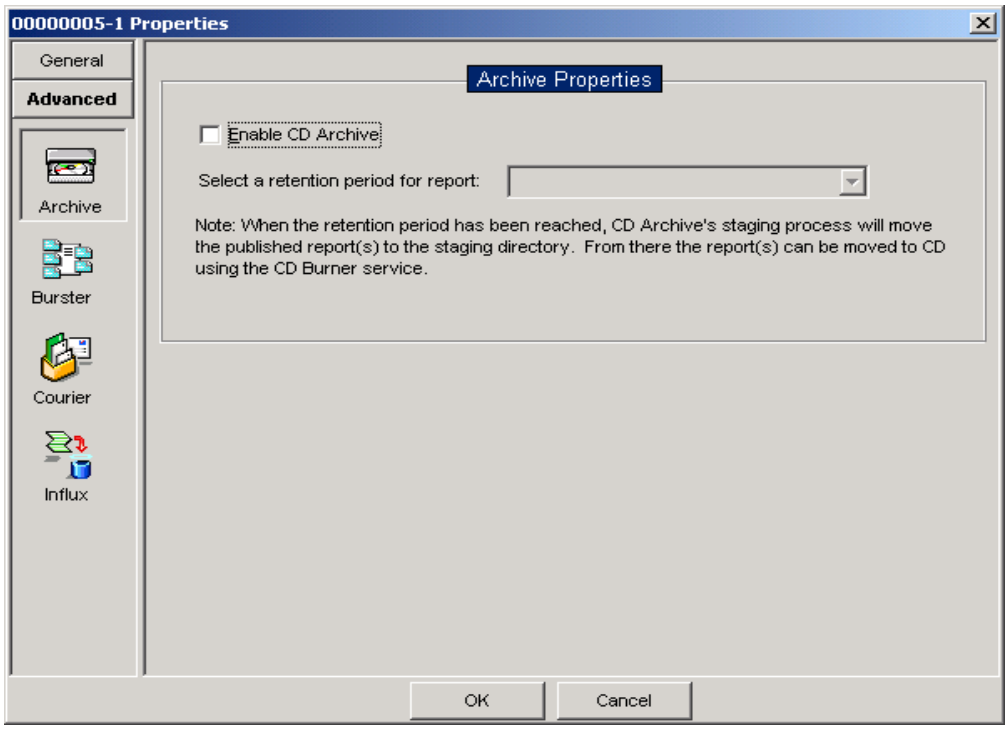
All reports published with Report.Web are initially stored on a local hard disk or network volume. Using Report.Web Archive, you can configure lifecycles for reports and indicate how long they should be retained. Once a report has exceeded its lifecycle, Report.Web moves it to a staging area. The staging area is a subdirectory on a local or network volume identified for published report storage and is used to accumulate reports prior to being written to CD-ROM.

As soon as enough files have been collected in the staging they are moved to CD-ROM. The Report.Web database is then updated to indicate which reports have been moved to CD-ROM, or archived. Once this operation is complete, the files in the staging area are purged. End-users requesting access to archived reports will automatically be directed to the files now located on the long-term storage media. This holds true for report searches as well, Report.Web will find reports whether they are located in local online storage (hard disk) or archived to CD-ROM.

Setting-up Report.Web Archive

Since Report.Web's archival process is performed after a report has been published, it is necessary to define the report input and outputs prior to configuring Report.Web Archive. Once this has been completed you are ready to setup Report.Web Archive to process the report.

This is an example of the Report Definition Options—Archive Properties page:



To configure Report.Web Archive

1. Setup the CD burner, CD mount points, staging area, and report retention periods for the local Report.Web server. These items are configured on the Report.Web Options—Archive Properties page (see "Report.Web Options—Archive Properties" on page 126).

2. Install the additional CD Burner component of Report.Web Archive on the machine that will be burning the CDs. This machine can either be the local Report.Web server or a remote PC or server. The CD Burner component includes the CD Burn Service and the Report.Web CD Burner Service Manager.

To install the CD Burner component, follow these steps:

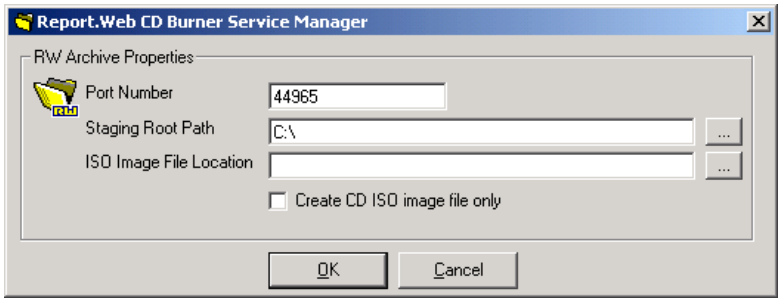
a Launch the CD Burner Service Setup program from the Report.Web desktop folder or from the Windows Start menu if you want to install the CD Burner component on the *local* Report.Web server. Follow the installation instructions and restart the computer.

Or

Insert the Report.Web installation CD and select Remote CD Burner from the Server Installation tab if you want to install the CD Burner component on a *remote* machine. This will launch the Report.Web CD Burner Service Setup program. Follow the installation instructions and restart the computer.

b Select Start ▸ Programs ▸ Report.Web ▸ Report.Web CD Burner Service Manager to launch the Report.Web CD Burner Service Manager.

The Report.Web CD Burner Services Manager dialog box displays.



c Change the port number (only if necessary) and specify the path to the local staging directory (defined in step 1 on page 169).

If you do not want to archive your reports to CD, select the Create ISO Image File Only check box.

Report.Web creates the ISO Image Files in the Windows TEMP directory unless you specify an alternate path in the field provided.

d Click OK to close the dialog box.

e Verify that the Report.Web CD Burn Service has been started in Control Panel Services applet. You may want to configure this service to startup automatically.

3 Select the Enable CD Archive check box on the Report Definition Options—Archive Properties page. This enables the remaining item on the property page.

4 Select a retention period for the report being defined.

The Retention Period drop-down list shows the retention periods that were created in step 1 on page 169. The retention period is the period of time that Report.Web will keep the published report in the directory where it was published. After this period expires, the report is moved to the staging area that was also defined in step 1 on page 169.

5 Click OK to save the report definition.

Once the report is published and it reaches the end of its retention period it is ready to be sent to the staging directory. When a sufficient number of files (published reports) accumulate in the staging area, the Report.Web Archive service instructs the CD Burn service to write the files to CD-ROM and update the Report.Web database.

Note:

You can schedule a Report.Web Archive task for the Move Reports to Staging Directories and/or Move Reports to Archive Media (Launch CD Burner) functions. See "Schedule Manager Window" on page 79 for more information.

Report Definition Options—Burster Properties

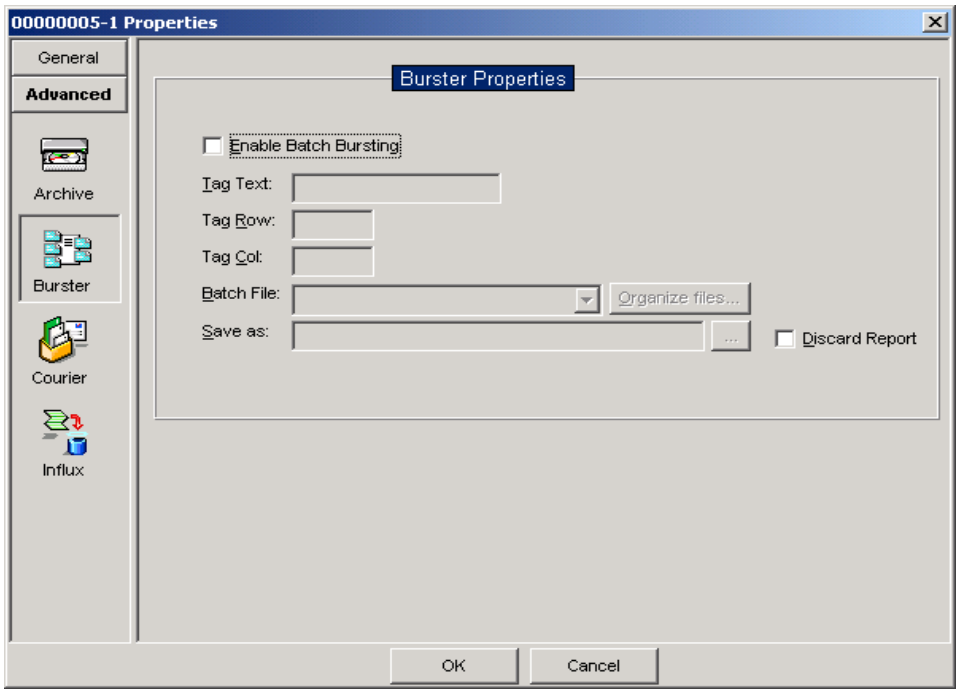
The Burster component separates files containing various report outputs into distinctive text files. Prior to Report.Web, a user would have created multiple report outputs on the mainframe, then sent them to a printer in one print stream. Once the print job was completed, someone manually separated (or burst) the reports and distributed them to their respective departments. Processing multiple reports and outputting them to one file was considered a batch job. Thus, the concept of Batch Bursting was born.

Report.Web takes the same batch file, separates the reports using the Burster program, and publishes them to a web site. The Burster component accomplishes this by scanning the datafiles for defined report tags. When a report tag is identified, that portion of the report is separated from the original datafile and saved with a pre-defined filename. If the report tags are non-contiguous [e.g., TAG:R001, TAG:R002, TAG:R003, TAG:R001(again)], the Burster saves subsequent iterations of the report to a file with a unique time stamp attached to the filename. This prevents the Burster from overwriting the previously written report files with the same filename.

To configure Batch Bursting

1 Select the Burster button on the Report Definition screen to activate the Burster for a report definition.

The Report Definition Options—Burster Properties page displays.



2 Select the Enable Batch Bursting check box.

The remaining fields on the property page will become active.

Note:

If you receive a message indicating that you cannot enable the Burster option until an input path is defined, click OK on the message box. Click Cancel to close the Report Definition property and go to View ▸ Options ▸ Batch Proc. to display the Batch Processing Properties page.

Click Add to add an input path to the Burster Input Paths list. Once the path has been added, click OK to close the property sheet and then return to the Report Definition Options—Burster Properties page.

3 Type a unique character string in the Tag Text field to define the tag text that will identify the individual report within a batch file. This string must appear somewhere within the body of the report you want to produce.

4 Define the exact row and column of the first character in the string you defined as the Tag Text above in the Tag Row and Tag Col fields.

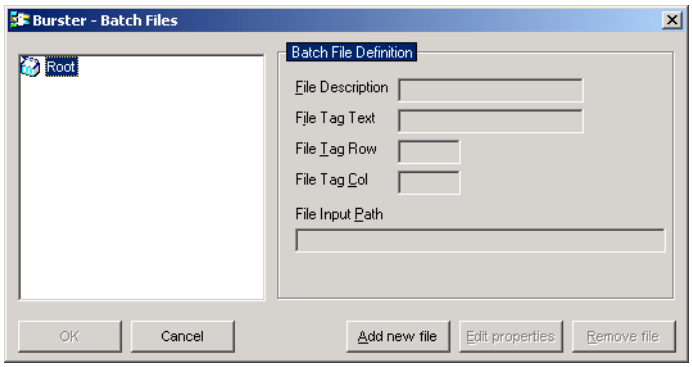
5 Choose the Batch File from the drop-down list.

The batch file is the batched report file that will be received from the host. You can define multiple batch files, each having their own set of attributes, and retain them in a list for future use.

To define a new batch file to the Burster, follow these steps:

a Click the Organize Files button.

The Burster - Batch Files dialog box displays.



b Click Add New File at the bottom of the Burster-Batch Files dialog box.

The fields on the right side of the dialog box will become active.

c Type a descriptive name for the batch file in the File Description field.

This name does not need to be related to the actual file name, but, is simply an alias meant to easily identify this batch file from others that may be defined.

d Type a unique tag appearing in the batch file's banner page in the File Tag Text field.

The text you enter here must be unique to the batch file you are defining and not present (in the same row and column) in any other batch file you define. This is an optional parameter as not every batch file has a banner page.

e Specify the line number (tag row) and column position (tag col) where the tag text begins in the File Tag Row and File Tag Col fields.

f The File Input Path field refers to the input directory where the batch file will be downloaded by the host. This input path is defined in "Report.Web Options—Batch Processing Properties" on page 115.

g Click OK.

6 Type the path and filename for this report in the Save As field.

To publish the report with DMS, specify a DMS input directory as the location for the file to be saved.

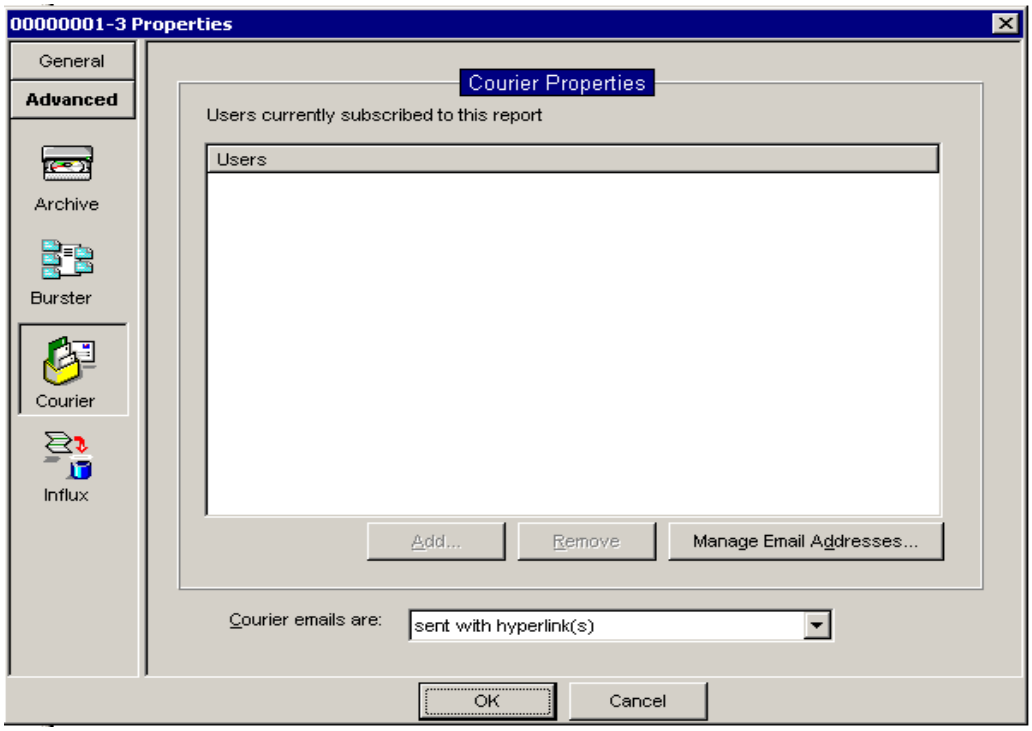
Report Definition Options—Courier

Report.Web Courier is a Report.Web service that notifies subscribed users when a report has been published or updated. Report.Web Courier uses Simple Mail Transfer Protocol (SMTP) to send email messages to the subscribed users. The Report.Web administrator can assign any number of email addresses to each report definition.

Note:

You may or may not have access to the Report.Web Courier optional component, depending on the license you received when you purchased Report.Web.

This is an example of the Report Definition Options—Courier Properties page:



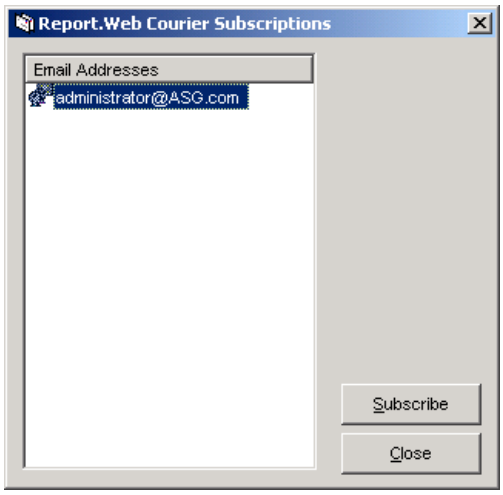
Setting-up Courier

Since Report.Web Courier is used to send email messages to users after a report has been published, it is necessary to define the report input and outputs prior to configuring Report.Web Archive.

To set up Report.Web Courier

1. Configure the Report.Web Courier options. These items are configured on the Courier Properties page (see "Report.Web Options—Courier Properties" on page 133).

2. Click Add to display the Courier Subscriptions dialog box.



Note:

If the list of email addresses is empty, you need to click Close and add email addresses by clicking the Manage Email Addresses ... button. The process of adding email addresses is described in "Report.Web Options—Courier Properties" on page 133.

3. Select the email address(es) you want to subscribe to the report. To select multiple email addresses, use Ctrl+Click.

4 Click Subscribe.

5 Click Close to return to the Report Definition Options—Courier Properties page.

6 Select how you would like to send Report.Web Courier email. You can choose from these methods:

- Sent with hyperlinks
- Sent with attachments
- Sent with hyperlinks and attachments
- Individually customized
- Disabled for report format(s)

7 Click OK to save the settings and close the report definition property sheet.

After Report.Web publishes a report, the Report.Web Courier service sends an email message to all users subscribed to the report. The body of the email message contains hyperlinks to the published reports. A hyperlink for each supported viewer interface is provided and the user simply clicks on one of the hyperlinks to launch the browser and view the report.

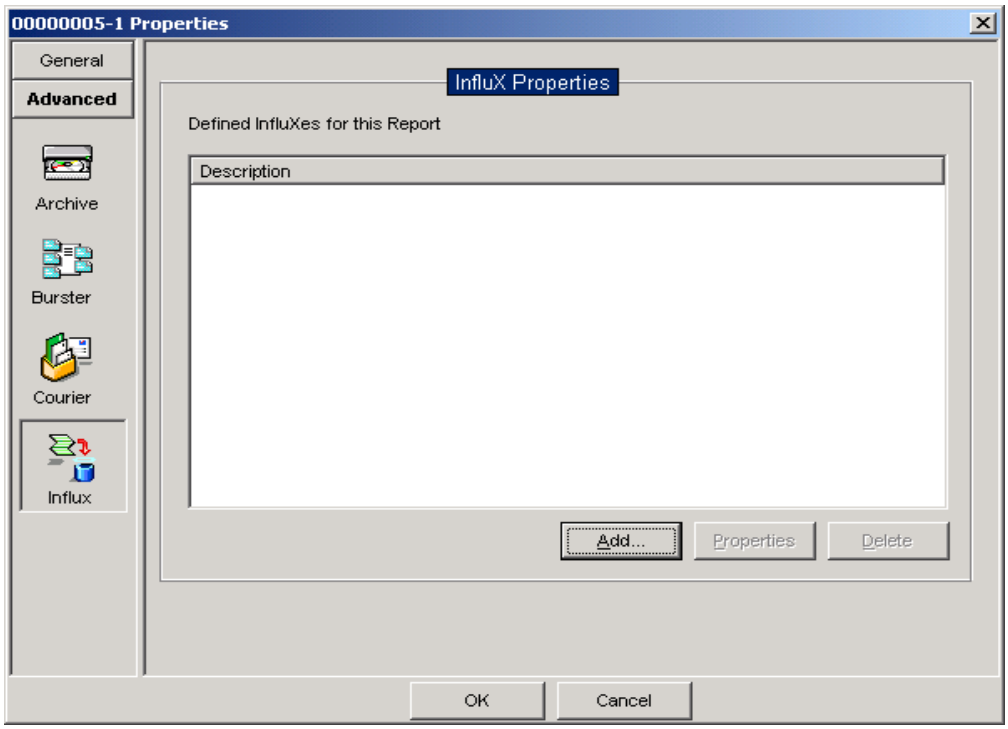
Report Definition Options—InfluX Properties

Report.Web InfluX is a host-published report data extraction and database population engine. Report.Web InfluX can be used to create a new database, and can create a table within that database, to contain host report data. Report.Web InfluX can also create a table or append data to an existing table in other database files. Currently, Microsoft Access and SQL Server are the only databases supported by Report.Web InfluX.

Note:

You may or may not have access to the Report.Web InfluX optional component, depending on the license you received when you purchased Report.Web.

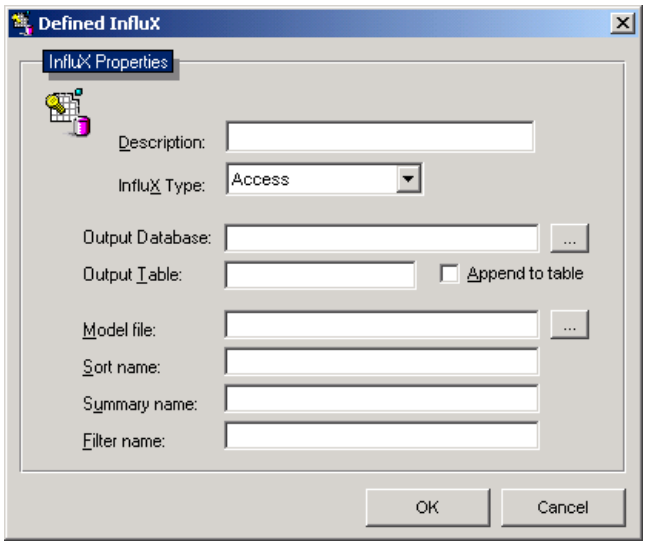
When Report.Web InfluX is a licensed component, the Report Definition Options—InfluX Properties page icon is activated.



To define new database files

1 Click Add on the Report Definition Options—InfluX Properties page.

The Defined InfluX dialog box displays.



2 Enter a description and select the InfluX type.

Note:
The InfluX type is dependent on your Report.Web InfluX license (either Microsoft Access or SQL Server).

3 Define the database type, database name, table name, model file, filters, sorts, and summaries needed to create an output database file.

4 Click OK after the relevant information is entered in all the fields.

Report.Web is now ready to publish output files based on the information found in the report definition.

When Report.Web receives the input file, the database file is created using the same process as publishing a Data Mined report but the database file does not get published to the Web. Report.Web InfluX generates database files that can be used internally by an organization. The Report.Web administrator must identify a location on the local machine or a network drive for users to access the produced database file. They will then use their existing database client software to access and further manipulate the data. For more detailed information on configuring and producing Report.Web InfluX output files, see "Report.Web InfluX" on page 201.

These are the fields on the Defined InfluX dialog box:

Field	Description
Description	This field is used to supply a brief description of the Report.Web InfluX.
InfluX Type	This drop-down list is used to select the type of database to be created. Depending on your Report.Web InfluX license, you can select either Microsoft Access or SQL Server.
Output Database	(Access) Allows you to specify, or select, the database file to create or append to. If the database file does not exist it will be created in the path specified. If an existing file is specified it will be updated.
Database Name	(SQL Server) Specifies the database within the SQL Server to be used to receive the InfluX data.
Output Table	Specifies the table within the database file that should be created or appended to.

Field	Description
Append to Table	When selected, this check box instructs Report.Web InfluX to append to an existing table within the database file that matches the output table name. When cleared, Report.Web InfluX replaces the data contained in the table.
Model File	Use to specify the model file that matches the report input file. A model file is required to extract the necessary data from the report and populate the database table.
Sort Name	Use to specify the Sort Name contained in the model that should be used to sort the database table. This field is optional.
Summary Name	Use to specify the Summary Name contained in the model file that should be used to summarize the report data. This field is optional.
Filter Name	Use to specify the Filter Name contained in the model file that should be used to filter the report data. This field is optional.

Modifying Report Definitions

You can modify report definitions created in Report.Web.

To modify the properties of a report definition

1. Open the Report Configuration Manager.
2. Double-click the report definition name or icon in the right pane. You can also highlight the desired report definition and select Actions ▸ Report Definition Properties.

   The property sheet for the selected report displays.
3. Make the necessary changes to the report definition.
4. Click OK when finished.

Deleting Report Definitions

If a report definition is no longer needed, you can delete it from within the Report Configuration Manager. In order to delete a report definition, all published reports created by the definition must first be deleted and purged from the Report Configuration Manager. For information on how to delete and purge published reports see "Report Configuration Manager Window" on page 64.

To delete report definition(s)

1. Open the Report Configuration Manager.

2. Select the report definition(s) you want to delete by highlighting the report name(s) in the left pane. You can select multiple report definitions by pressing and holding the Ctrl key while clicking on the report items.

3. Select Actions ▸ Delete Report Definition. You can also press the Delete key on your keyboard to delete the selected report definition(s).

   A confirmation dialog box displays asking if you are sure that you want to delete the report definition(s).

4. Click Yes to proceed.

8 Automating the Publishing Process

This chapter describes the three methods to automate the publishing of documents—filename-based recognition, model-based recognition, and schedule-based recognition. It contains these sections:

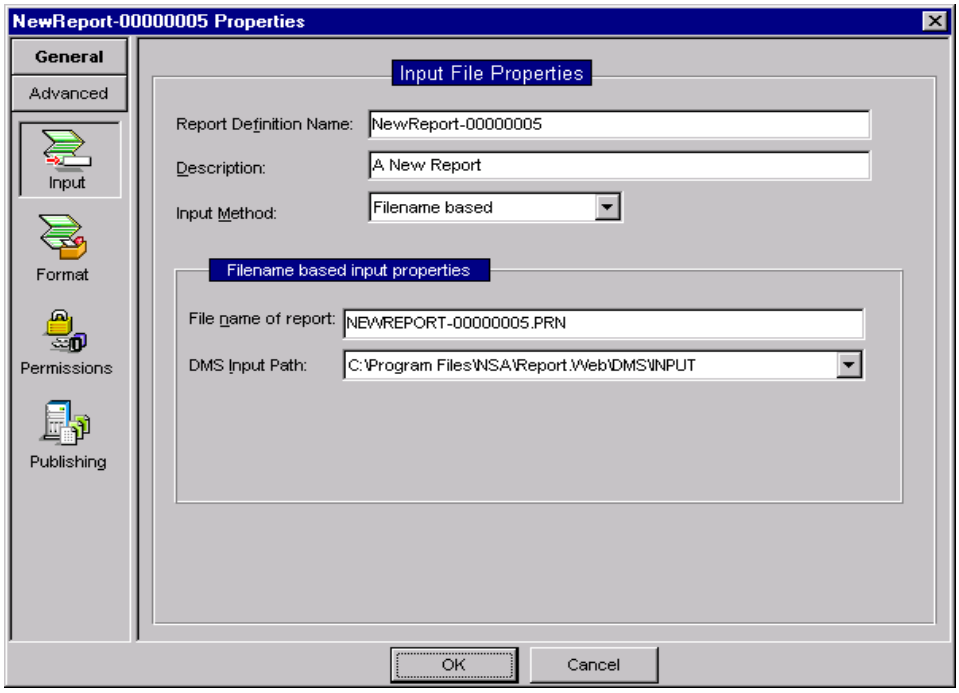
Topic	Page
Filename-based Recognition	181
Model-based Recognition	183
Schedule-based Recognition	184

Filename-based Recognition

Using the DMS of the Dispatch service, you can automate the publishing process for input files that retain the same filename from one generation to the next. This service publishes files as they are pushed down from a legacy system into a specified directory. Since DMS uses filename-based recognition, it requires that the filename be exactly the same each time that files are pushed down.

To configure and use DMS

1 Click the Input icon within the Report Definition Properties page and choose Filename-based input.



2 Type the report name.

3 Choose the DMS Input Path where the file will display.

4 Make certain that the DMS Input directory is empty before starting the service. (This only applies if the Dispatch option Process Existing Input Files Upon Service Startup is disabled. To view this option, choose View ▸ Options ▸ Dispatch.)

5 Start the Dispatch service through the Service Manager window and send the input file to the monitored directory.

Model-based Recognition

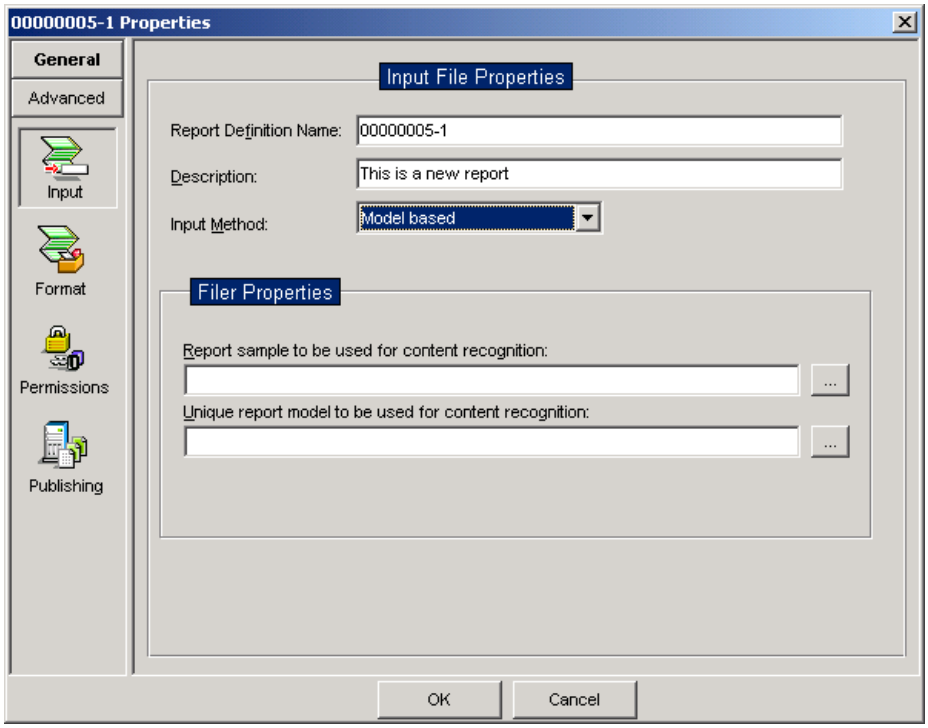
The DMS publishes files sent to its monitored directory with the same filename. Report.Web can also automatically publish files with names that constantly change, provided that the content always remains in the same format. As an example, perhaps a date is appended to a filename (such as rpt010300.TXT)—this name would change every day. Using the Input File Properties page, you can use model-based recognition to automatically publish reports regardless of their filename. The Filer service monitors an input directory and publishes input files based on their content, optionally bursting them into different sections.

Model-based Publishing

Model-based publishing requires unique report models. For each report definition that you define to a model-based recognition, you must provide a model that fits only that report along with a sample of the report. Each time you define a new report, the model you provide will be checked against all other report samples to make sure it does not fit those samples.

To use the Filer service

1. Define the report so that Report.Web recognizes the input file when it arrives into a monitored directory. On the Input File Properties page, set the Input Method to Model-based.



2 Specify the report sample and model to be used for content recognition.

3 Define one or more report formats (on the Report Format Property page) to be published.

4 Start the Filer service in the Service Manager window.

5 Send an input file to the Filer service input directory.

Report.Web recognizes the file and publishes it.

Note:

The input folder must be empty when the Filer service is started. If it is not, Report.Web will not recognize any of the files that are delivered after the Filer service has been started. This rule only applies if the option Process Existing Input Files Upon Service Startup is disabled.

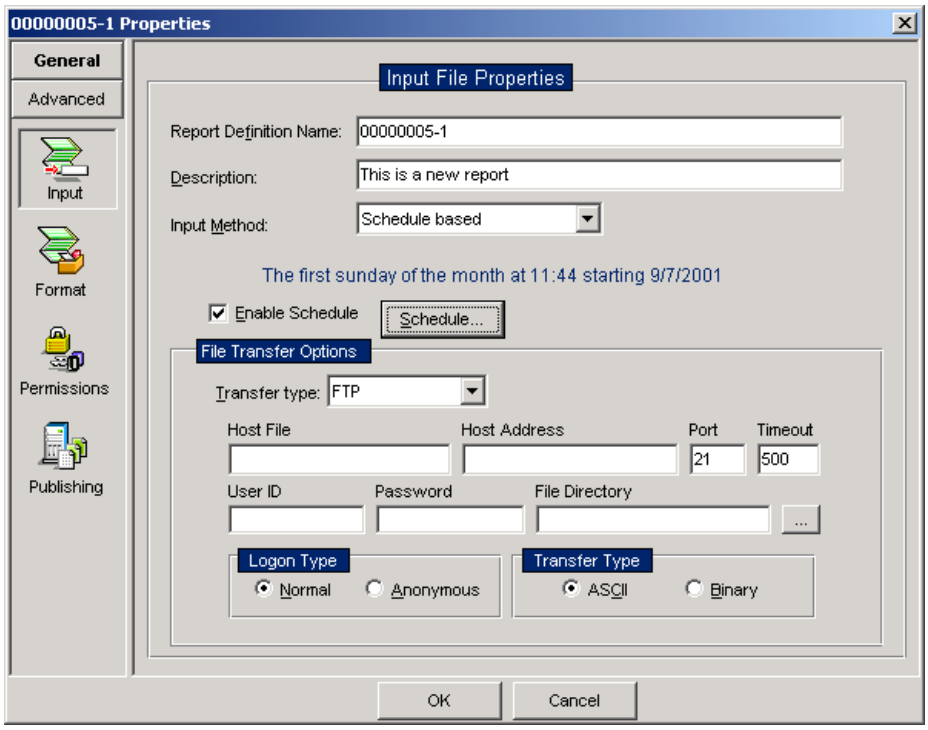
Schedule-based Recognition

In addition to choosing one of the *push* methods of file transfer described earlier, Report.Web allows you to *pull* files from another source and publish them on a set schedule.

To define a report for scheduled-based input

1 Select Schedule-based from the report definitions Input Method drop-down list on the Input File Properties page.

The File Transfer Options group box displays.



2 Set the job frequency by clicking Schedule. Choose from daily, weekly, or monthly.

3 Select FTP or User-defined type of scripted file transfer in the File Transfer drop-down. Selecting FTP allows you to input FTP related parameters including the host name, username, and password.

4 Start the Dispatch service.

Once the transfer is invoked (based on its schedule), Report.Web receives the input file and publishes it.

9 Access Control

This chapter details the different Report.Web levels of security and how to assign access permissions. It contains these sections:

Topic	Page
Server Level Security	187
Folder Level Security	189
Report Level Security	193
Section Level Security	194

Report.Web adds security to enterprise report distribution on several levels. Report.Web allows you to assign access permissions on reports and folders through the use of Windows NT user names and passwords or through IP addresses.

Server Level Security

You can limit access to the reports managed by Report.Web using one of these methods:

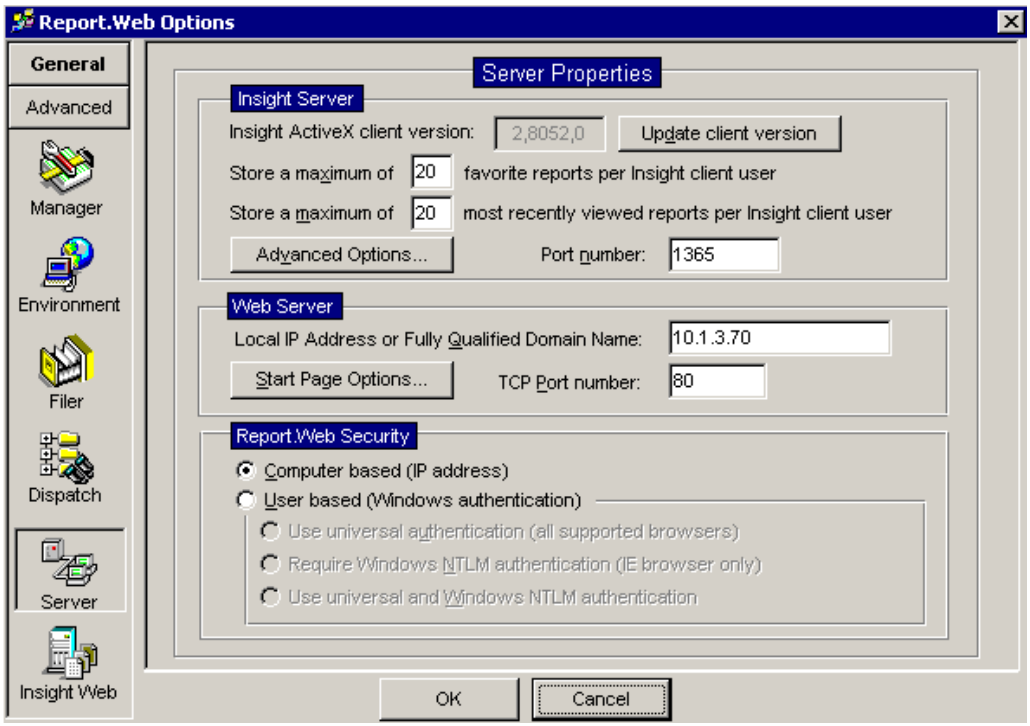
- Computer-based. You can use the IP addresses of incoming client connections to authenticate users. This method allows you to assign security through either single IP addresses or ranges of IP addresses.

  Note:

  See "Computer-based Security" on page 190 for important information regarding computer-based (IP address) security.

- User-based. You can use Windows NT user names and passwords to authenticate users. This method allows you to assign report permissions using either Windows NT groups or Windows NT users.

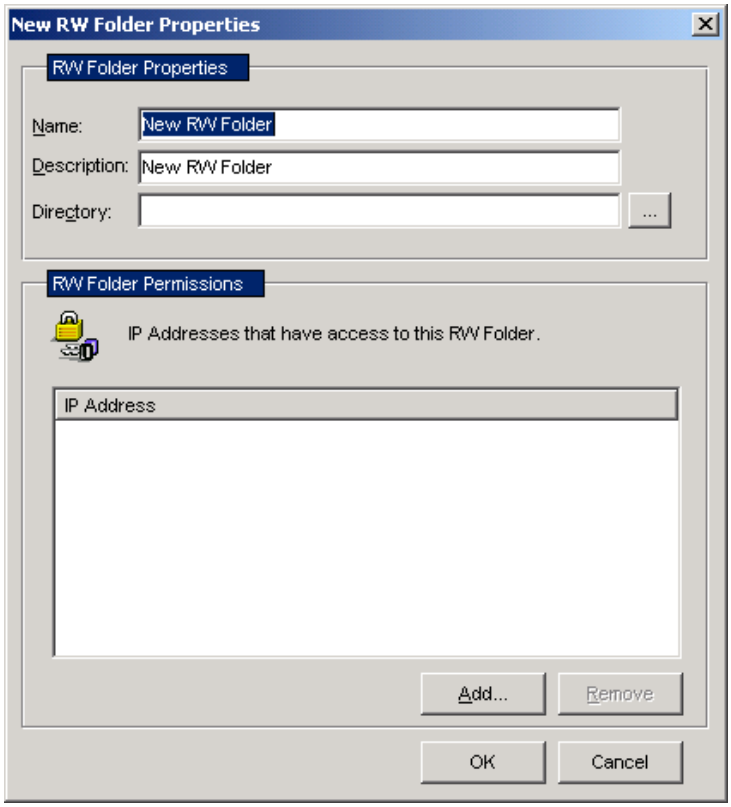
You can change the type of security used by the server through the Report.Web Options—Server Properties page.



The radio buttons at the bottom of the page allow you to choose between computer-based security or user-based security. The option you select determines how users are authenticated as well as the types of dialog boxes you will be presented with when you assign security.

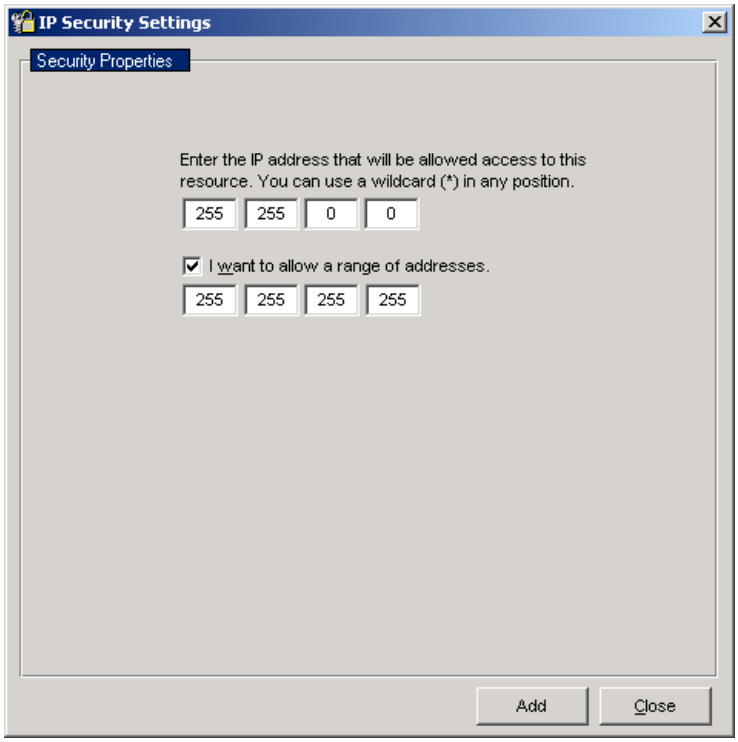
Folder Level Security

You can add security at the folder level by accessing the Folder Properties page within the Report Configuration Manager window. You must add at least one security setting to a folder or report, otherwise no one will be able to access the reports contained within that folder or report. To allow everyone access to a folder, add the Windows NT user account `Everyone`, or enter `*.*.*.*` for the IP address.



Computer-based Security

Computer-based security allows you to add a single IP address or a range of addresses to the Permissions of a folder.



For detailed information on how to add IP addresses, see "Adding IP Address-based Security" on page 88.

Computer-based (IP address) Security - Future Releases

This version of Report.Web includes computer-based security; however, it will be removed in an upcoming release of the product.

Note:

ASG does not recommend that you place a system with IP-based security into production unless you are running a server where all IP addresses have access to all reports (i.e., *.*.*.* permissions on all folders and/or reports).

Computer-based (IP address) Security and the Insight Web Interface

If computer-based security is used, all users of the Insight Web Interface (IWI) will see the same reports because all connections from IWI to the Insight Server come from the same IP address. This makes the IWI unsuitable for configurations where different users have access to different reports. You should use user-based security if you need such functionality.

If you use computer-based security, these IWI features will not be available:

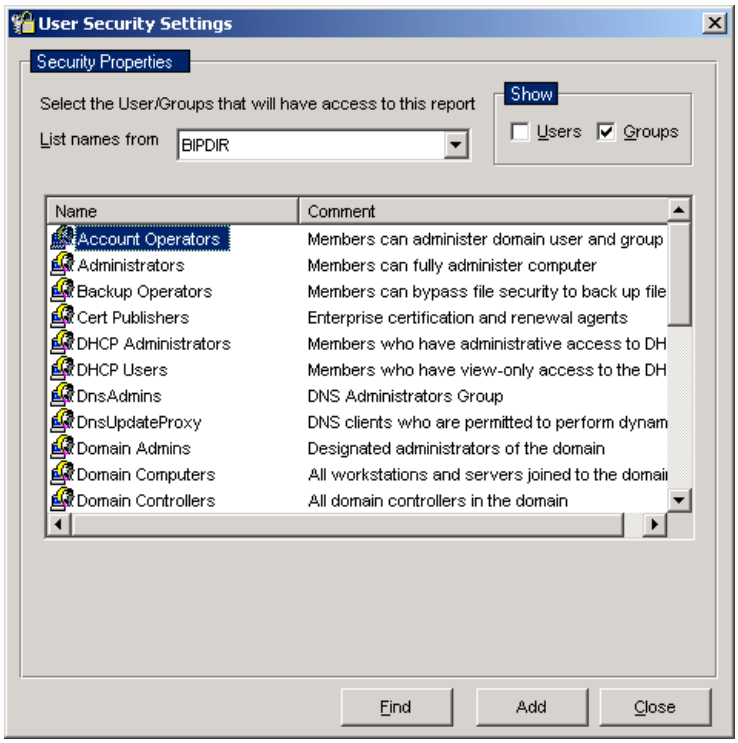
- Favorites page and the ability to select favorite reports
- Subscriptions page and the ability to subscribe to reports
- Most recently viewed report list on the Getting Started page
- Logout link
- Preferences settings for these options:
  - Maximum number of most recently viewed reports to display
  - Display reports in the Favorites list using the reports
  - Add to Favorites column dropdown (Document List Preferences)
  - Email address to use for report subscriptions (Courier Preferences)

Note:

If you still want to use the IWI with computer-based security, please note that the IP address used by the IWI to connect to the Insight Server is 127.0.0.1.

User-based Security

By choosing user-based as your security, the Permissions dialog box allows you to add groups or users from selected domains.



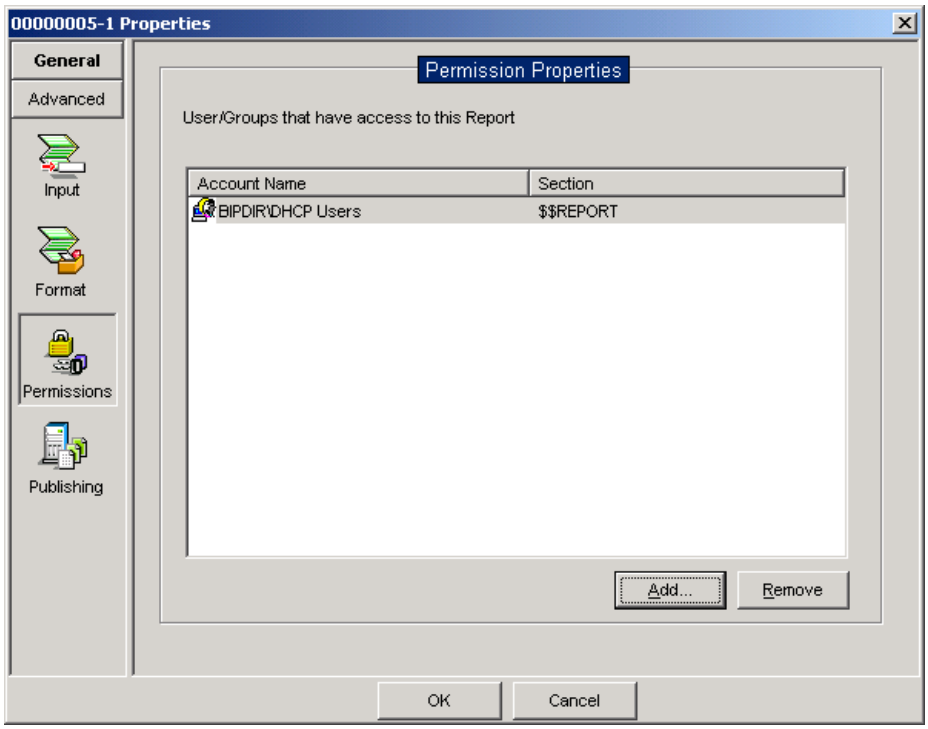
The top drop-down box displays the local machine and available domain names. The Show Group box allows you to display users and/or groups within the dialog box.

Note:

For more detailed information on how to add permissions to folders, see "Modifying RW Folder Properties and Names" on page 92.

Report Level Security

Specifying access permissions at the folder level allows you to control who will be able to view reports within a folder. If you also want to add security at the report level, go to the Permissions Properties page for specific report definitions. There, you can add permissions and control who can see individual reports.



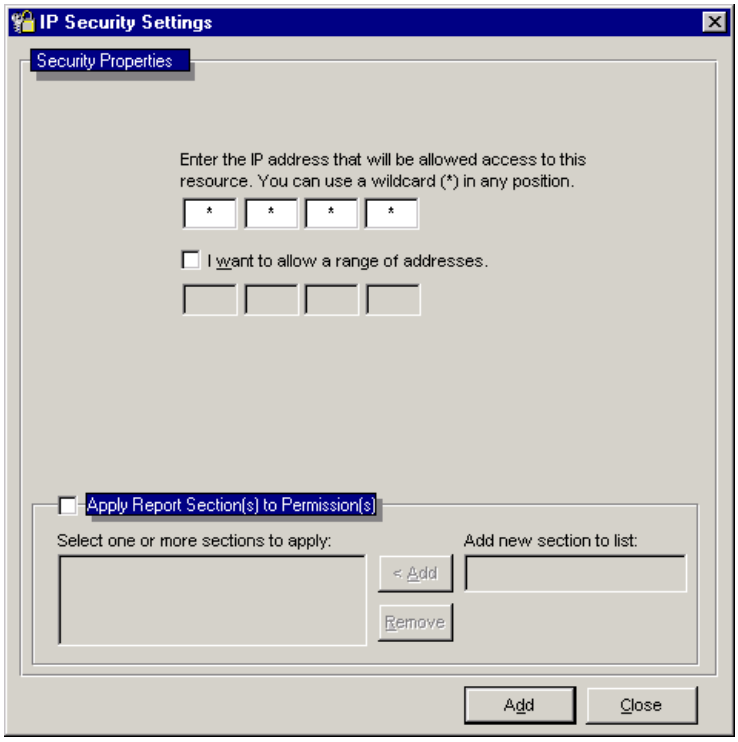
The $$REPORT indicator in the Section column indicates that the listed user or IP address has permission to view the entire report.

For more detailed information on how to add permissions to reports, see "Report Definition Options—Permissions" on page 164.

Section Level Security

If you are bursting a report, you can add even more granularity to your security by adding permissions to specific report sections.

If a report is to be section burst, the Security Settings dialog box shows an additional check box entitled Apply Section(s) to Permission(s).



After the report is published, only the user or machine with the specified IP will have access to the selected section value of the report.

10 Configuring Report.Web for an Alternative Database

This chapter provides information regarding the use of an alternative database to the Access database that ships with ASG-Report.Web. Specifically, it discusses using Microsoft SQL Server as a third-party database. It contains these sections:

Topic	Page
Introduction	195
Microsoft SQL Server	195

Introduction

By default, Report.Web uses a supplied Microsoft Access database to store its published report and configuration data. This option is chosen when you launch the Configuration Wizard and select Default Settings. You also have the option of using another third-party database such as Microsoft SQL Server or Oracle Server. This selection is made available when you select Custom Settings after launching the Configuration Wizard.

Microsoft SQL Server

Report.Web supports Microsoft SQL Server 6.5, 7.0, and 2000. During setup, the Report.Web installer will install the Microsoft Data Access Components (MDAC), which includes an ODBC driver for SQL Server.

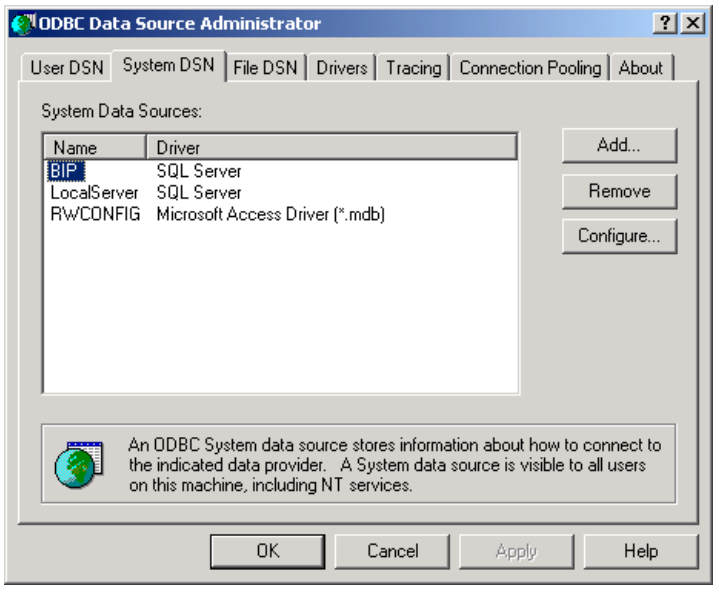
Creating a New System Data Source Name (DSN)

You must create an ODBC DSN in order for Report.Web to connect to the SQL Server database.

To create the Data Source Name (DSN)

1. Open the ODBC Data Source Administrator applet [sometimes called the Data Sources (ODBC) applet] within the Windows NT Control Panel.

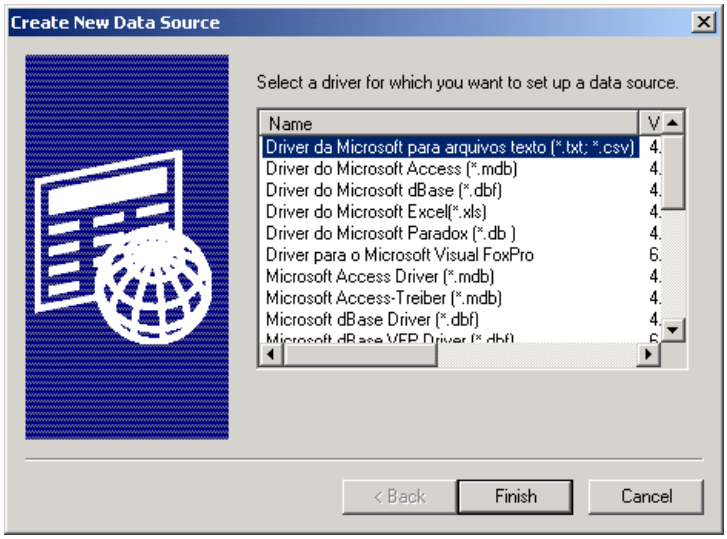
2. Choose the System DSN tab.



Note:

You will see a DSN called RWCONFIG in the list if Report.Web has already been installed on the machine. This is the default Microsoft Access DSN that is created by Report.Web Setup and Configuration Wizard.

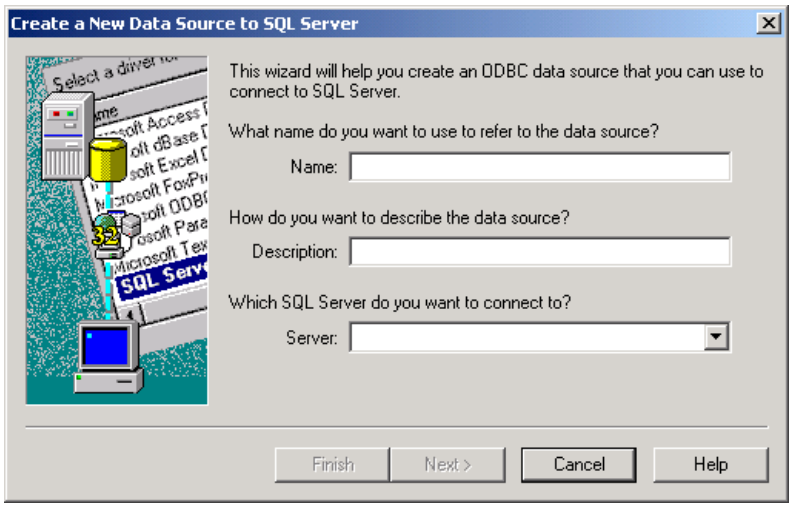
3 Click Add to add a new DSN for SQL Server.



4 Select the Microsoft SQL Server driver from the list of available drivers.

5 Click Finish.

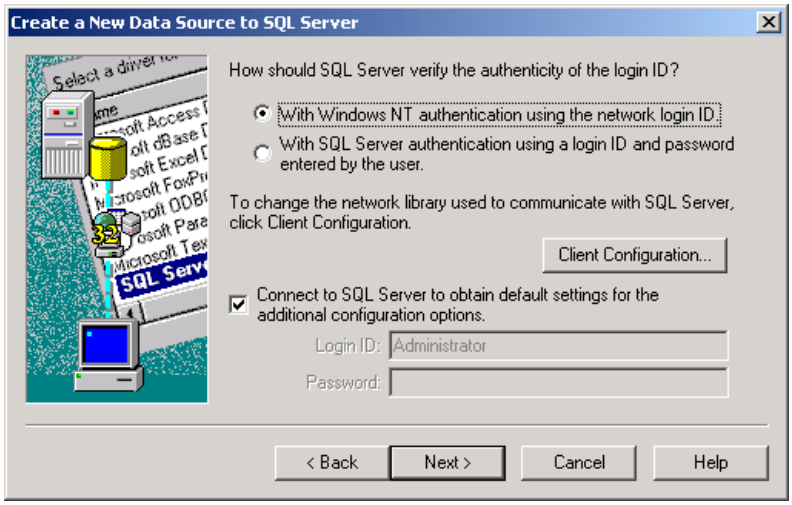
The Create a New Data Source to SQL Server dialog box displays.



6 Type a Name and Description to be used for the data source.

7 Select the SQL Server in the Server field where Report.Web will connect. You may also specify the IP address of the computer running SQL Server where you want to connect.

8 Click Next.



9 Select which type of authentication you want Report.Web to use when connecting to the SQL Server.

- By default, Windows NT authentication will be used with the user name and password passed through to SQL Server to verify authenticity. This type of security presupposes that your SQL Server uses Windows NT Integrated security, or mixed security with no SQL Server specific login ID and password.
- The other choice, With SQL Server Authentication Using a Login ID and Password Entered by the User, presupposes that your SQL Server has the Standard security option set or it is using mixed security with a SQL Server specific login ID and password. If the SQL Server authentication option is selected, enter the user name and password for the Report.Web administrator to access the SQL Server to create reports.

10 Click Next.

11 Type the database to which you will be connecting in the field marked Change the Default Database to. For a user to be able to run the Manager, that user must be granted proper access rights to the Report.Web database on the SQL Server.

12 Click Next.

13 Change any options as needed.

14 Click Finish.

15 Select Test Data Source to test the new System DSN. You should be presented with a dialog box indicating that the database connection was successful. If the connection was unsuccessful you will need to verify DSN settings and make sure you have proper permissions to access the database.

16 Once you have successfully connected, click OK twice to close the ODBC applet.

The data source that you just created should be listed in the System DSN tab of the ODBC Data Source Administrator. This newly created data source will be used with the Configuration Wizard.

Running the Configuration Wizard

To run the Configuration Wizard

1 Launch the Configuration Wizard by clicking the Configuration Wizard toolbar button within the Manager (or by selecting Configuration Wizard from the View menu).

2 Choose Custom configuration parameters.

3 Click Next.

4 Choose your newly created System DSN from the DSN drop-down list.

If you are using Standard or Mixed security on your SQL Server, with SQL server-specific login IDs and passwords, enter those in the next two fields. Otherwise, leave these fields blank.

5 Click Next.

The Report.Web Database Configuration dialog box displays and asks you to select how the database should be initialized.

- If this is the first time you have connected Report.Web to the database on the SQL Server, click Initialize.
- If you are upgrading from a previous version of Report.Web and published report data already exists on the SQL Server, click Update.
- If you want to install the supplied sample database for testing or evaluation purposes, click Sample Database.

Depending on the selection you chose, the Configuration Wizard may present you with one or more confirmation messages.

6 Click the appropriate response to proceed.

The Configuration Wizard then detects which Web server is installed on the machine.

7 Click Next.

8 Click Done to leave the Configuration Wizard once configuration has been successfully completed.

To access a remote SQL Server

1 Open the Services applet within the Windows NT Control Panel.

2 Double-click the Dispatch service.

3 Change the This Account Information field to the user account for which the ODBC System DSN was created.

4 Enter and confirm the password for this user.

You must complete the above steps for the Filer service as well before you run these services from the Service Manager. You will be unable to access the SQL Server database if these steps are not performed.

11 Report.Web Optional Components

This chapter details the installation, setup, and launching of the Report.Web optional components: Report.Web InfluX, Report.Web Guru, and Report.Web Courier. It contains these sections:

Topic	Page
Report.Web InfluX	201
Report.Web Guru	204
Report.Web Courier	207

Report.Web InfluX

Report.Web InfluX is a host-published report data extraction and database population engine. Report.Web InfluX creates a new database and creates a table within that database containing the report data. Report.Web InfluX also creates a table or appends data to a table that already exists in a database. Currently, Microsoft Access and SQL Server are the only supported databases.

Note:

You may or may not have access to the Report.Web InfluX optional component, depending on the license you received when you purchased Report.Web.

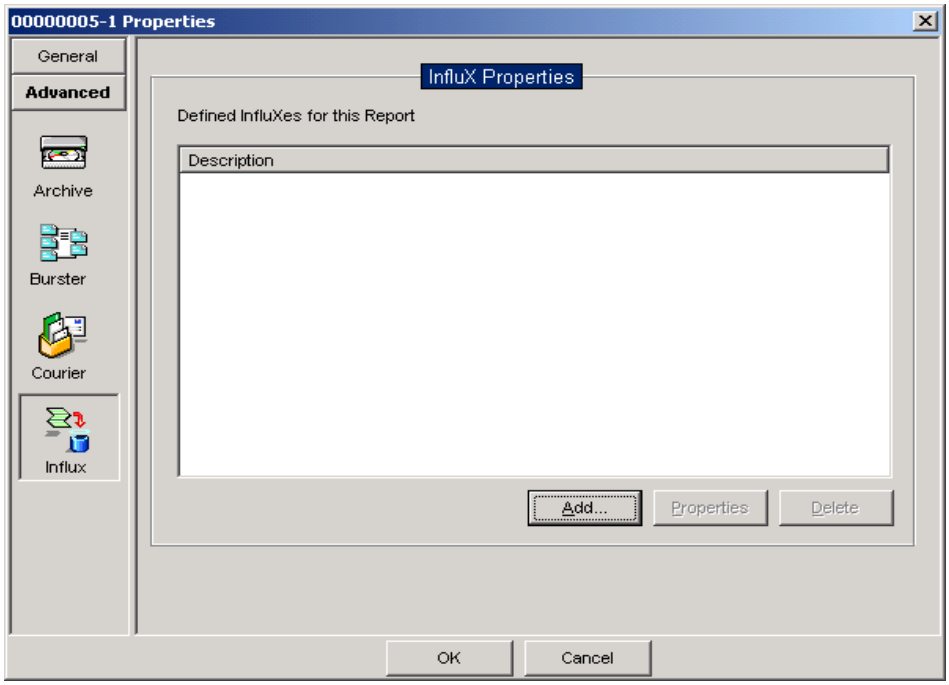
If you have created a RW folder and a report definition within the RW folder, you can configure Report.Web InfluX.

To configure Report.Web InfluX

1. Click the report definition and select Action ▸ Report Definition Properties.
2. Click Advanced (at the top of left pane) to display the second set of property pages.

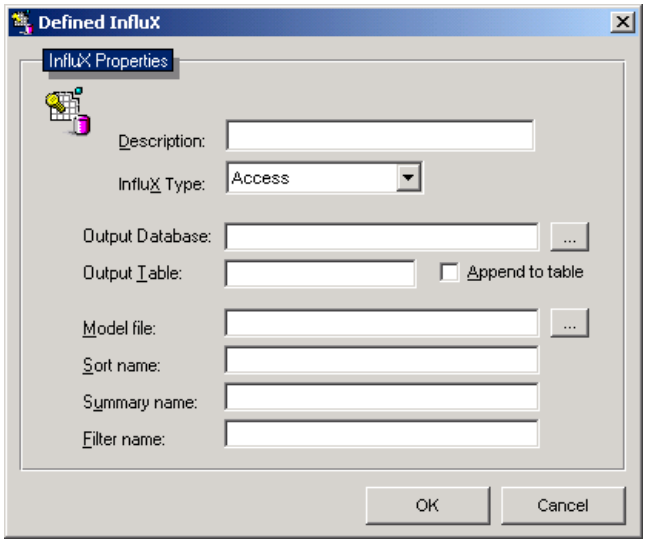
3 Click the InfluX button.

The InfluX Properties page displays.



4 Click Add to add an InfluX.

The Defined InfluX dialog box displays.



5 Type some descriptive text to identify this Report.Web InfluX. You may have several Report.Web InfluXes defined for a report; this text will help you to recognize each without having to check their properties.

6 Select the InfluX type, Access, or SQL Server.

- If you select Access, type the name and path of the database file you want to create or append to in the Output Database field. You can also use the browse button to locate an existing file. If you are creating a new database, type in the name and path of the new database.
- If you select SQL Server, enter the name of the existing database located on the SQL server.

7 Type the name of the table to which the data will be added in the Output Table field. If you are creating a new table, type the name of that table here.

8 Type the name of the model associated with the report file being published in the Model file field. Remember, Report.Web InfluX cannot add data to a table without a model.

9 Type the name of the sort previously created and saved in the model you have specified in the last step in the Sort name field. This enables Report.Web InfluX to add your data to the database in a specifically defined order. This is an optional step.

10 Type the name of the summary previously created and saved in the model specified in step 8 in the Summary name field. This enables Report.Web InfluX to add only the summarized data to the database. This is an optional step.

11 Type the name of the filter previously created and saved in the model specified in step 8 in the Filter name field. This enables Report.Web InfluX to add only the filtered data to the database. This is an optional step.

12 Click OK to close the Defined InfluX dialog box and return to the InfluX Properties page.

13 Publish the report.

The table within the defined Report.Web InfluX database will be created or appended to. The data within the table can be viewed by launching Microsoft Access and opening the .MDB file, or by launching SQL Server Enterprise Manager and viewing the table.

Note:

Remember that data manipulation and extraction built into a model can restrict the information that is output. To add all information in a report to a database, do not include the name of a summary or a filter. These will be applied to the Report.Web InfluX and the data that results is the only data that will be appended to the database.

Report.Web Guru

Report.Web Guru is a CBT tutorial. It provides Report.Web end-users with instructions on how to use Report.Web's interface and navigate published reports. The Report.Web Guru gives step-by-step instructions (visually and audibly) and is a tremendous tool for introducing first time users to Report.Web.

Note:

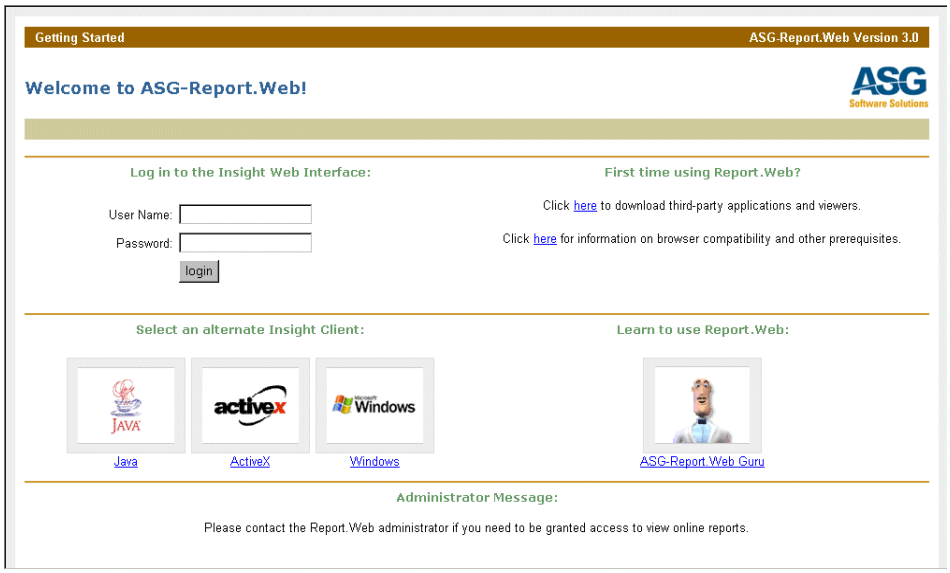
You may or may not have access to the Report.Web Guru optional component, depending on the license you received when you purchased Report.Web.

Using the Report.Web Guru

Note:

If your product is not licensed for the Report.Web Guru optional component, Report.Web will not display the Guru icon on the Getting Started web page.

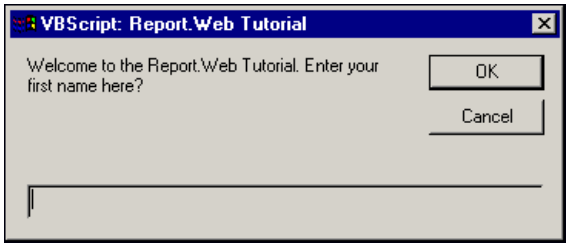
Report.Web end-users can launch and run the Report.Web tutorial by clicking the Report.Web Guru on the Getting Started web page.



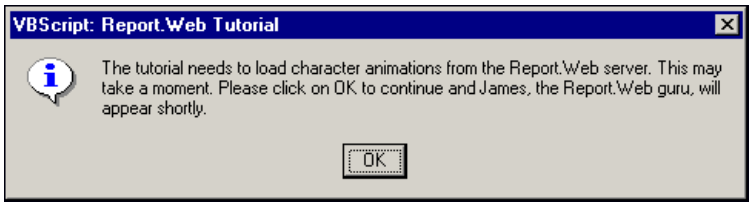
Note:

The Report.Web Guru tutorial can only be viewed with Microsoft Internet Explorer Version 4.0.1 or later. The tutorial is not supported with Netscape Navigator and will not display to end-users running Netscape browsers.

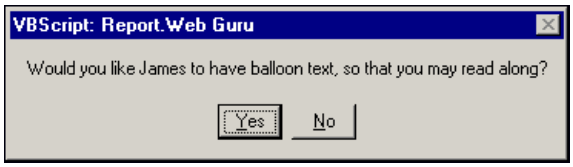
Once end-users click the Report.Web Guru, they will be asked for their first name. The name supplied here will be used by the Report.Web Guru to converse with the end-user on a more personal basis.



Once the user enters his or her name and clicks OK, Report.Web determines if the character animations have been downloaded and installed. If not, Report.Web displays this message:

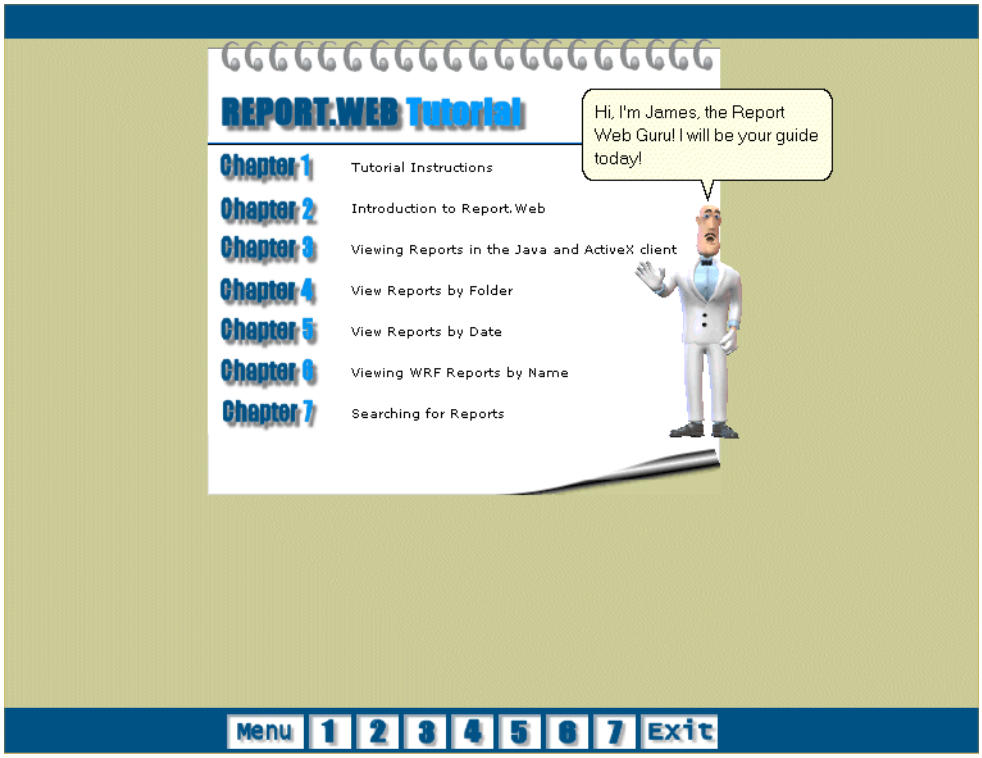


Once the user clicks OK, Report.Web server downloads the Microsoft Agent component and character animations for James, the guru. Report.Web asks if the user would like balloon text with the help, ASG recommends that the user click Yes.



After this completes, James will make his appearance and begin instructing the end user how to use Report.Web.

If the end user has a sound card installed in his or her machine James' voice will be heard through the PCs attached speakers. All tutorial instructions will be supplied verbally throughout the duration of the tutorial. If the user's machine does not have a sound card, James will convey his instructions through the use of text bubbles.



Report.Web Courier

Report.Web Courier is a Report.Web feature that notifies subscribed users when a report has been published or updated. Report.Web Courier uses SMTP to send email messages to the subscribed users. The Report.Web administrator can assign any number of email addresses to each report definition.

Note:

You may or may not have access to the Report.Web Courier optional component, depending on the license you received when you purchased Report.Web.

Once installation of the Report.Web Courier option is complete, the administrator must perform these two sets of steps:

1. You must enable and configure the Report.Web Courier option and also add the list of recipient email addresses to the subscription list.
2. You must define the report definitions that generate Report.Web Courier email. This is accomplished by subscribing one or more user email addresses to individual report definitions.

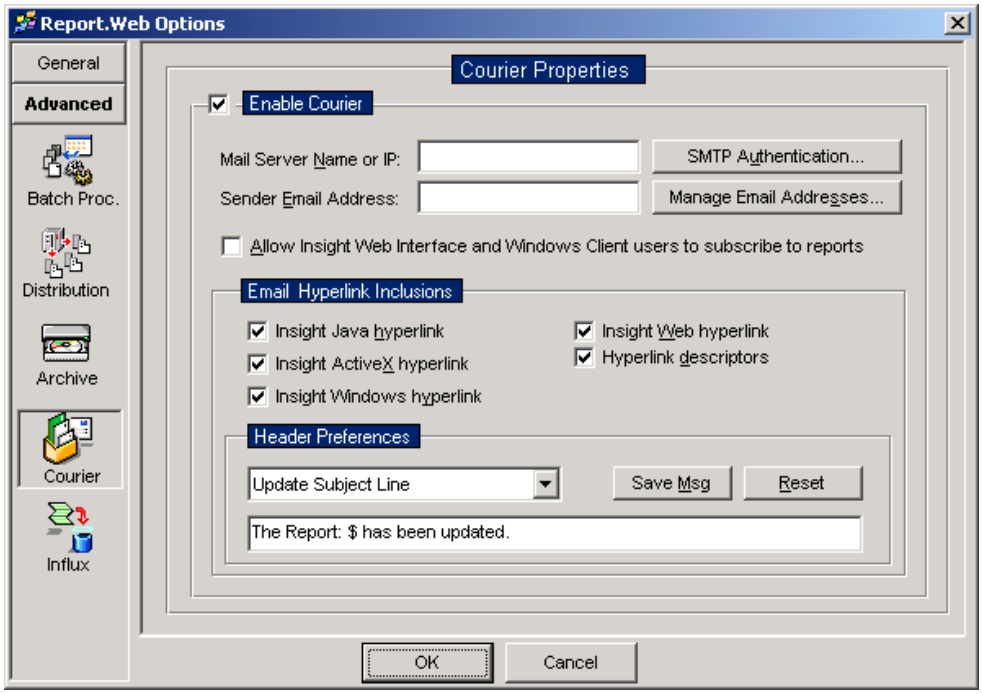
Setting up Report.Web Courier

To enable and define the Report.Web Courier properties

1. Open the Report.Web Options—Properties sheet.
2. Click Advanced to display the second set of property pages.

3 Click the Courier icon.

The Courier Properties page displays.



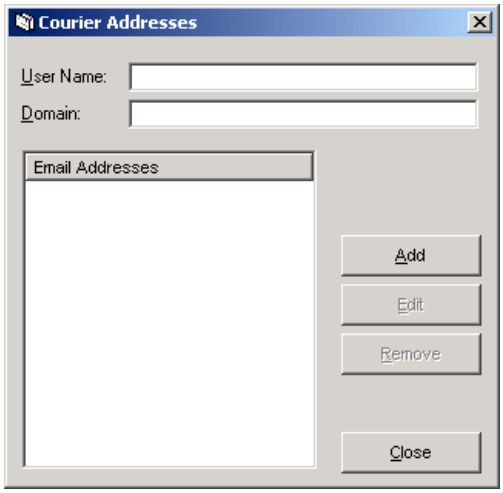
4 If the Enable Courier check box is not already selected, select the check box to enable Report.Web Courier and its related settings.

5 Enter the server name or IP address of the mail server that will be used to forward the email to the subscribed users. If a server name is entered it must be in the form of `mailserver.domain.com` (e.g., mailserver.asg.com).

6 Enter the email address of the sender that will be used to send the email. The name supplied here must be in the form of `username@maildomain.com` (e.g., bobsmith@asg.com). The name entered here will be shown as the sender at the top of all Report.Web Courier email.

7 Click the Manage Email Addresses button to create the list of users that will receive Report.Web Courier email.

The Courier Addresses dialog box displays.



8 Type a user name and domain name.

9 Click Add for each email address you want to define.

10 Click Close to exit the dialog box after defining the email addresses.

The remaining settings on the Courier Properties page, Hyperlink Preferences and Email Message Preferences, can remain at their default settings unless you want to change them. These settings are described in detail in "Report.Web Options—Courier Properties" on page 133.

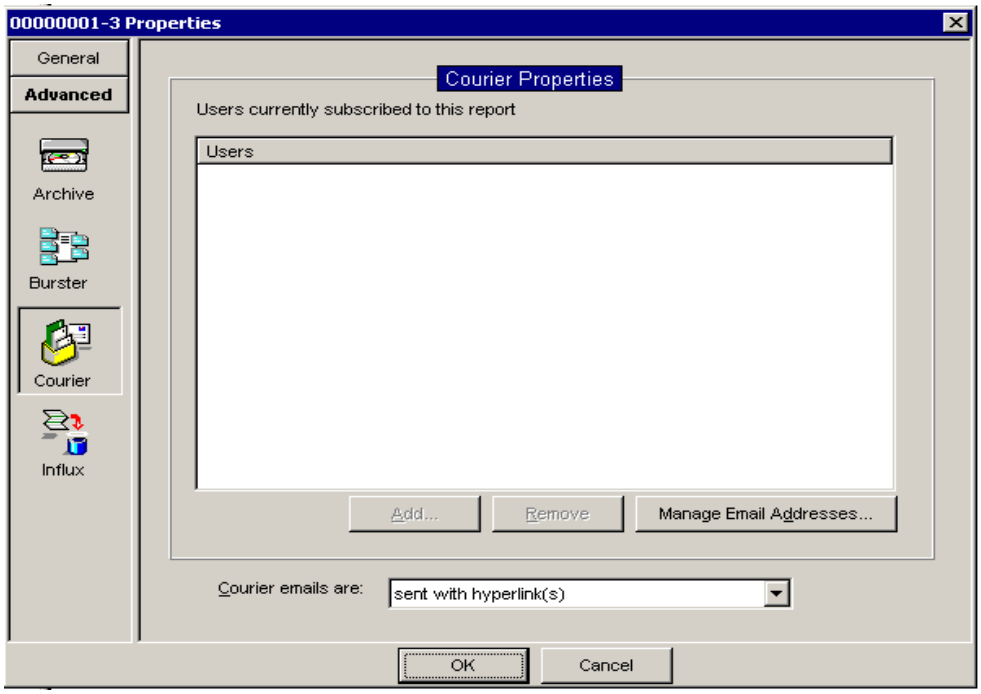
Subscribing Users

In order for end-users to receive email when reports have been published or updated they must be subscribed to reports.

To subscribe users to reports

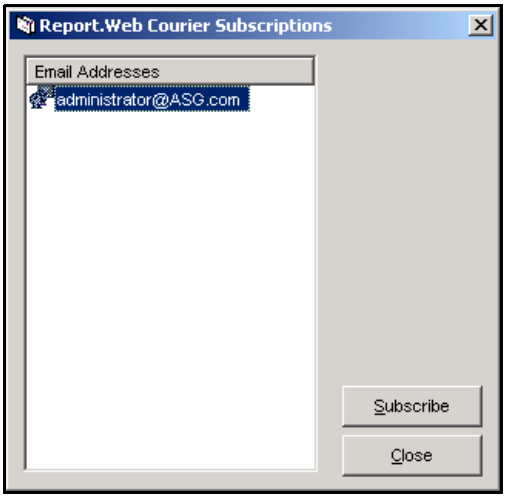
1. Open the report definition properties.
2. Click Advanced to display the second set of properties.
3. Click the Courier icon.

   The Courier Properties page displays.



4 Click Add.

The Report.Web Courier Subscriptions dialog box displays.



5 Click on the address or addresses you would like to add to the report's subscription.

6 Click Subscribe.

7 Click Close to exit the dialog box once you have completed subscribing the email addresses.

8 Click OK to save the report definition and close the property sheet.

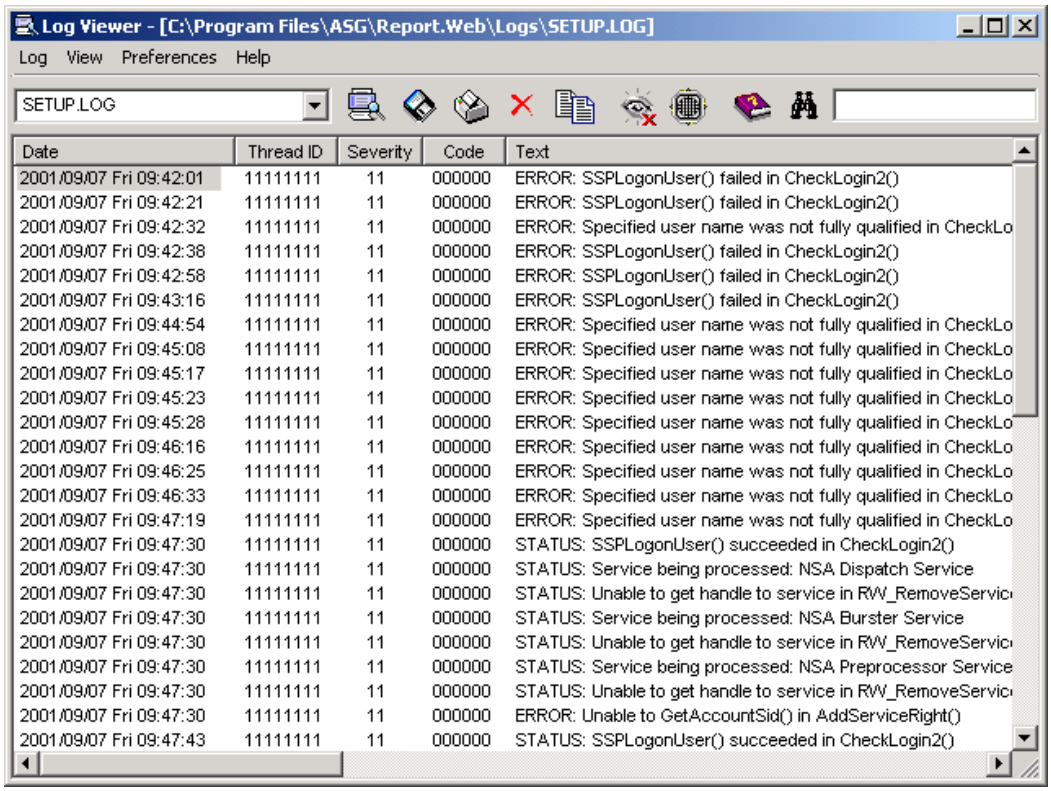
Report.Web now sends an email to all the users on the subscription list whenever the report is published or updated.

12 Log Viewer Utility

This chapter provides an overview of the Log Viewer function and describes how to set up a new default, open a log file, find and filter log data, print, and save log files.

Log Viewer

The Log Viewer allows you to view and analyze log files created by Report.Web. The log events can be sorted in ascending or descending order according to the Date, Thread ID, Severity, Code, and Text Message columns. In addition, you may filter events by topic to narrow the search for specific events. All functions of Log Viewer can be accessed by the buttons on the toolbar or by the menu items on the Log and View menus.



Date	Thread ID	Severity	Code	Text
2001/09/07 Fri 09:42:01	11111111	11	000000	ERROR: SSPLogonUser() failed in CheckLogin2()
2001/09/07 Fri 09:42:21	11111111	11	000000	ERROR: SSPLogonUser() failed in CheckLogin2()
2001/09/07 Fri 09:42:32	11111111	11	000000	ERROR: Specified user name was not fully qualified in CheckLo
2001/09/07 Fri 09:42:38	11111111	11	000000	ERROR: SSPLogonUser() failed in CheckLogin2()
2001/09/07 Fri 09:42:58	11111111	11	000000	ERROR: SSPLogonUser() failed in CheckLogin2()
2001/09/07 Fri 09:43:16	11111111	11	000000	ERROR: SSPLogonUser() failed in CheckLogin2()
2001/09/07 Fri 09:44:54	11111111	11	000000	ERROR: Specified user name was not fully qualified in CheckLo
2001/09/07 Fri 09:45:08	11111111	11	000000	ERROR: Specified user name was not fully qualified in CheckLo
2001/09/07 Fri 09:45:17	11111111	11	000000	ERROR: Specified user name was not fully qualified in CheckLo
2001/09/07 Fri 09:45:23	11111111	11	000000	ERROR: Specified user name was not fully qualified in CheckLo
2001/09/07 Fri 09:45:28	11111111	11	000000	ERROR: Specified user name was not fully qualified in CheckLo
2001/09/07 Fri 09:46:16	11111111	11	000000	ERROR: Specified user name was not fully qualified in CheckLo
2001/09/07 Fri 09:46:25	11111111	11	000000	ERROR: Specified user name was not fully qualified in CheckLo
2001/09/07 Fri 09:46:33	11111111	11	000000	ERROR: Specified user name was not fully qualified in CheckLo
2001/09/07 Fri 09:47:19	11111111	11	000000	ERROR: Specified user name was not fully qualified in CheckLo
2001/09/07 Fri 09:47:30	11111111	11	000000	STATUS: SSPLogonUser() succeeded in CheckLogin2()
2001/09/07 Fri 09:47:30	11111111	11	000000	STATUS: Service being processed: NSA Dispatch Service
2001/09/07 Fri 09:47:30	11111111	11	000000	STATUS: Unable to get handle to service in RW_RemoveServic
2001/09/07 Fri 09:47:30	11111111	11	000000	STATUS: Service being processed: NSA Burster Service
2001/09/07 Fri 09:47:30	11111111	11	000000	STATUS: Unable to get handle to service in RW_RemoveServic
2001/09/07 Fri 09:47:30	11111111	11	000000	STATUS: Service being processed: NSA Preprocessor Service
2001/09/07 Fri 09:47:30	11111111	11	000000	STATUS: Unable to get handle to service in RW_RemoveServic
2001/09/07 Fri 09:47:30	11111111	11	000000	ERROR: Unable to GetAccountSid() in AddServiceRight()
2001/09/07 Fri 09:47:43	11111111	11	000000	STATUS: SSPLogonUser() succeeded in CheckLogin2()

Selecting a New Default Path

The Log Viewer opens log files from a default path, which you may choose by selecting Preferences ▸ Set Default Path. The path you specify can either be a network or local drive. Once the default path is designated, Log Viewer reads from this path when loading the various log files.

Opening a Log File

Report.Web creates many different log files and each one serves a different purpose.

To open and sort a Log file

1. Select Log ▸ Open.

   Or

   Select the Open Log button on the toolbar .

2. Click the desired heading column to sort the Log file according to the Date and Time, Thread ID, Severity, Code, and Text.

   Clicking the column header once arranges the data in ascending order; clicking a second time arranges the data in descending order.

Filtering Data

To access the Filter menu

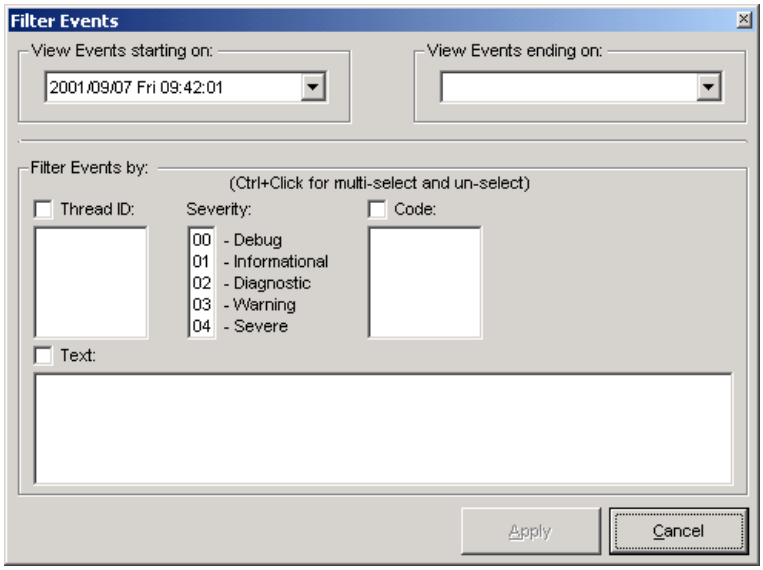
1. Select View ▸ Filter Events.

   Or

   Select the Filter Events button on the toolbar .

2 Select the appropriate filter.

You can filter events according to a series of Dates, Thread IDs, Severity, Codes, Texts, or any combination of the five.



3 Click Apply.

The filtered events in the Log Viewer window displays.

To view the original data again, select the menu option View All Events. You can also select the View All button on the toolbar .

Finding Data

To find data within a log file

1 Enter the data you want to find in the Find field on the toolbar.

Note:
The Find function is not case sensitive.

2 Click Find (or press F3 on the keyboard) to find all occurrences of the data.

Clearing Logs

Log Viewer gives the option of clearing a log file.

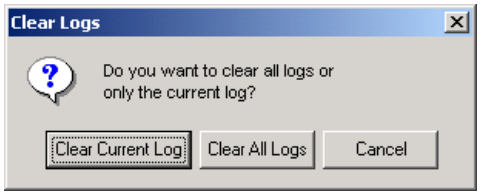
To clear a Log

1 Select Log ▸ Clear Log.

Or

Select the Clear Log button on the toolbar ✕.

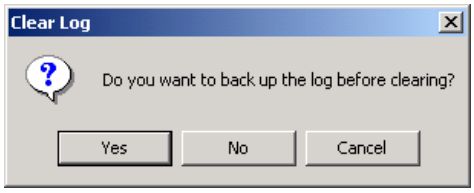
A prompt displays that asks if you want to clear all the logs, or only the currently open log file.



2 Select one of these options:

- Clear Current Log to empty the log file currently in focus.
- Select Clear All Logs to empty all Report.Web log files.
- Cancel to cancel the operation.

When you select the Clear Current Log option, a prompt displays that asks if you want to back up the log's data before clearing it.



Select Yes to save the data to a file name of your choice.

Or

Select No to immediately clear the log.

Printing a Log

To print a log file, select Log ▸ Print. You may also click the Print button on the toolbar .

The Log Viewer prints all visible data. For example, if you load an entire log file and then select Print, the Log Viewer prints the entire file. However, if you filter the data first, the Log Viewer will print only the filtered data.

Saving Log Files

You may choose to save log files or their filtered data to a different file. Select Log ▸ Save As to save the current data to a file of your choice. Select Log ▸ Save to rewrite the current log file. You may also click Save on the toolbar to rewrite the current log file.

13 Troubleshooting

Report Configuration Manager

You can use these questions and answers to assist you when you are troubleshooting:

What should I do if I am trying to create a folder, but it says that one with that name/location already exists?
Report Folders must be unique in both name and directory location. You cannot have two folders with either the same name or location. Try a different name.

What permissions do I need to add to a folder?
For each folder you create, you need to assign some form of permissions. Either you need to give everyone permission to view the folder, or you need to designate which individuals will be able to access it. You cannot leave the permissions blank or else no one will be able to view the reports—not even you.

I have created a report definition, now how can I change that name?
When a new report definition is created, the default Report Definition Name and Filename will be `NewReport-`*`nnnnnnnn`*`.prn`, where *`nnnnnnnn`* is a unique ID. These are the names that will appear to the end user on the Web view. The administrator can change this as desired. See "Modifying RW Folder Properties and Names" on page 92 for instructions on how to change these names.

I want to delete a report definition, but it says that there are reports published under that name. I thought that I deleted them?
Reports that have been deleted are not completely removed from the system. Reports need to be purged, which will completely remove them from the system. Be sure that you really want these files gone; once they are purged, they cannot be recovered. See "Deleting and Purging Published Reports" on page 69 for instructions on how to purge reports.

I have created a report definition but I do not want to wait for the file to be sent from the Host. Can I publish this file if I have a local copy of it?
Yes. Highlight the report definition and select Publish Now from the Actions menu. This publishes the file onto the server and give the users something to look at while they wait for the next file to arrive.

I need to change who has access to the reports. Can I do this even if they have already been published?

Yes. Open the report definition and change the settings under the Permissions tab. This will allow the new group of users to see the reports and block anyone that you remove.

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