Uploading reports to remote locations

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You can use the Report Wizard to upload a generated report to a predefined remote location server. Each remote location server has a profile that holds all necessary information, e.g., protocol, URL, username, and password. The Profile Management dialog is used to create, edit, or delete profiles containing the configuration for remote location servers.

In this section, you will learn how to create a new remote location server step by step to upload a generated report to a newly created server, and how to upload a generated report to an existing server.

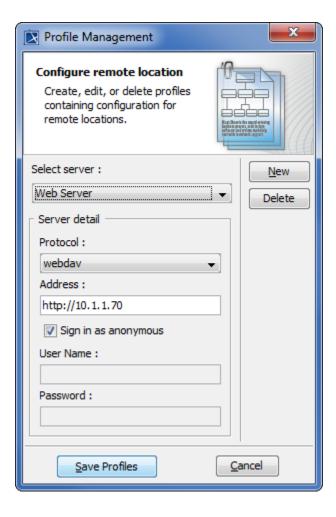
Uploading reports to a new server

To upload a generated report to a newly created server

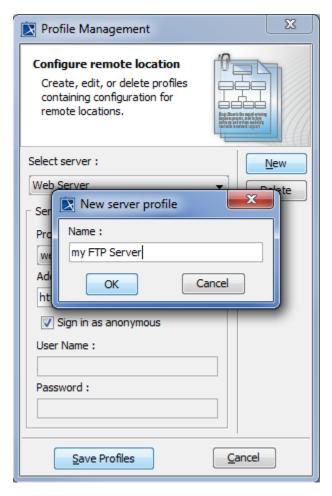
Open the Report Wizard dialog. On the main menu, click Tools > Report Wizard. Proceed through each step by selecting a report template, report data, and Element scope. You will be at the Output options step. In the Report Wizard dialog, click in the Publish to server area.



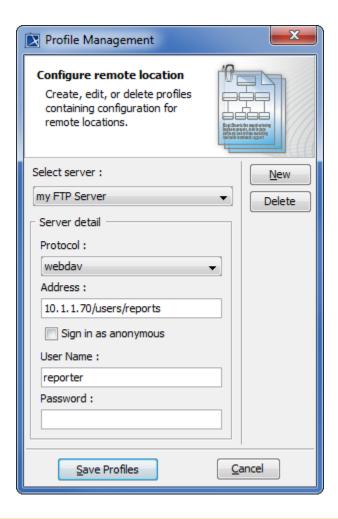
2. The $\mbox{\bf Profile Management}$ dialog opens. Click $\mbox{\bf New}$ to create a new server.



3. The **New server profile** dialog opens. Enter the name of the server to create. You cannot leave the **Name** box empty or assign a name that has already been used in an existing set of servers. Click **OK**.

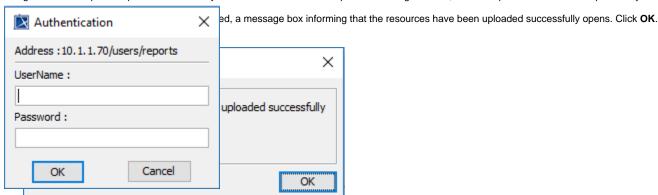


4. Choose a protocol from the **Protocol** drop-down list and fill out a URL address in the **Address** box. You can leave out the **User Name** and/or **Pas sword** boxes if desired. Click **Save Profiles** to save the newly added server, and close the **Profile Management** dialog.



Note leave out the User Name and/or Password boxes in the Profile Management dialog when creating a new server, you must enter the authentication information in the Authentication dialog after the report generation, then click OK to proceed.

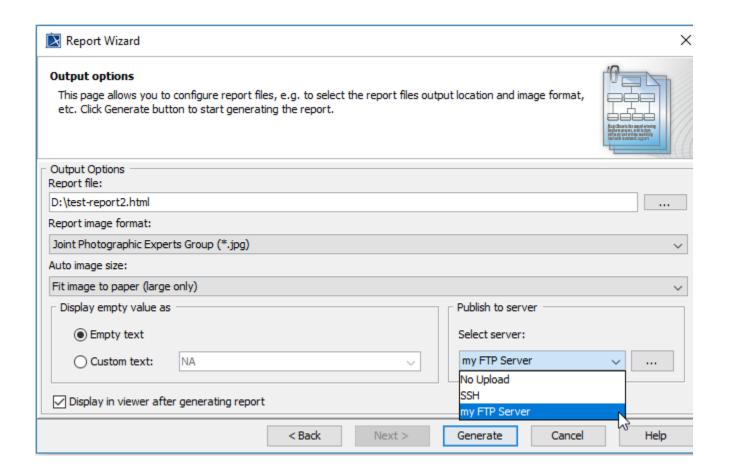
5. You are now back to the **Report Wizard** dialog. Select the newly created server from the **Select server** drop-down list. Click **Generate** to generate the report to upload it to the newly created server. Once the report has been generated, it will be uploaded to the server previously created.



Uploading reports to an existing server

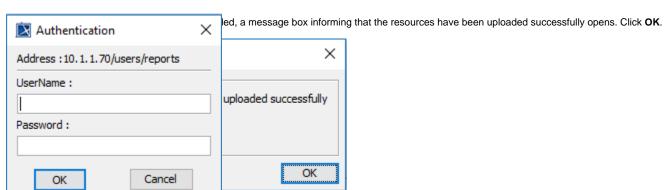
To upload a generated report to an existing server

1. Open the Report Wizard dialog. On the main menu, click Tools > Report Wizard. Proceed through each step by selecting a report template, report data, and Element scope. You will be at the Output options step. Select an existing server from the Select server drop-down list.



2. Click **Generate** to generate the report to upload it to the chosen existing server. Once the report has been generated, it will be uploaded to the server previously selected.

Note Note selected existing server does not have the username and/or password specified in the Profile Management dialog when the server was created, you must enter the authentication information in the Authentication dialog after the report generation, then click OK to proceed.



This feature does not support SharePoint Server.

Related pages

• Profile Management dialog