

Uploading reports to remote locations

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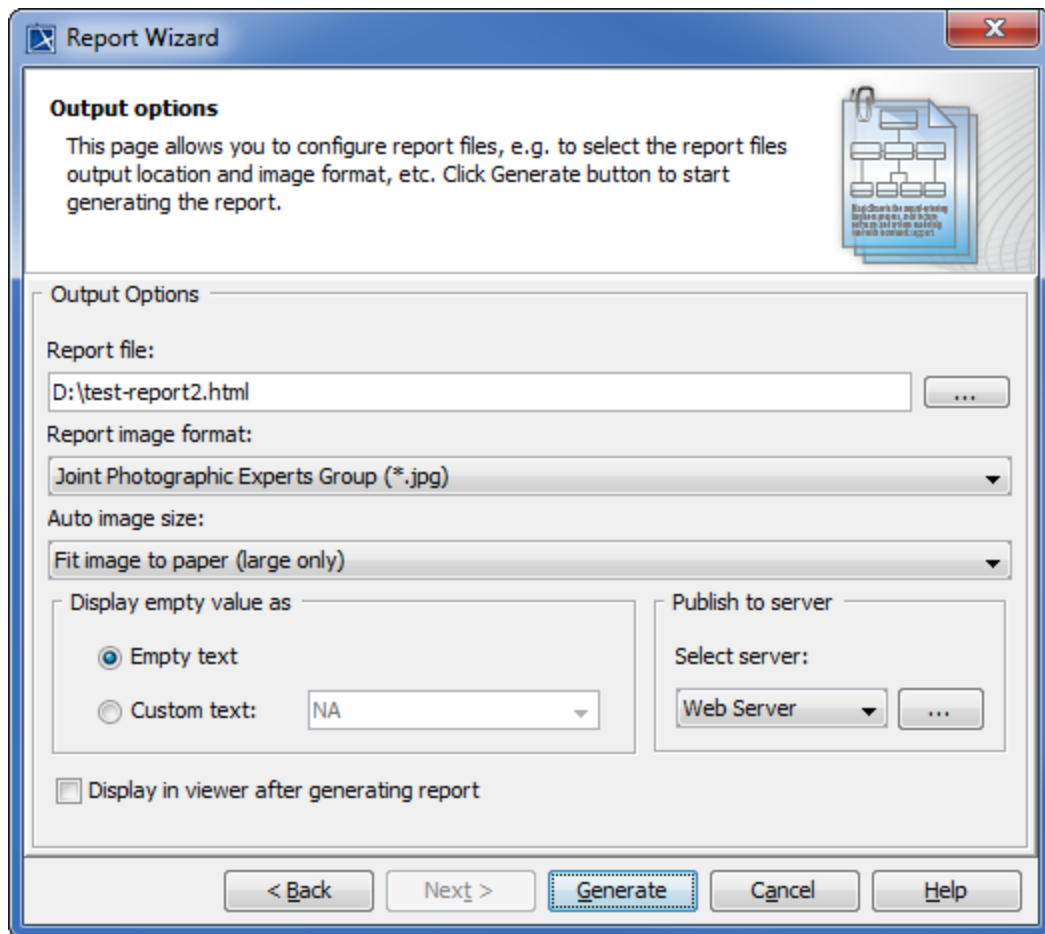
You can use the Report Wizard to upload a generated report to a predefined remote location server. Each remote location server has a profile that holds all necessary information, e.g., protocol, URL, username, and password. The [Profile Management dialog](#) is used to create, edit, or delete profiles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


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 [X]

Configure remote location
Create, edit, or delete profiles containing configuration for remote locations.



Select server :
Web Server [v]
[New] [Delete]

Server detail

Protocol :
webdav [v]

Address :
http://10.1.1.70

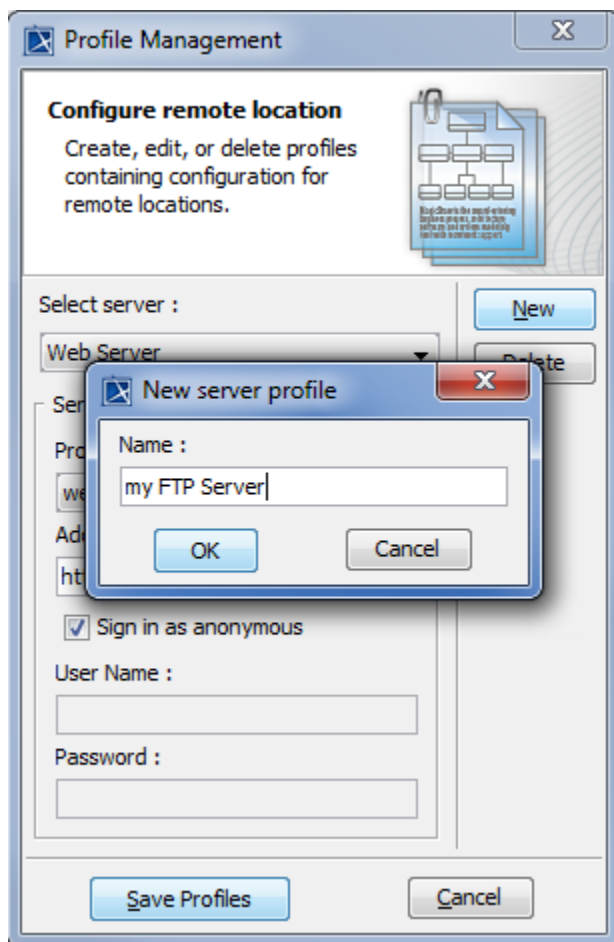
☒ Sign in as anonymous

User Name :
[]

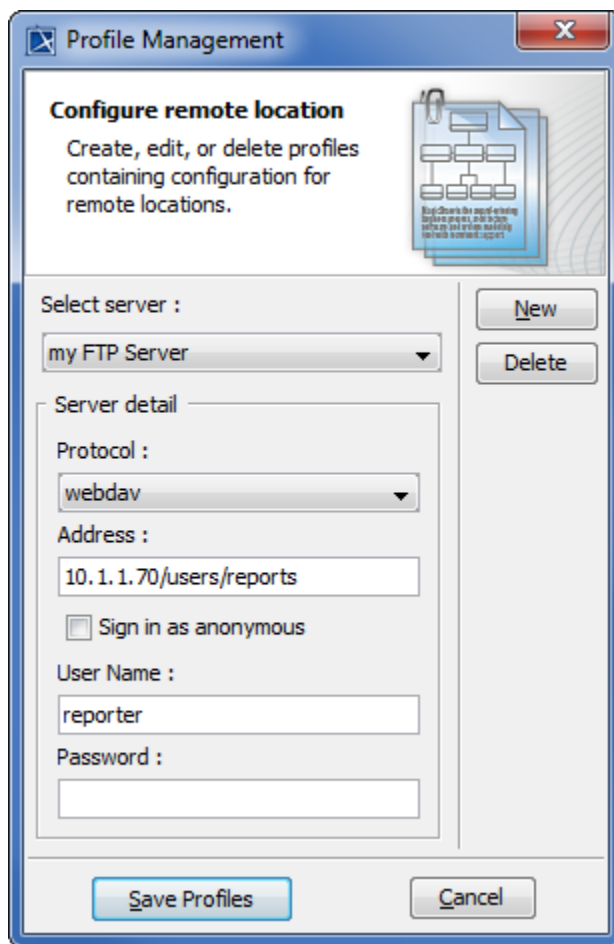
Password :
[]

[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.



Profile Management

Configure remote location
Create, edit, or delete profiles containing configuration for remote locations.

Select server :
my FTP Server

Server detail

Protocol :
webdav

Address :
10.1.1.70/users/reports

☐ Sign in as anonymous

User Name :
reporter

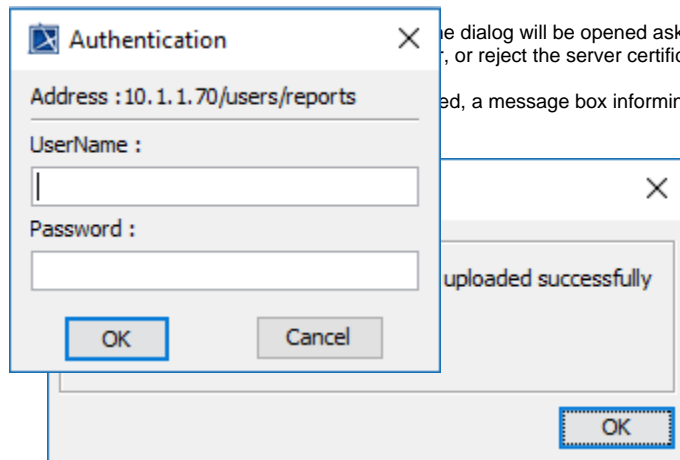
Password :

New
Delete

Save Profiles
Cancel

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.



Authentication

Address : 10.1.1.70/users/reports

UserName :
|

Password :
|

OK
Cancel

uploaded successfully

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.

The screenshot shows the 'Report Wizard' dialog box, specifically the 'Output options' step. The dialog has a title bar with a close button. Below the title bar, there's a section titled 'Output options' with a brief description: '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.' To the right of this text is a small icon of a document with a folder structure. Below the description, there are several configuration fields: 'Report file:' with a text box containing 'D:\test-report2.html' and a browse button (...); 'Report image format:' with a dropdown menu showing 'Joint Photographic Experts Group (*.jpg)'; 'Auto image size:' with a dropdown menu showing 'Fit image to paper (large only)'; 'Display empty value as:' with two radio buttons, 'Empty text' (selected) and 'Custom text:' (with a text box containing 'NA' and a dropdown arrow); and a checked checkbox 'Display in viewer after generating report'. To the right of these fields is a 'Publish to server' section with a 'Select server:' dropdown menu. The dropdown menu is open, showing three options: 'my FTP Server' (highlighted in blue), 'No Upload', and 'SSH'. Below the dropdown menu is a browse button (...). At the bottom of the dialog are five buttons: '< Back', 'Next >', 'Generate' (highlighted in blue), 'Cancel', and '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.

The screenshot shows the 'Authentication' dialog box. It has a title bar with a close button. Below the title bar, there are three input fields: 'Address : 10.1.1.70/users/reports', 'UserName :', and 'Password :'. Each field has a corresponding text box. Below the text boxes are two buttons: 'OK' and 'Cancel'. To the right of the 'Authentication' dialog box, there is a smaller, partially visible dialog box with a close button and the text 'uploaded successfully'. Below this text is an 'OK' button.

Note
This feature does not support SharePoint Server.

Related pages

- [Profile Management dialog](#)