

# Uploading reports to remote locations

## On this page


- [Uploading reports to a new server](#)
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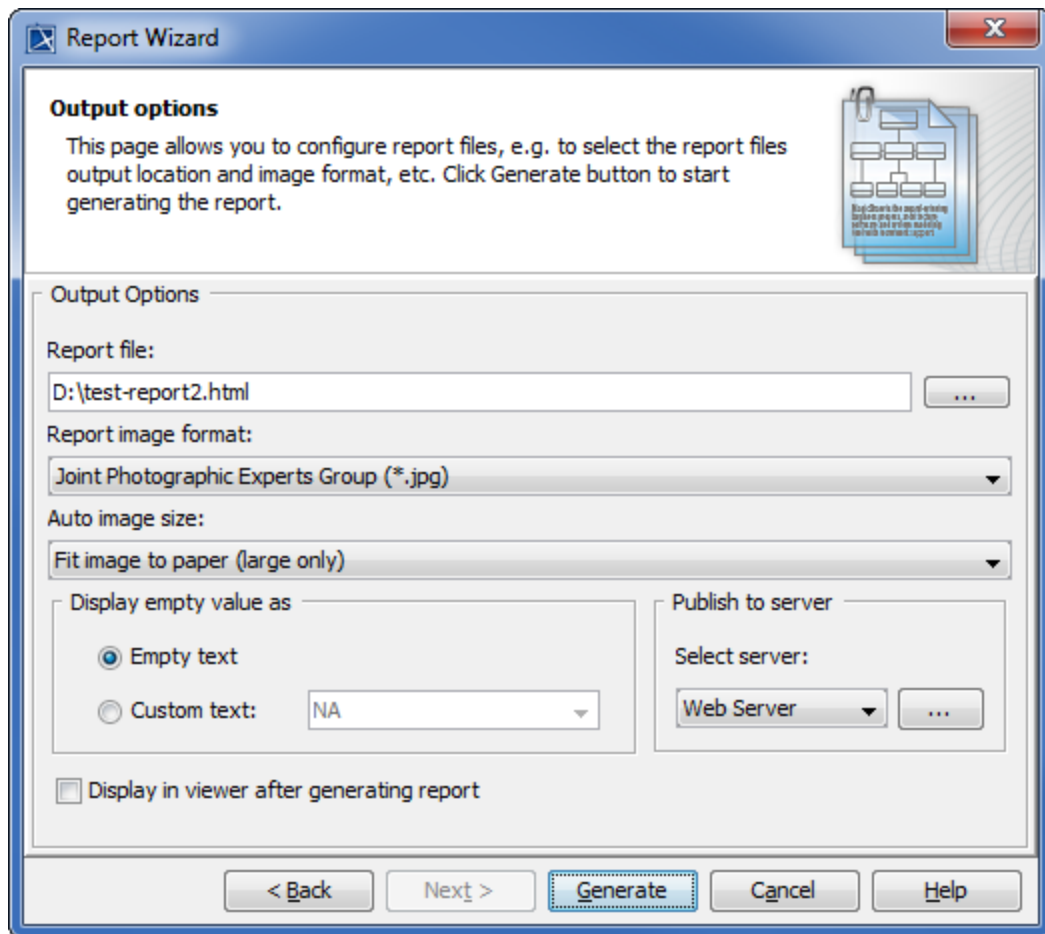
You can use the Report Wizard to upload a generated report to a predefined remote location server. Each remote location server has a profile that holds all necessary information, e.g., protocol, URL, username, and password. The [Profile Management dialog](#) is used to create, edit, or delete profiles 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

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.



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.

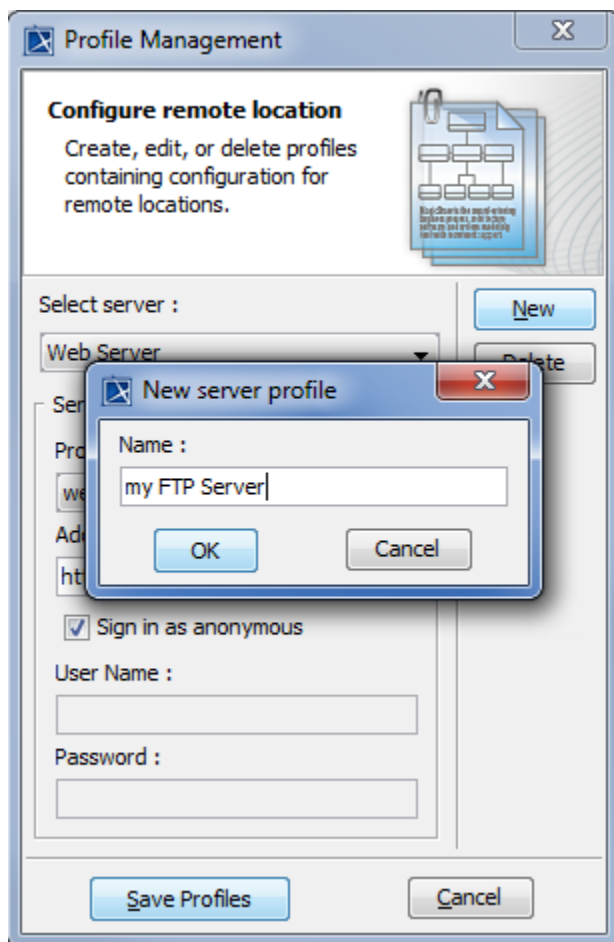
Select server :  
Web Server

Server detail  
Protocol :  
webdav  
Address :  
http://10.1.1.70  
☒ Sign in as anonymous  
User Name :  
Password :

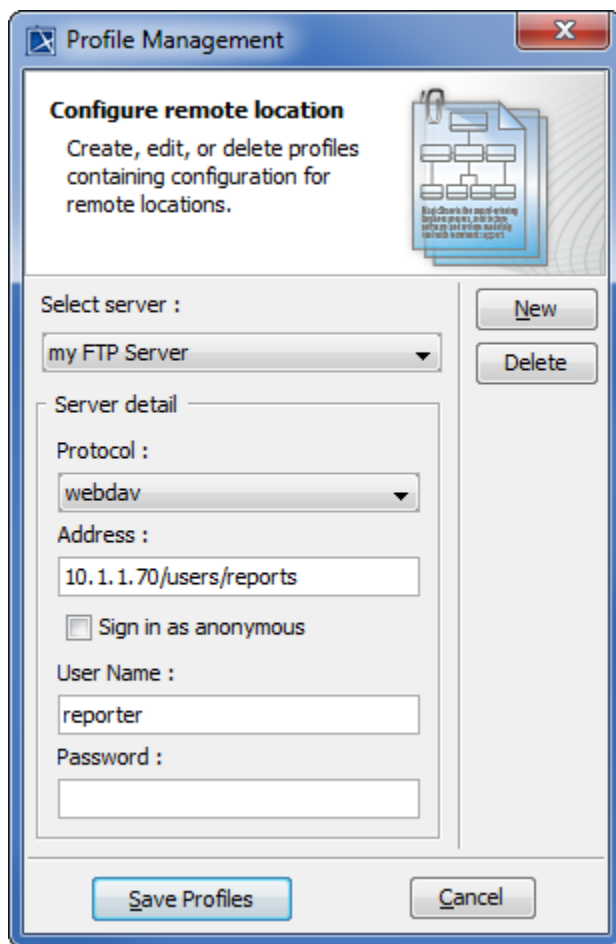
New  
Delete

Save Profiles  
Cancel

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**.

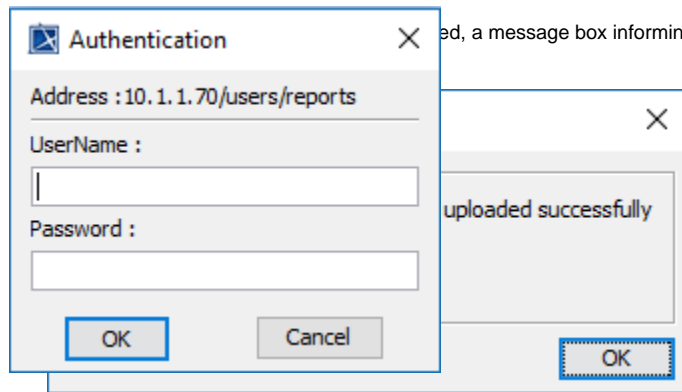


4. Choose a protocol from the **Protocol** drop-down list and fill out a URL address in the **Address** box. You can leave out the **User Name** and/or **Password** boxes if desired. Click **Save Profiles** to save the newly added server, and close the **Profile Management** dialog.



**Note**  
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.



## 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**

**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  
☒ Empty text  
☐ Custom text: NA

☒ Display in viewer after generating report

Publish to server  
 Select server:  
 my FTP Server  
 No Upload  
 SSH  
 my FTP Server

< Back   Next >   **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**  
If the 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**

Address : 10.1.1.70/users/reports

UserName :  
|

Password :  
|

OK   Cancel

uploaded successfully

OK

**Note**  
This feature does not support SharePoint Server.

#### Related pages

- [Profile Management dialog](#)