## Uploading reports to remote locations

On this page

- Uploading reports to a new server
- Uploading reports to an existing server

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

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. In the **Report Wizard** dialog, click in the **Publish to server** area.

Report Wizard	×	
Output options This page allows you to configure report files, e.g. to select the report files output location and image format, etc. Click Generate button to start generating the report.		
Output Options		
Report file:		
D:\test-report2.html		
Report image format:		
Joint Photographic Experts Group (*.jpg)	•	
Auto image size:		
Fit image to paper (large only)	•	
Display empty value as	Publish to server	
Empty text	Select server:	
○ Custom text: NA	Web Server 🔹 📖	
Display in viewer after generating report		
< <u>B</u> ack Next > <u>G</u> enerat	te C <u>a</u> ncel <u>H</u> elp	

2. The Profile Management dialog opens. Click New to create a new server.

💽 Profile Management	×
Configure remote location Create, edit, or delete profiles containing configuration for remote locations.	
Select server : Web Server  Server detail  Protocol :	New Delete
webdav 🔹	
http://10.1.1.70  Sign in as anonymous User Name :	
Password :	
Save Profiles	ancel

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.

Ref Profile Management	×
Configure remote location Create, edit, or delete profiles containing configuration for remote locations.	
Select server :	New
Server detail Protocol : webdav Address :	Delete
10.1.1.70/users/reports	
Password :	
Save Profiles	ancel

If you 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.

🕅 Authentication	ed, a message box informing	g that the resources have been uploaded successfully opens. Click <b>OK</b> .
Address : 10. 1. 1. 70/users/reports	- ×	
UserName :		
Password :	uploaded successfully	
OK Cancel		
	OK	

## 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.

🛃 Report Wizard	×
<b>Output options</b> This page allows you to configure report files, e.g. to select the report files etc. Click Generate button to start generating the report.	output location and image format,
Output Options     Report file:	
D:\test-report2.html	
Report image format:	
Joint Photographic Experts Group (*.jpg)	~
Auto image size:	
Fit image to paper (large only)	~
Display empty value as	Publish to server
Empty text	Select server:
O Custom text: NA ~	my FTP Server 🗸
	No Upload
Display in viewer after generating report	SSH my FTP Server
<back next=""></back>	Generate Cancel Help

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 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.

▲ Authentication ×	led, a message box informing that the resources have been uploaded successfully opens. Click <b>OK</b> .
Address : 10. 1. 1. 70/users/reports	×
UserName :   Password :	uploaded successfully
OK Cancel	ОК
this feature does not support SharePoint Serve	•

Related pages

• Profile Management dialog