Citibank® Custom Reporting System User Guide

April 2012
Version 8.1.1

Transaction Services

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User Guide Overview

Document Scope

This User Guide provides detailed step-by-step instructions for Citibank® Custom Reporting System (CCRS) functions.

Your Access May Vary

The functions you have access to are based on your role and entitlements. You may not have entitlements for all the functions described in this User Guide.

Revision History

Version	Date	Revision Notes
Initial Release	April 2012	Initial Release

Introduction to the Citibank Custom Reporting System

Overview

This section introduces you to the Citibank Custom Reporting System (CCRS).

Key Concepts

Managing expenses can be a difficult task if you don't have the data you need when you need it. CCRS is a comprehensive online tool that captures and manages information related to your card transactions, from line-item details to consolidated transaction data and everything in between.

CCRS provides you with the details you need to:

- Negotiate with vendors.
- Better understand employee spending habits.
- Ensure compliance with organizational policies.

Comprehensive Data – Flexible Delivery

You can create dynamic queries and download data into spreadsheet, database or word processing formats. CCRS provides you with:

- Online access to over 650 data elements, including Level III detail.
- The ability to save customization for faster report setup.
- Email notification so you can retrieve reports at your convenience.
- The ability to schedule reports to run when you need them.

Ongoing Support

Technical support is available online and by phone to provide answers to any questions you may have.

For a list of contact numbers, click the link below for your client group.

- Department of Defense Travel
- Department of the Navy Purchase
- Federal Government Non Defense Agencies
- Corporate Commercial Card

Navigate in the Citibank Custom Reporting System

Overview

This topic reviews the contents of the Citibank Custom Reporting System (CCRS) Home screen and the navigational tabs.

Key Concepts

The CCRS Home screen contains a summary of information found in CCRS.

Navigation Tabs

The following navigation tabs allow you to access reports and templates in CCRS.

Image 1.1

- **Home:** Contains navigation tabs and summary sections for content folders and reports within CCRS.
- **Shared Reports:** Contains folders that store standard report templates. These report templates can be used by anyone with access to the **Shared Reports** folder.
- **My Reports:** Contains report templates created by you for your specific reporting needs. Templates in this folder cannot be viewed or used by anyone other than you.
- **Create Reports:** Contains report wizards for creating ad-hoc reports. An ad-hoc report is a report built from scratch.
- **My Subscriptions:** Contains subscriptions of reports which you have registered to run automatically and at a selected frequency. Subscribed reports that you have registered are kept in the **History List**. You will receive email notifications when the report is ready to be viewed. You can identify a subscribed report when the word (**Archived**) displays next to the report name.
- **History List:** Contains reports that have been run and saved for future viewing. Reports in the **History List** contain data from the point in time at which the report was run. The **History List** can store up to 50 reports for up to 180 days.
- **Preferences:** Contains user preference options. Preferences allow you to set a new home page, manage export options and manage how your report displays with grid and graph options.
- **User Entitlements:** Displays the hierarchies of accounts to which you have access. You can view accounts in the hierarchies displayed as well as hierarchies in sub-units that fall below the displayed hierarchies.

Update Frequency

CCRS is updated with the most recent account and transaction data beginning midnight Eastern Standard Time, Monday–Friday. The update can take up to 12 hours to complete. The **Last Post Date** field indicates how current the data is that has been updated in CCRS.

The **Last Post Date** and **Load Last Updated Date** indicate how current the information is that is contained within CCRS.

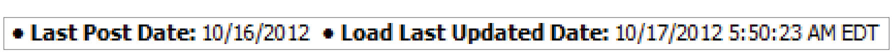


Image 1.2

Image 1.3

Navigate it the Citibank Custom Reporting System (Cont'd)

The **Last Post Date** indicates the posting date of the last completed account and transaction transfer of data into CCRS. Using Images 1.2 and 1.3 as an example, a transaction report that is run showing the **Last Post Date** of 3/13/2012 will show transactions that have posted to the Citi account on or before that date.

The **Load Last Updated Date** indicates when the last transfer of data was completed. Using Image 1.2 as an example, all account and transaction data posted to the accounted as of 03/13/2012 was completely loaded into CCRS and available to access on 3/14/2012 at 7:02:09 EDT.

The **Load Status** indicates the status of the last data transfer (Image 1.3). This field will only be visible to Department of Defense CCRS users.

The **Load Status** indicators are:

- **Complete:** The last transfer of data into CCRS is complete.
- **Pending:** A transfer of data into CCRS is in process. Reports will not run with a Pending Load Status.

Contact Us–Help–Logout

The resources section that displays in the upper-right corner of the screen provides contact information and support for using CCRS.

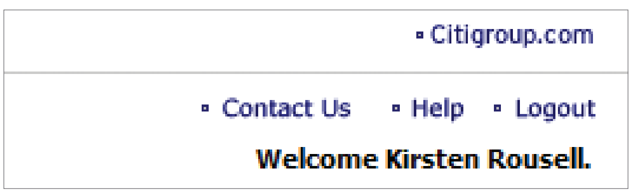


Image 1.4

Contact Us provides a list of contact numbers that can be used when you need answers to CCRS questions or technical assistance.

Help provides a list of reference material such as User Guides, Data Dictionary, Tutorials and Frequently Asked Questions.

Logout allows you to exit your current reports session. Clicking the **X** in the upper right corner will close your reports session but the reports browser will still be assigned to the last hierarchy accessed. If you need to access a different reporting hierarchy, you must click the **Logout** link or your new browsing session will not load.

Navigate in Citibank Custom Reporting System (Cont'd)

The Summary Section

The **Summary** section contains a summary of items contained in the four navigation tabs. This allows for convenient navigation directly from the **CCRS Home** screen.

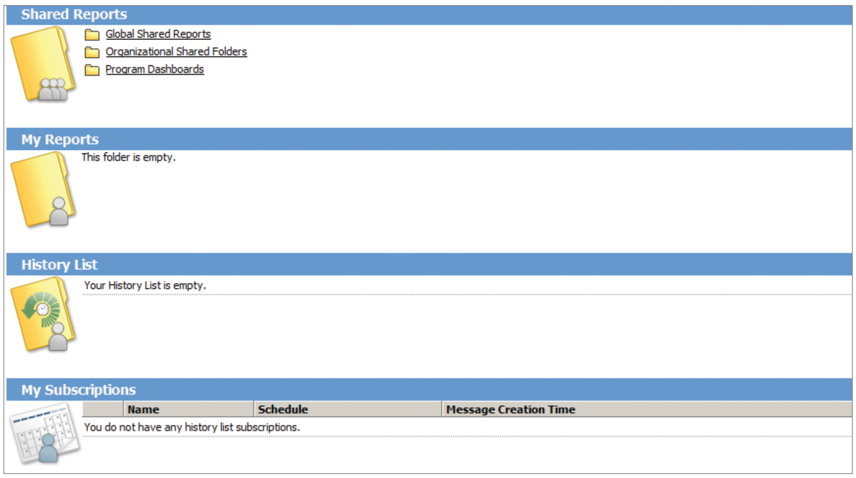


Image 1.5

The following summary sections display:

• Shared Reports	• My Reports
• History List	• My Subscriptions

Clicking on an item located in these sections will navigate you directly to where the item is kept.

What You Need to Know Before Using the Citibank Custom Reporting System

Overview

This topic will review the components of the Citibank Custom Reporting System (CCRS).

Object Browser

Reports are created using four object types. All objects are contained in folders located in the **Object Browser**.

The **Object Browser** can be accessed one of five ways:

- **Edit** link below a report template.
- **Object Browser** icon located on the **Report Viewer** toolbar.
- **Object Browser** option from the **View** menu in the **Report Viewer**.
- **Design Mode** icon on the **Report Viewer** toolbar.
- **Design Mode** icon on the **My Subscriptions** screen.

Object Browser contains two tabs: **Reports Objects** and **All Objects.**

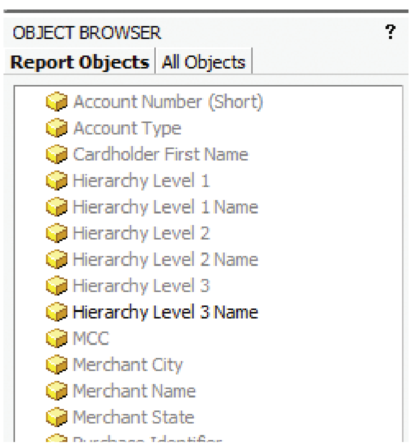
<table>
<tr><td>The Reports Objects tab contains objects that are included on the report being viewed.</td><td>The All Objects tab contains folders that house all available objects.</td></tr>
<tr><td>


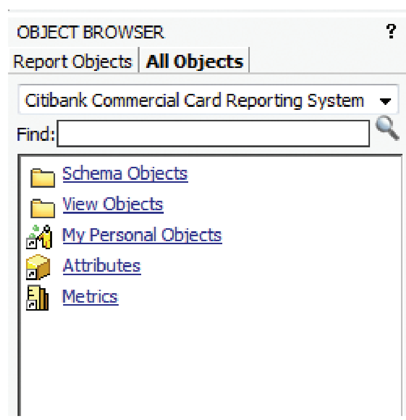
Image 2.1
</td><td>


Image 2.2
</td></tr>
</table>

Object Types

Attributes 	An **Attribute** is identified by a yellow square icon and describes or identifies a report item. For example, Merchant Name is a transaction attribute that identifies where the transaction occurred.
Metrics 	A **Metric** is identified by a ruler icon and is a measurement or summary of values. For example, Count of Transactions is a metric because it adds or summarized the total number of transactions that occurred on an account or merchant.

What You Need to Know Before Using the Citibank Custom Reporting System (Cont'd)

Prompts	A **Prompt** is identified by the three interlocking circles icon. A prompt is a filter that is applied before a report is run that restricts the data that is returned. For example, a date range is a prompt that asks a report to return only information that occurred only within the dates selected.
Filters	A **Filter** is identified by a ruler icon and it sorts data after a report has been run. Either an attribute or a metric can act as a filter. For example, if you run a Cardholder Listing Report, you can select the Cardholder Last Name attribute, place it in the filter panel and sort the report by Cardholders whose last name equals Smith.

Report Template

A report template is a selection of attributes, metrics, filters and prompts selected from the **Object Browser** and organized to retrieve specific data in a report format. Image 2.3 is an example of a report template for a transaction report.

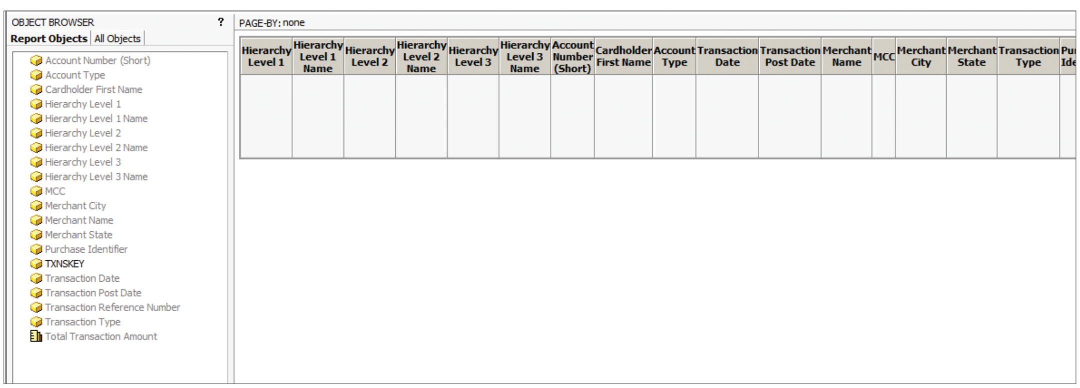


Image 2.3

Report Template Icon

A report template icon is a shortcut to a report template. Clicking on a report template icon will launch a report to run automatically if no prompts are required, or require you to enter prompts before running the report. Image 2.4 is an example of a report template icon.

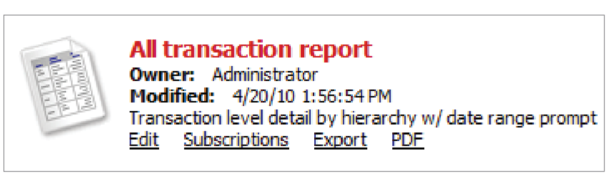


Image 2.4

What You Need to Know Before Using the Citibank Custom Reporting System (Cont'd)

Report Template Prompts

Report template prompts are filters that are used to sort a report prior to the report being run. Once you click on the report template icon (Image 2.4), a prompts screen displays (Image 2.5) if prompts are required or included in the report template. Enter or select the required data, then click the **Run Report** button.

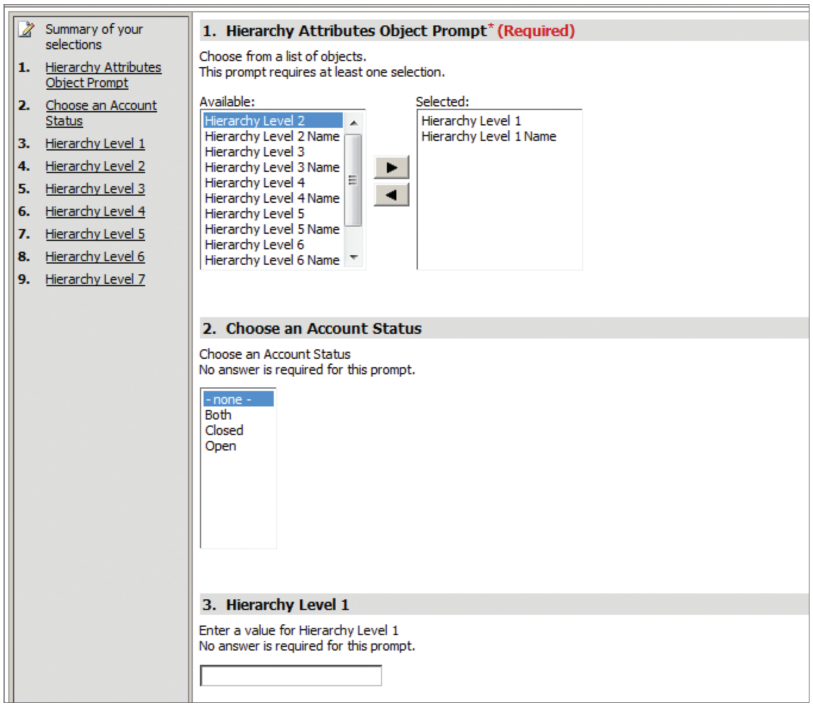


Image 2.5

What You Need to Know Before Using the Citibank Custom Reporting System (Cont'd)

Saving a Report – Basic and Advanced Save

When saving a report to My Reports or Shared Reports, you can use either the basic save or the advanced save options.

Basic Save:

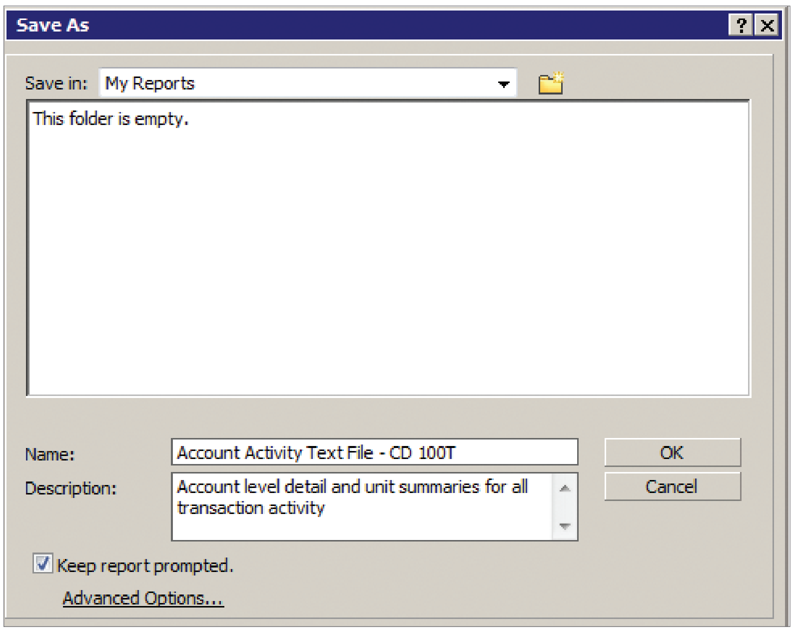


Image 2.6

The basic save option allows you to save a report template and any changes made to it in the **My Reports** or a **Shared Reports** folder.

Once you click the **Save** icon from the **Report Viewer** toolbar, or select **Save As** from the **File** menu, the **Save As** dialog box displays (Image 2.6).

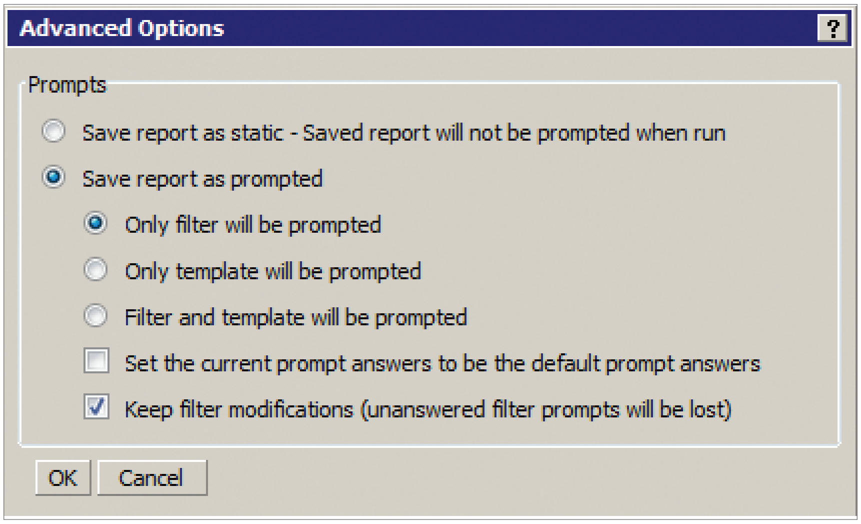
Use the **Save in** drop-down list to view other folder options. If you have administrative access to the **Shared Reports** folder, or your **Organizational Shared** folder, select the folder where you would like to save the new report template.

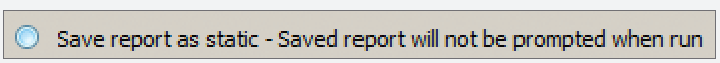
It is possible to re-name the new report and add a report description prior to clicking the **OK** button to save.

What You Need to Know Before Using the Citibank Custom Reporting System (Cont'd)

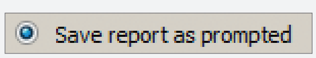
Advanced Options:

The advanced save options allow you to determine how your report will be prompted when accessed.



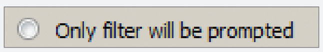


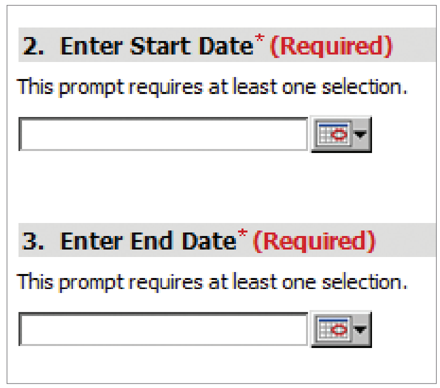
Save report as static: This option allows a report to run without prompts. When you click on the report template icon for this report, the report will immediately process without requesting a prompt. This option is great for reports that do not require date ranges, for example, a Cardholder Listing Report.



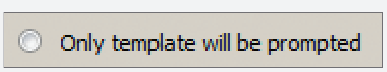
Save report as prompted: This option saves the report with active prompts. The next time you run the report, the report prompts you for the filter, the template or both, depending on what option buttons you select.

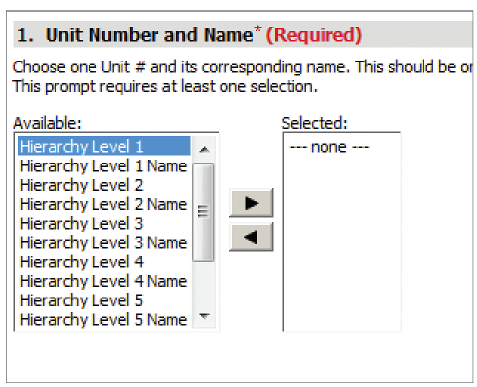
What You Need to Know Before Using the Citibank Custom Reporting System (Cont'd)





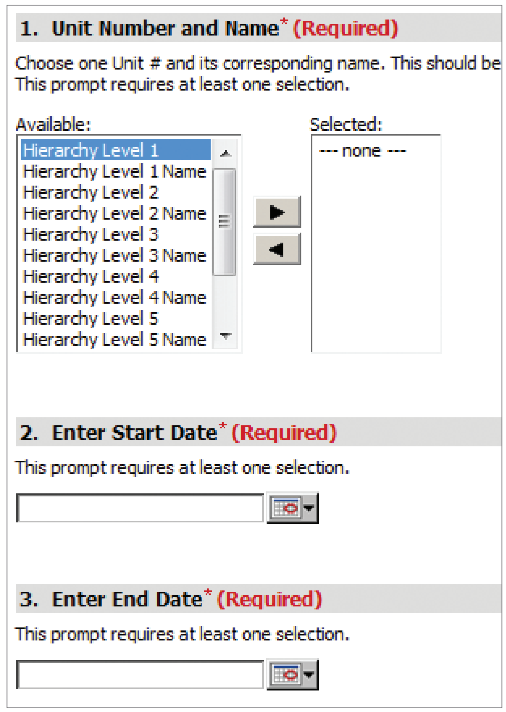
Only filter will be prompted: If this option is selected, the report is saved with the current template intact. When executing the report, you are prompted for the filter information only. The most common filter prompt is a Date Range prompt. Selecting this option for a transaction-based report will only prompt the date range filter.





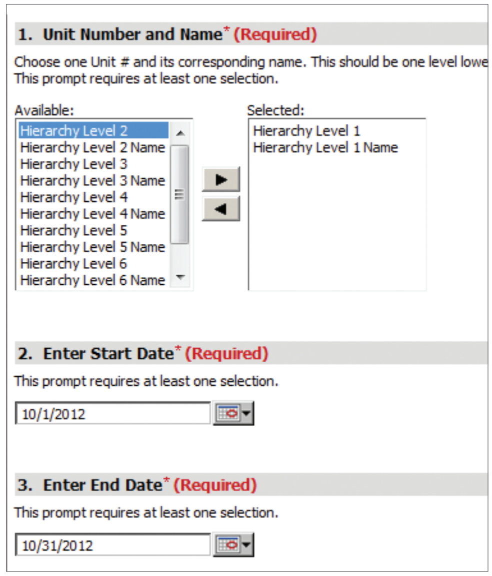
Only template will be prompted: If this option is selected, the report is saved with the current template intact. When executing the report, you are prompted for the template information only. An example of a template prompt is the Hierarchy Unit Number and Name selection prompt.

What You Need to Know Before Using the Citibank Custom Reporting System (Cont'd)



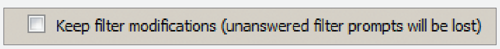
Filter and template will be prompted: If this option is selected, the report is saved with both active template and filter prompts. When executing the report, you are prompted for both the template and filter information. As you see in the above image, both the template prompt (Hierarchy Template prompt) and a filter prompt (Date Range filter prompt) display.

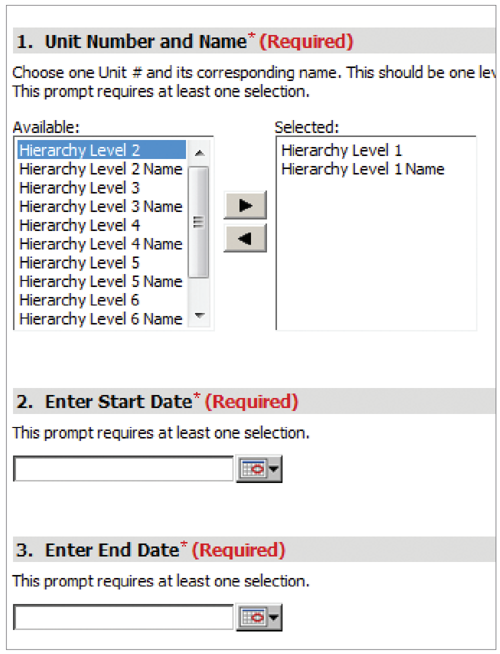
What You Need to Know Before Using the Citibank Custom Reporting System (Cont'd)



Set the current prompt answers to be the default prompt answers: If this checkbox is selected, your most recent prompt answers are saved as the default prompt answers and they will automatically populate the prompts the next time you execute the report.

What You Need to Know Before Using the Citibank Custom Reporting System (Cont'd)





Keep filter modifications (unanswered filter prompts will be lost): If checkbox is selected, any changes you make to the report filter are saved in the report definition.

Access Standard Report Templates – Shared Reports Tab

Overview

Use this procedure to access standard report templates from the **Shared Reports** tab.

Key Concepts

Citi has created industry standard reports and these report templates can be accessed from the **Shared Reports** tab.

Citi recognizes that there are common reporting needs shared by all client groups. Citi has created common report templates for all clients to use. These reports are available from the **Global Shared Reports** folder.

In addition, there are regional templates that focus on the unique reporting requirements of regional markets. The **Regional Shared Report** folders within the **Shared Report** tab are **Asia Shared Reports**, **EMEA Shared Reports** and **Government Standard Reports**. You will only see these folders if your company has been entitled to them based on business need.

The **Organizational Shared Folders** are there for your unique reporting needs. Report templates contained in your **Organizational Shared Folders** can only be viewed and used by those in your company who have been granted access to CCRS.

Step-by-Step Instructions

To Access Standard Report Templates from the CCRS Home Screen:

Step	Action
1.	From the **CCRS Home** screen, in the **Shared Reports** section, select the desired report folder link. *A list of available report templates displays.* **Note:** When additional report folders display, select the desired folder to drill down to report templates contained within that folder.
2.	To run a report, select the desired report template. Follow the prompts to run the report.

To Access Standard Report Templates from the Shared Reports Tab:

Step	Action
1.	From the **CCRS Home** screen, select the **Shared Reports** tab from the menu bar at the top of the screen. *A list of Shared Reports folders displays.*
2.	Select the desired report folder title link. *A list of available report templates displays.*
3.	To run a report, select the desired report template. Follow the prompts to run the report.

Run a Report with Template and Filter Prompts

Overview

Use this procedure to run a report with template and filter prompts.

Key Concepts

It is possible to run various report templates within your card program that require prompts.

A prompt is a filter that recommends or requires you to enter a variable before the report can be run. A date range is an example of a prompt.

Before a report is run, some reports require filtering on data elements to limit the data returned in the report. The user will be prompted to select values in order to filter what data is returned. As an example, a prompt could be utilized to filter and prompt the user to enter a Hierarchy Value or Transaction Post Dates.

Step-by-Step Instructions

To Run a Report Using a Template with Filter Prompts:

Step	Action
1.	From the **CCRS Home** screen, click the **Shared Reports** tab. *The Shared Reports folder screen displays.*
2.	Click the desired folder title link. *A list of available report templates displays.* **Note:** Additional folders may display in your selected **Shared Reports** folder. For example, **Organizational Shared Folders** may list a folder containing your company's **Shared Reports**. Click the desired folder title link to access any additional report templates.
3.	Click the desired report title link to initiate processing. *The Summary of your selections screen displays for the report you selected.*
4.	When you have completed the required prompt selections, scroll to the bottom of the **Summary of your selections** screen.
5.	Click the **Run Report** button. *The Processing request screen displays.* **Note:** For small reports, the **Processing request** screen may not display. Instead, the report may immediately display.
6.	From the **Processing request** screen, click the **Add to History List** link. *The link name changes to Go to My History List.* **Note:** Depending on the size, some reports may take longer to process than others. Adding a report to the **History List** allows the report to complete processing in the **History List** so you can continue to navigate throughout CCRS. You may continue to wait for the report to display or click on the **Go to My History List** link to view the report status.

Run a Report Without Prompts

Overview

Use this procedure to run a report using a template that does not require prompts.

Key Concepts

It is possible to run various reports templates within your card program that do not require prompts.

A prompt is a filter that recommends or requires you to enter a variable before the report can be run. A date range is an example of a prompt.

Some reports are not prompted reports. These reports do not require filtering on the data elements to limit the data returned. As an example, an Account Listing report that provides cardholder details does not require a prompt to process.

Step-by-Step Instructions

To Run a Report Without Prompts:

Step	Action
1.	From the **CCRS Home** screen, click the **Shared Reports** tab. *The Shared Reports folder screen displays.*
2.	Click the desired folder title link. *A list of available report templates displays.* **Note:** Additional folders may display in your selected **Shared Reports** folder. For example, **Organizational Shared Folders** may list a folder containing your company's shared reports. Click the desired folder to access any additional report templates.
3.	Select the desired report title link to initiate processing. *The Processing request screen displays.* **Note:** For small reports, the **Processing request** screen may not display. Instead the report may immediately display.
4.	From the **Processing Request** screen, click the **Add to History List** link. *The link changes to Go to My History List.* **Note:** Depending on the size, some reports may take longer to process than others. Adding a report to the **History List** allows the report to complete processing in the **History List**, allowing you to continue to navigate throughout CCRS. You may continue to wait for the report to display or click on the **Go to My History List** link to view the report status.

Use the Report Viewer Toolbar

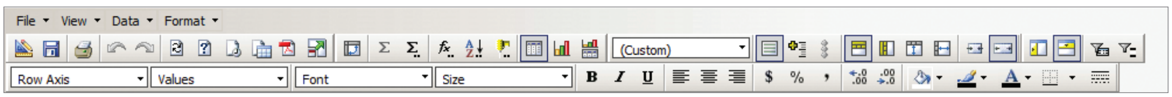
Overview

Use this topic to learn the key components of the **Report Viewer** toolbar.

Key Concepts

Reports created or run in CCRS display in a MicroStrategy **Report Viewer** application. This topic identifies the key components of the MicroStrategy **Report Viewer** menu and corresponding toolbar icons and outlines their functions.

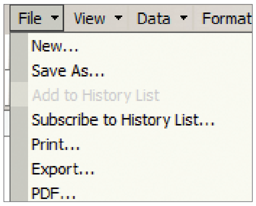
Report Viewer Independent Icons



Name	Toolbar Icon	Function
Undo		Undo the previous action.
Redo		Redo the previous action.
Grid Display	(Custom)	Change the design of the report in grid mode.
Banding		Add and remove bands (alternating row colors) on a report in grid mode.
Outline		Display the report in an outline format.
Thresholds		Display thresholds. Thresholds are cells of data that are formatted differently from the rest of the data on a report. This can be seen in the Program Dashboards when indicating an increase or decrease in a value of a previous similar time period. For example, if the total spend this quarter is greater than the total spend last quarter, then a green diamond will display next to the spend value for this quarter. If total spend is down, using the same example, then the diamond would be red.
Merge Column Headers		Merge column headers.
Merge Row Headers		Merge row headers.
Lock Column Headers		Lock column headers. Column headers remain in place as you scroll through data.
Lock Row Heads		Lock row headers. Allows metrics to scroll with rows.
Auto Fit to Contents		Fit contents in a cell to the widest data width for the column where the cell is located.
Auto Fit to Windows		Fit report data to width of the viewable window.

Use the Report Viewer Toolbar (Cont'd)

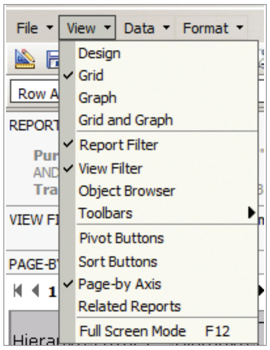
File Menu



File Menu Item	Toolbar Icon	Function
New	N/A	Launch the **Create Report** tab.
Save As...		Save the report template to **My Reports** or to a **Shared Reports** folder.
Add to History List...	N/A	Saves the report data to the **History List**. This document will remain in the **History List** for 180 days, unless deleted. The **History List** can contain a maximum of 50 reports.
Subscribe to History List...		Subscribe to a report. Subscriptions run based on your selected frequency. There is an option available so that an email is sent when the report is ready to be viewed. Completed subscriptions are stored in the **History List**.
Print...		Print the report from a local printer. The report will print in PDF format.
Export...		Export a report in EXCEL, CSV, HTML and Plain Text with a delimiter.
PDF...		Convert a report to PDF.

Use the Report Viewer Toolbar (Cont'd)

View Menu



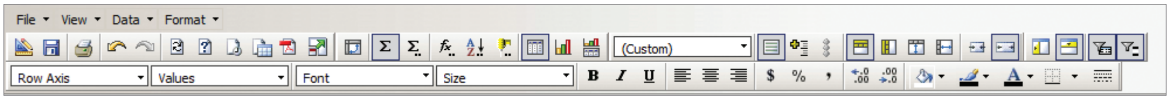
View Menu Item	Toolbar Icon	Function
Design		Change the report grid to design mode. Design mode allows you to add and remove objects and filters from the grid or reports, set prompts and organize columns on the report grid.
Grid		Display the report in grid mode.
Graph		Display the report in graph mode. A report can only be displayed in graph mode if a metric exists on a report. When graph mode is selected, additional graph icons options display.
Grid and Graph		Display a report in both grid and graph modes simultaneously.
Report Filter		Display the current filters used on a report.
View Filter		Add additional filters to a report.
Object Browser		Place the **Object Browser** to the left of the report in the viewer. The **Object Browser** allows you to add, remove or hide report objects on a report.
Toolbars	N/A	Select which toolbars display on the **Report Viewer** toolbar.
Pivot Buttons	N/A	Place pivot buttons in each column header. The pivot buttons allow you to move a column to the left or right, convert a row to a column, move a header to the page-by axis and remove a column from the grid.

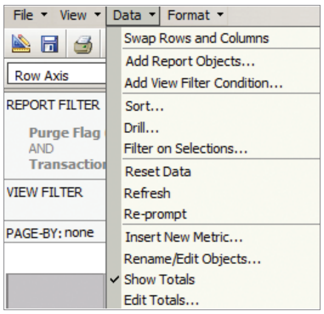
Use the Report Viewer Toolbar (Cont'd)

View Menu Item	Toolbar Icon	Function
Sort Buttons	N/A	Place a sort button in each column header. The sort button allows you to sort each column in ascending or descending order.
Page-by Axis		Display the page-by axis at the top of the report. The page-by axis allows you to filter data on report by using report column headers. You can filter by multiple reports column headers. The subsequent column header selected will always be dependent on the header before it in the page-by axis.
Related Reports	N/A	Display a list of report templates within the user's access that contains similar attributes and metrics and the current report.
Full-Screen Mode (F12)		View a report in full-screen mode.

Use the Report Viewer Toolbar (Cont'd)

Data Menu





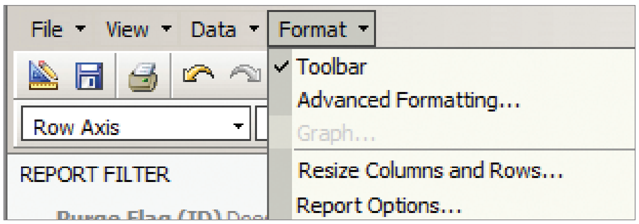
Data Menu Item	Toolbar Icon	Function
Swap Rows and Columns		Swaps rows to columns, and columns to rows.
Add Report Objects (Same as Object Browser)		Place the **Object Browser** to the left of the report in the viewer. The **Object Browser** allows you to add, remove or hide report objects on a report.
Add View Filter Condition		Add additional filters to a report. A drop-down list containing all report objects in the **View Filter** section is visible.
Sort		Sort the order in which rows display.
Drill		Drill down to detail within a report value. For example, right click on a merchant's name to drill down to the transaction detail for the selected merchant.
Filter on Selections	N/A	Select specific values within the report on which to filter.
Reset Data	N/A	Reset all changes made to a report to the original values displayed at the point the report was initially run.
Refresh		Refresh the screen and load the requested data.
Re-prompt		Change the prompt values and re-run the report.
Insert New Metric		Create a new metric. A new metric can only be created using existing metrics on a report.

Use the Report Viewer Toolbar (Cont'd)

Data Menu Item	Toolbar Icon	Function
Rename/Edit Object	N/A	Display a pop-up window that allows you to rename the column headers. Renaming the column header does not change the name of the attribute in other reports.
Show Totals	Σ	Display and hide report totals, if totals are active on a report.
Edit Total	Σ	Determine what totals display on a report from the available report metrics.

Use the Report Viewer Toolbar (Cont'd)

Format Menu

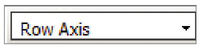
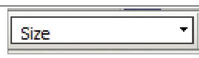


Format Menu Item	Toolbar Icon	Function
Toolbar	N/A	Display the formatting toolbar below the Report Viewer toolbar.
Advanced Formatting	N/A	Display a pop-up window that allows you to format all elements of the report grid.
Graph	N/A	Display a pop-up window that allows you to format all elements of the report graph. This option is only active in graph mode.
Resize Columns and Rows	N/A	Display a pop-up window that allows you to resize columns, rows and cells.
Report Options	N/A	Display a pop-up window that allows you to: • merge row and column headers • lock row and column headers • view report in outline mode • hide or view report bands • view report in full-screen mode

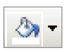
Use the Report Viewer Toolbar (Cont'd)

Format Toolbar

The **Format** toolbar only formats the content of the report. It does not format the **Object Headers**.

Name	Toolbar Icon	Function
Select Area (Change Font)		Modify text font on a report. This option allows you to determine which area of text font will be modified.
Select Values (Change Font)		Modify text font on a report. This option allows you to determine which portion of the selected area's text font will be modified.
Font Type (Change Font)		Modify text font on a report. This option allows you to determine the font type for the selected area.
Font Size (Change Font)		Modify text font on a report. This option allows you to determine the font size for the selected area.
Bold		Bold text.
Italics		Italicize text.
Underline		Underline text.
Left Align		Aligns text to the left of the cell.
Center Align		Aligns text in the center of the cell.
Right Align		Aligns text to the right of the cell.

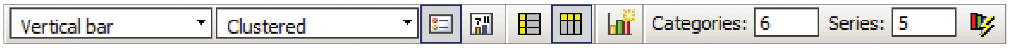
Use the Report Viewer Toolbar (Cont'd)

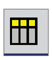
Name	Toolbar Icon	Function
Currency Style		Change the currency style.
Percent Style		Change how percentages display.
Comma Style		Change whether or not commas display.
Increased Decimal		Move the decimal point to the left.
Decreased Decimal		Move the decimal point to the right.
Fill Color		Change the background color of the grid.
Line Color		Change the line color of the grid.
Text Color		Change the text color of the content.
Borders		Establish borders in the grid.
Border Style		Set the border style in the grid.

Use the Report Viewer Toolbar (Cont'd)

Graph Toolbar

The **Graph** toolbar only displays in **Graph Mode** or **Grid and Graph Mode.** This function can only be used if metrics are displayed on a report.



Name	Toolbar Icon	Function
Graph Type	Vertical bar	Select the type of graph to display in the report.
Graph Sub-type	Clustered	Select how the graph items are grouped in the report.
Legend		Display a graph legend.
Data Values		Display the data values on the graph bars, lines or charts.
Series by Row		Display graph items in series by row.
Series by Column		Display graph items in series by column.
Auto Arrange		Automatically arrange data to the best graph type for the data presented in the graph.
Categories	Categories: 6	Represents data along the X-axis of a graph. This data corresponds to the rows of a grid report and usually represents report attributes.
Series	Series: 5	Represents data along the Y-axis of a graph. This data corresponds to the columns of a grid report and usually represents metrics. This data is identified in the legend of the graph.
Apply		Applies changes made to the Categories and Series section.

Edit a Report from the Report Viewer

Overview

Use these procedures to add or remove an object from a report using the **Object Browser** in the **Report Viewer**.

Key Concepts

It is possible to edit your reports in the following ways:

- Add data to a report by including additional attributes and metrics.
- Limit data in a report using filters and prompts.

It is possible to add or remove available objects using the **Object Browser** or **Design** buttons from the **Report Viewer**. When using the **Object Browser** you can add objects while seeing both the fields on the report and the report data. When using **Design Mode**, you can add objects without viewing the report data.

There are four (4) object types:

- **Attribute** – Data included on a report.
- **Metric** – Summarizes data (for example, counts and amounts) included on a report.
- **Filter** – Limits the data returned on a report.
- **Prompt** – Filter selected prior to running a report.

The **Object Browser** contains all attributes, metrics, filters and prompts grouped by category and organized in folders.

Edit a Report from the Report Viewer (Cont'd)

Step-by-Step Instructions

To Add Objects to a Report Using the Object Browser in the Report Viewer:

Step	Action
1.	From the **Report Viewer** toolbar, click the **Object Browser** icon, or from the **View** menu, click **Object Browser**. *The Object Browser displays to the left of the grid display and the Report Objects tab is active.* **Note:** The **Report Objects** tab displays the fields currently on the report. Fields can be hidden by removing them from the grid display or removed by removing them from the report. Objects that appear bold have been removed from the grid display and objects that appear grayed out are included in the grid display.
2.	Click the **All Objects** tab. *The All Objects tab is now active.* **Note: The All Objects tab** allows you to select from a list of objects that are available to be added to the grid report.
3.	Click your cursor in the **Find** field. *The Find field is active.*
4.	Type the desired object name in the text box and click the **Find** button. *The results display in the Object Browser based on the criteria entered.* **Note:** The **Data Dictionary** provides a listing of all attributes, metrics, filters and prompts currently available. The guide is organized in sections that correspond to the object types (attributes, metrics, filters and prompts) that appear in the **Object Browser.**
5.	Click and drag the desired report object from the **Object Browser** to the report grid. *The report re-processes and displays the newly added values.* **Note:** A yellow vertical highlight indicates the column placement of the object. A yellow horizontal highlight indicates the row placement of the object. Metrics should be placed on the far right of the grid.

Edit a Report from the Report Viewer (Cont'd)

To Hide a Column from a Report Grid in the Report Viewer:

Step	Action
1.	From the **Report Viewer**, click the header of the column to be removed and drag it to the **Object Browser** section of the screen. Release the object over the **Object Browser** section. OR Right click on the header of the object to be removed and select the **Remove from Grid** option. *The object displays in bold text in the Report Objects section and is no longer visible on the report.* **Note:** The **Report Objects** tab displays the fields currently on the report. Fields can be hidden by removing them from the grid. Objects that appear bold have been hidden from the grid display but are still a part of the report definition.

To Remove a Column from a Report from the Report Viewer:

Step	Action
1.	Right click on the header of the column to be removed and select the **Remove from Report** option. *The column is removed from the report and is no longer visible in the Object Browser.* **Note:** In order to add this object back to the report, refer to the **To Add Objects to a Report Using the Object Browser in the Report Viewer** procedure in this topic.

Edit a Report in Design Mode

Overview

Use these procedures to add or remove an object from a report using the **Object Browser** in **Design Mode**.

Key Concepts

It is possible to edit your reports in the following ways:

- Add data to a report by including additional attribute and metrics.
- Limit data in a report using filters and prompts.

This feature allows users to add or remove available objects in **Design Mode**. **Design Mod**e is a faster way of editing a report because it eliminates the report processing time that occurs with each edit performed in **Report Viewer**.

Design Mode can be accessed from the report template or from the **Report Viewer**.

There are four (4) object types:

- **Attribute** – Data included on a report.
- **Metric** – Summarizes data (for example, counts and amounts) included on a report.
- **Filter** – Limits the data returned on a report.
- **Prompt** – Filter selected prior to running a report.

The **Object Browser** contains all attributes, metrics, filters and prompts grouped by category and organized in folders.

Edit a Report in Design Mode (Cont'd)

Step-by-Step Instructions

To Add a Column to a Report Using Design Mode:

Step	Action
1.	To access **Design Mode** use one of the following options: • Navigate to the desired report folder and click the **Edit** link below the desired report template. If this option is used, the **Template and Filter Prompts** screen displays for prompted reports. Answer the required prompts and click the **Edit in Design Mode** button. • From the **Report Viewer** toolbar, click the **Design** icon. *The Design Mode screen displays.* **Note:** The **Design Mode** screen displays the column headers, or objects, currently contained on the report without the data detail.
2.	From the **Object Browser**, click the **All Objects** tab. *The All Objects tab is now active.* **Note:** The **All Object** tab allows you to select from a list of objects that are available to be added to the grid display.
3.	Click your cursor in the **Find** field. *The Find field is active.*
4.	In the **Find** field, type the desired object name and click the **Find** button that displays to the right of the field. *The results display in the Object Browser based on the criteria entered.* **Note:** The **Data Dictionary** provides a listing of all attributes, metrics, filters and prompts currently available. The guide is organized in sections that correspond to the object types (attributes, metrics, filters and prompts) that appear in the **Object Browser**.
5.	Click and drag the desired report object from the **Object Browser** to the report grid. *The object displays in the report gird.* **Note:** A yellow vertical highlight indicates the column placement of the object. A yellow horizontal highlight indicates the row placement of the object. Metrics should be placed on the far right of the grid.
6.	Click the **Run Report** button. *The report generates with the additional data.*

Edit a Report in Design Mode (Cont'd)

To Hide a Column from a Report Grid Using Design Mode:

Step	Action
1.	Click the header of the column to be removed and drag it to the **Object Browser** section of the screen. Release the object over the **Object Browser** section. OR Right click on the header of the object to be removed and select the **Remove from Grid** option. *The object displays in bold text in the Report Objects section and is no longer visible on the report.* **Note:** The **Report Objects** tab displays the fields currently on the report. Fields can be hidden by removing them from the grid. Objects that appear in bold have been hidden from the grid display but are still a part of the report definition.

To Remove a Column from a Report:

Step	Action
1.	Right click on the header of the column to be removed and select the **Remove from Report** option. *The column is removed from the report and is no longer visible in the Object Browser.* **Note:** In order to add this object back to the report, follow the **Add Object to a Report Using Design Mode** procedure in this topic.

Apply Report Filters

Overview

Use this procedure to edit filters on a report.

Key Concepts

It is possible to edit the report filters, which are used to limit the amount and type of data that's returned on the report. You can edit the report filter from the **Report Viewer** or in **Design Mode**.

Both attributes and metrics can be used as report filters.

Attributes and metrics do not have to currently exist on a report to be used as a filter on the report. For example, a Total Spend by Hierarchy report could contain two objects – the Hierarchy attribute and the Total Transaction Amount metric. Payments can be excluded from the report totals by selecting the Transaction Type attribute as a filter, then removing the **PAYMENT** value.

If applying a filter from the **Report Viewer**, only existing report objects can be used to filter the report.

Filter Options:

- If filtering an attribute, select the appropriate radio button to either **Qualify** using operators or to **Select** from **In List** or **Not in List**.
- If filtering a metric, choose the comparison method and type a value.
- If using a predefined filter, the filter name is displayed in the **Report Filter**. You cannot modify it.

If you added a prompted filter, the filter name is displayed. The prompt occurs when the report is executed.

Filters can be modified or deleted if the desired results are not achieved.

Apply Report Filters (Cont'd)

Step-by-Step Instructions

To Apply a Filter Using Design Mode:

Step	Action
1.	From **Design Mode** click the **Edit Report Filter** button. *The report filter area displays.* **Note:** All report filters are displayed in the Filter panel. The right-click menu option can be used to filter on a specific object on the report.
2.	From the **Object Browser** on the left, navigate to the desired filter. Drag and drop the filter into the **Report Filter** panel. *The object is moved to the report filter area.* **Note:** • If filtering an attribute, select the appropriate radio button to either Qualify using operators or to **Select** from **In List** or **Not in List**. • If filtering a metric, choose the comparison method and type a value. • If using a predefined filter, the filter name is displayed in the **Report Filter**. You cannot modify it. If you added a prompted filter, the filter name is displayed. The prompt occurs when the report is executed.
3.	Click the **Apply** icon. *The filter is applied to the report.* **Note:** Run the report to see the filtered results.

Apply Report Filters (Cont'd)

Step-by-Step Instructions

To Apply a Filter from the Report Viewer:

Step	Action
1.	From the **Report Viewer** select one of the following options: • Click the **View Filter** icon or, • From the **View** menu, select **View Filter**. *The VIEW FILTER panel displays on the report.*
2.	To filter by an existing report object, select one of the following options: • From the report, drag and drop the column header to be filtered into the VIEW FILTER panel or, • Click the **Add Condition** link in the VIEW FILTER panel. If this option is used, select the desired filter from the **Filter On** drop-down list. *The Report Filter panel displays the new object.* **Note:** • If filtering an attribute, select the appropriate radio button to either **Qualify** using operators or to **Select** from **In List** or **Not in List**. • If filtering a metric, choose the comparison method and type a value. • If using a predefined filter, the filter name is displayed in the **Report Filter**. You cannot modify it. If you added a prompted filter, the filter name is displayed. The prompt occurs when the report is executed.
3.	Click the **Apply** icon. *The new filter is applied to the report.* **Note:** The report processes and displays with the filtered data.

Export a Report

Overview

Use this procedure to export a report.

Key Concepts

There will be occasions when you have to provide card program reports to individuals who do not have access to CCRS. In this case, reports can be exported to the following formats:

- Excel with plain text
  - Allows you to export metric values as text.
  - Allow you to export headers as text.
- CSV file format
  - Excel with formatting.
  - Allows you to remove extra columns from the grid report.
- HTML
- Plain text with a Delimiter
  - Comma
  - Tab
  - Semicolon
  - Space
  - Tilde

Exported reports can be saved to your computer.

You have the option to include filter details with each export.

Export a Report (Cont'd)

Step-by-Step Instructions

To Export a Report:

Step	Action
1.	From the **Report Viewer** select one of the following options: • Click the **Export** icon or, • From the **File** menu, select **Export**. *The Export Options dialog box displays.*
2.	From the **Export** drop-down list, select the portion of the report to export. **Note:** The available options are **Portion displayed** only and **Whole report**.
3.	Select the radio button next to the desired export format. **Note:** If plain text is selected, select a delimiter from the **Delimiter** drop-down list. Other options available based on your selection are **Export metric values as text**, **Export headers as text**, **Export filter** details, and **Remove extra column for exported grid**.
4.	If you would like the export options to apply to all future exports, select the **Do not prompt me again** checkbox. **Note:** This is an optional step.
5.	Click the **Export** button. **Note:** Depending upon your browser, a series of prompts may appear before the exported report can be viewed. Answer the browser prompts as needed. Once your browser prompts are satisfied, if needed, a **File Download** window for the selected format displays.
6.	Click the **Open** button. *The exported report displays in the selected format.* **Note:** Depending on the selected export format, this step may not be required.

Convert a Report to PDF

Overview

Use this procedure to convert a report to a PDF format.

Key Concepts

There will be occasions when you have to provide card program reports to individuals who do not have access to CCRS. In this case, it is possible to convert reports to a PDF format.

The PDF format provides the option to print a cover page with filter details.

PDF reports can be saved to your computer.

Step-by-Step Instructions

To Convert a Report to PDF:

Step	Action
1.	From the **Report Viewer** select one of the following options: • Click the **PDF** icon or, • From the **File** menu, select **PDF...** *The PDF Options pop-up window displays.*
2.	To add a header and rooter to the report, click the **Edit Custom Settings button.** *The PDF Options Header Footer Editor screen displays.* **Note:** This is an optional step and is not required to proceed.
3.	Edit any fields, as necessary. Click the **Apply** button to accept the changes or the Cancel button to return to the **PDF Options** screen. *The PDF Options screen displays.*
4.	Select the radio button next to the desired scaling. **Note:** Scaling options are **Adjust font to % of original size** and **Fit to # page(s) wide by # tall.**
5.	Select the radio button next to the desired orientation. **Note:** Orientation options are **Portrait** and **Landscape.**
6.	Select the **Print cover page with filter details** checkbox. **Note:** This is an optional step and is not required to proceed.
7.	Click the **Show advanced options** button. *Additional configuration options display.* **Note:** This is an optional step and is not required to proceed. Advanced options allow you to adjust the following: • Paper size • Margins • Maximum header size • Maximum footer size • Embed fonts
8.	If you would like the export options to apply to all future exports, select the **Do not prompt me again** checkbox. **Note:** This is an optional step and is not required to proceed.
9.	Click the **Export** button. *The report processes and displays in a PDF format.* **Note:** Depending upon your browser, a series of prompts may display before the PDF report can be viewed. Answer the browser prompts as needed.

View/Add/Remove a Report in the History List

Overview

Use this procedure to add a report to the **History List**.

Key Concepts

The **History List** displays messages about reports and documents that you execute.

You control which reports are added to the **History List**. Larger reports that require longer times to process should be added to the **History List** to finish processing. This allows you to continue navigating in the reporting tool while the report is processing.

Reports do not remain in the **History List** indefinitely. The maximum number of reports that each user can have in the **History List** is 50. The length of time a report remains there is 180 days.

Step-by-Step Instructions

To View the History List:

Step	Action
1.	From the **CCRS Home** screen, click the **History List** tab. *The History List screen displays.* **Note:** When you view the contents of the **History List**, a message for each report or document saved displays. Each message shows the status of a request and other information, such as the report or document name, and the time at which the message was created. A status of **Ready** means that a report or document saved to the **History List** has been fully executed. An **Error** status means the report or document did not run successfully.
2.	To delete an item from the **History List**, select the checkbox next to the **History List** item.
3.	Click the **Remove** button. *The screen refreshes and the selected item is removed.*

View/Add/Remove a Report in the History List (Cont'd)

To Add a Report to the History List from the Processing Screen:

Step	Action
1.	From your desired report template or document, click the **Run Report** or **Run Document** button. *The Processing request screen displays.* **Note:** Some reports process immediately. In these cases, the requested report will immediately display and the processing request screen will not display.
2.	Click the **Add to my History List** link. *The link changes to Go to my History List.*
3.	To view the **History List** from the **Processing request** screen, click the **Go to my History List** link. *The History List displays showing the status of the added reports.*

To Add a Report to the History List from the Report Viewer:

Step	Action
1.	From the **Report Viewer**, click the **File** menu. *A list of file options displays.*
2.	Select the **Add to my History List** option. *A message stating your report/document has been added to the History List displays.* **Note:** If this option is not available, then the report has already been added to the **History List**.

Subscribe to a Report from a Report Template

Overview

Use this procedure to subscribe to a report in CCRS.

Key Concepts

CCRS allows you to subscribe to reports. Report subscriptions run automatically on the day of the frequency that you selected.

When the report is finished running, an email will be sent to the email address provided indicating that the report can be viewed from the **History List**.

Cycle-based subscriptions are available on some prompted reports. Cycle-based subscriptions generate a report containing transaction data that occurs only within a selected billing cycle.

Citi recommends that you do not subscribe to a report that requires a date range unless a cycle-based subscription is available for that report. This type of report returns the exact same data with each subscription.

You must be logged into CCRS in order to access the report.

Subscription can be modified or deleted from the **My Subscriptions** section.

Subscribe to a Report from a Report Template (Cont'd)

Step-by-Step Instructions

To Subscribe to a Report from a Report Template:

Step	Action
1.	From the **CCRS Home** screen, click the **Shared Reports** or **My Reports** tab. *The selected reports folder screen displays.*
2.	Click the desired **Shared Report Folder** title link. *A list of available report templates displays.* **Note:** If the **My Reports** tab is selected, this step is not required. Additional folders may display in your selected **Shared Reports** folder. For example, **Organizational Shared Folders** may list a folder containing your company's **Shared Reports**. Click the desired folder to access any additional report templates.
3.	Click the **Subscriptions** link below the desired report. *The History List Subscriptions screen displays.* **Note:** All reports will have the add subscription option. Select prompted reports will have the option of **Add cycle-based subscription**.
4.	Click the **Add Subscriptio**n link. *The Add Subscriptions screen displays.*
5.	From the **Schedule** drop-down list, select the desired frequency that you would like the report to run on.
6.	In the **Email** text entry field, type the email address to which your subscription notification emails will be sent. **Note:** The **Notify Option** enables you to be notified via email each time the subscribed report is finished processing. Multiple email addresses may be entered by placing a semicolon between them.
7.	From the **Format** drop-down list, select the desired file format. **Note:** The available formats are **HTML**, **Excel** and **PDF**.
8.	Complete any required fields for the selected report.
9.	Click the **OK** button. *The subscription displays in the My Subscriptions screen.*

Subscribe to a Report from the Report Viewer

Overview

Use this procedure to set a subscription to a report from the **Report Viewer**.

Key Concepts

CCRS allows you to subscribe to reports. Report subscriptions run automatically on the day of the frequency that you selected.

When the report subscription has finished running, an email will be sent to the email address provided indicating that the report can be viewed from the **History List**.

Citi recommends that you do not subscribe to a report that requires a date range unless a cycle-based subscription is available for that report. This type of report will return the exact same data with each subscription.

You must be logged into CCRS in order to access the report.

Subscription can be modified or deleted from the **My Subscriptions** section.

Step-by-Step Instructions

To Subscribe to a Report from the Report Viewer:

Step	Action
1.	From the **Report Viewer** select one of the following options: • Click the **Subscribe** icon or, • From the **File** menu, select **Subscribe to History List**. *The Subscribe screen displays.*
2.	From the **Schedule** drop-down list, select the desired frequency that you would like the report to run.
3.	In the **Email** text entry field, type the email address to which your subscription notification emails will be sent. **Note:** The **Notify Option** enables you to be notified via email each time the subscribed report is finished processing. Multiple email addresses may be entered by placing a semicolon between them.
4.	Click the **Create and Close** button.

Subscribe to a Report – Cycle-Based Subscriptions

Overview

Use this procedure to set a cycle-based subscription to a report.

Key Concepts

CCRS allows you to subscribe to reports. Report subscriptions run automatically on the day of the frequency that you selected.

When the report has finished running, an email will be sent to the email address provided indicating that the report can be viewed from the **History List**.

Cycle-based subscriptions are available on some prompted reports.

Cycle-based subscriptions will generate a report containing transaction data that occurs only within a selected billing cycle.

Citi recommends that you do not subscribe to a report that requires a date range unless a cycle-based subscription is available for that report. This type of report will return the exact same data with each subscription.

You must be logged into CCRS in order to access the report.

Subscription can be modified or deleted from the **My Subscriptions** section.

Subscribe to a Report – Cycle-Based Subscriptions (Cont'd)

Step-by-Step Instructions

To Add a Cycle-Based Subscription to a Report:

Step	Action
1.	From the **CCRS Home** screen, click the **Shared Reports** tab. *The selected reports folder screen displays.*
2.	Click the desired **Shared Report Folder** title link. *A list of available report templates displays.* **Note:** Additional folders may display in your selected **Shared Reports** folder. For example **Organizational Shared Folders** may list a folder containing your company's **Shared Reports**. Click the desired folder to access any additional report templates.
3.	Click the **Subscriptions** link below the desired report. *The History List Subscriptions page displays.* **Note:** Select prompted reports will have the option of Add cycle-based subscription.
4.	Click the **Add cycle-based subscription** link. *The Cycle-Based Subscriptions page displays.*
5.	In the **Email** text entry field, type the email address to which your subscription notification emails will be sent. **Note:** The **Notify Option** enables you to be notified via email each time the subscribed report is finished processing. Multiple email addresses may be entered by placing a semicolon between them.
6.	From the **Format** drop-down list, select the desired file format. **Note:** The available formats are **HTML**, **Excel** and **PDF**.
7.	From the **Choose the Cycle Filter** field, select the day that corresponds to your billing cycle and click the right arrow to place it in the **Selected** field.
8.	Complete any required fields for the selected report.
9.	Click the **OK** button. *The subscription displays in the My Subscriptions screen.*

Modify/Delete a Report Subscription

Overview

Use this procedure to modify or delete a report subscription.

Key Concepts

Report subscriptions can be modified or deleted from the **My Subscriptions** tab.

Step-by-Step Instructions

To Modify a Report Subscription:

Step	Action
1.	From the **CCRS Home screen**, click the **My Subscriptions** tab. *The History List subscriptions screen displays listing all current subscriptions.*
2.	Click the blue and yellow **Edit** icon next to the desired subscription. *The Edit screen displays for the selected subscription.*
3.	From the **Schedule** drop-down list, select the desired frequency that you would like the report to run on.
4.	Click the **OK** button. *The subscription displays in the My Subscriptions screen.*

To Delete a Report Subscription:

Step	Action
1.	From the **CCRS Home** screen, click the **My Subscriptions** tab. *The History List subscriptions screen displays listing all current subscriptions.*
2.	In the **Unsubscribe** field, de-select the checkbox next to the subscription.
3.	Click the **Unsubscribe** button. *The screen refreshes and the subscription is removed.*

Save Report Templates – My Reports

Overview

Use this procedure to save report templates to **My Reports**.

Key Concepts

Report templates can be created or edited and then saved to **My Reports**.

Reports that you save in **My Reports** are only accessible by you and cannot be accessed by other users.

There are two ways to save report templates to **My Reports** from the **Report Viewer**; one way is using the **Save** icon and the other way is using the **File Save as** option.

Step-by-Step Instructions

To Save a Report Template to My Reports Using the Save Icon:

Step	Action
1.	From the **Report Viewer** screen, click the **Save** icon that appears to the left on the toolbar. *The Save As dialog box displays.*
2.	From the **Save in** drop-down list, select the **My Reports** option. **Note:** All reports currently saved to **My Reports** display.
3.	To create a new folder in **My Reports**, click the **Folder** icon that displays to the right of the **Save in** drop-down list and type the appropriate data in the **Folder** and **Description** fields.
4.	Click the **Create Folder** button.
5.	In the **Name** field, amend or enter a new name for the report being saved.
6.	In the **Description** field, amend or add a new description for the report being saved.
7.	Click the **OK** button to process and save to **My Reports**. *The Report Saved window displays with confirmation that the report template has been saved.*
8.	To view all saved folders and reports, click the **My Reports** tab.

Save Report Templates – My Reports (Cont'd)

To Save a Report Template to My Reports using the File Tab Drop-down List:

Step	Action
1.	From the **Report Viewer** screen **File** menu, select the **Save As...** option. *The Save As dialog box displays.*
2.	From the **Save in** drop-down list, select the **My Reports** option. **Note:** All reports currently saved to **My Reports** will display.
3.	To create a new folder in **My Reports**, click the **Folder** icon that displays to the right of the **Save in** drop-down list and type the appropriate data in the **Folder** and **Description** fields.
4.	Click the **Create Folder** button.
5.	In the **Name** field, amend or enter a new name for the report being saved.
6.	In the **Description** field, amend or add a new description for the report being saved.
7.	Click the **OK** button to process and save to **My Reports**. *The Report Saved window displays with confirmation that the report template has been saved.*
8.	To view all saved folders and reports, click the **My Reports** tab.

Perform an Advanced Save

Advanced Save:

The **Advanced Options** dialog box allows you to determine how your report will be prompted when accessed.

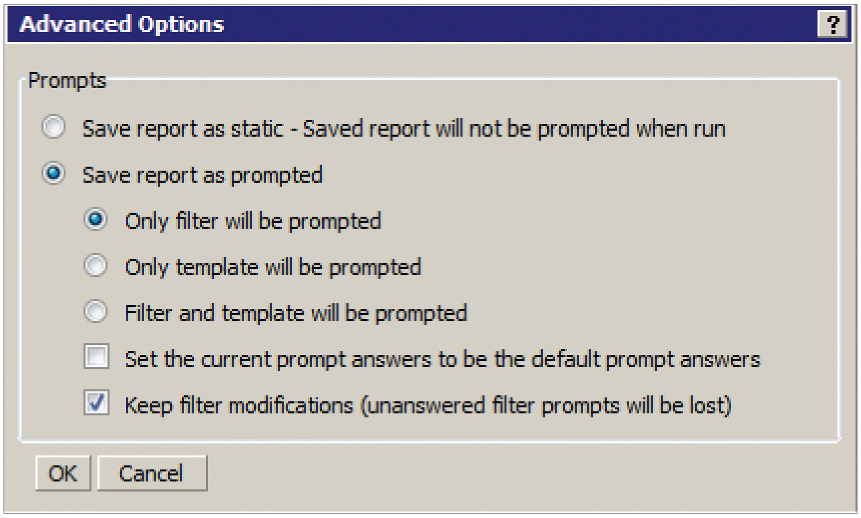
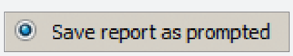


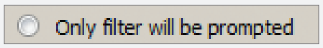
Image 2.7

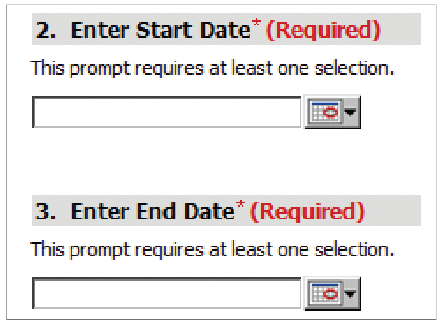
Save report as static: This option allows a report to run without prompts. When you click on the report template icon for this report, the report will immediately process without requesting a prompt. This option is great for reports that do not require date ranges, for example, a Cardholder Listing Report.



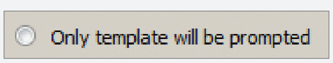
Save report as prompted: This option saves the report with active prompts. The next time you run the report, the report prompts you for the filter, the template or both, depending on what option buttons you select.

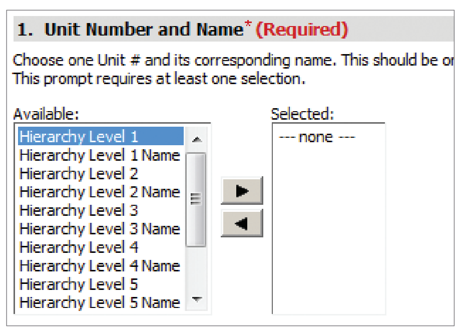
Perform an Advanced Save (Cont'd)





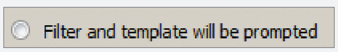
Only filter will be prompted: If this option is selected, the report is saved with the current template intact. When executing the report, you are prompted for the filter information only. The most common filter prompt is a Date Range prompt. Selecting this option for a transaction-based report will only prompt the date range filter.

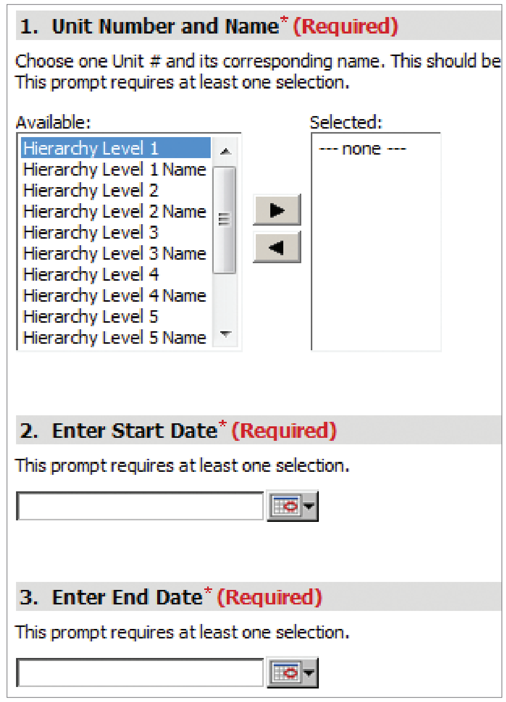




Only template will be prompted: If this option is selected, the report is saved with the current template intact. When executing the report, you are prompted for the template information only. An example of a template prompt is the Hierarchy Unit Number and Name selection prompt.

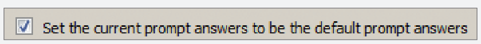
Perform an Advanced Save (Cont'd)

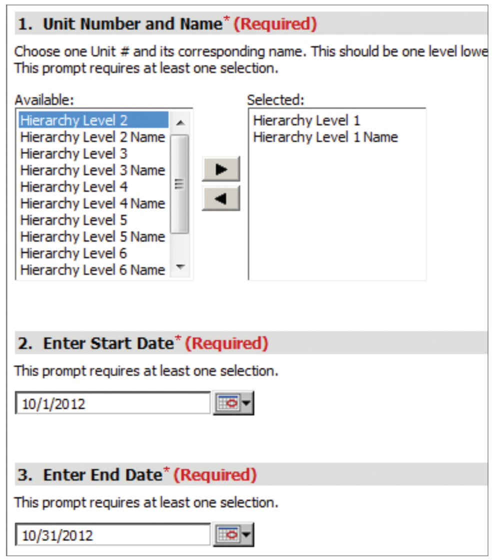




Filter and template will be prompted: If this option is selected, the report is saved with both active template and filter prompts. When executing the report, you are prompted for both the template and filter information. As you see in the above image, both and template prompt (Hierarchy Template prompt) and a filter prompt (Date Range filter prompt) display.

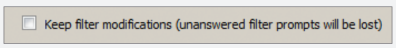
Perform an Advanced Save (Cont'd)

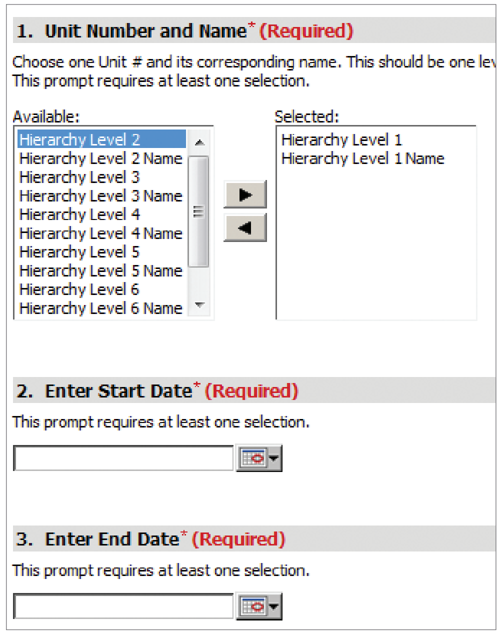




Set the current prompt answers to be the default prompt answers: If this checkbox is selected, your most recent prompt answers are saved as the default prompt answers and they will automatically populate the prompts the next time you execute the report.

Perform an Advanced Save (Cont'd)





Keep filter modifications (unanswered filter prompts will be lost): If checkbox is selected, any changes you make to the report filter are saved in the report definition.

User Preferences – Overview

Overview

This topic provides an overview of the user preference options.

Key Concepts

User preferences are settings that some users and administrators can make to control the behavior of CCRS. User preferences are accessed by clicking the **Preferences** tab at the top of the screen. The left side of the **Preferences** screen provides links to all categories of user preference parameters.

Applying Preference Changes

When you click the **Apply** button on any **Preferences** screen, the settings are applied to the project differently, depending on which of the following options you choose:

- **Apply to all projects on the current server:** The settings are applied to all projects, not just the one you are currently configuring. This is the default option.
- **Apply to current project:** The settings are applied only to the current project.

Load Default Values

When you click the **Load Default** button, the administrator's default values for this section of preferences is loaded. These default values are not saved until you click the **Apply** button.

Preferences Menu

The following are the **Preferences** menu options available from the left side of the screen:

- General
- Folder Browsing
- Grid Display
- Export
- Print (PDF)
- Drill Mode
- Prompts
- Report Services
- Security

User Preferences – General

Overview

Use this procedure to set your general CCRS preferences.

Key Concepts

The following user preferences can be modified from the **General** screen:

Default Start Page

You can change the **Home** screen that immediately displays when you access reports.

Your start page options include **Summary**, **History List**, **My Subscriptions**, **My Reports**, **Shared Reports** and **Create Reports**.

Locale

Locale allows you to change the following:

- **Language** – Select the language CCRS displays in.
- **Number and Date Format** – Select the display language for numbers and dates.

Dynamic HTML

Dynamic HTML speeds up the process of adding and removing items between the available selections and the selected items.

It also anchors the prompt currently being answered. In other words, the screen will not reposition to the top each time you answer a prompt.

Browser versions above Internet Explorer 6, Netscape 7 or Mozilla Firefox 1.0 fully support DHTML.

The **Use Dynamic HTML** options include **Determine automatically** and **No**.

Accessibility Mode

When the **Enable screen reader compatibility** checkbox is selected, the accessibility mode enables a screen reader compatibility for the visually impaired.

Drop-Down Menus

If the **Require mouse click open menus** checkbox is selected, a mouse click is required to open menus. If this option is not selected, the drop-down menu will open when you mouse over it.

Font Style

You can determine which font style and size is to be used for all text. You can select the default fonts within the tool, or you can select a custom font.

If multiple custom font styles are selected, the system will apply the first font in the prioritized list that is available on the end user's machine.

User Preferences – General (Cont'd)

Output Formats

Output formats allow you to select how reports are viewed and printed.

The output format options are:

- Use PDF for printing reports
- Re-use new window for each export, print and PDF action
- Full-Screen Mode Behaviors for Reports
  - Read from Report
  - Open Every Report in Full-Screen Mode
  - Don't Open Any Report in Full-Screen Mode
- Full-Screen Mode Behaviors for Documents
  - Read from Document
  - Open Every Document in Full-Screen Mode
  - Don't Open Any Document in Full-Screen Mode

Cart-Style Selections

Selecting the **Keep item in list of available answers when making selection in cart-style prompts for filter editors** checkbox will keep items in list of available answers when making selections in cart-style prompts or filter editors.

Applying Preference Changes

When you click the **Apply** button on any **Preferences** screen, the settings are applied to the project differently, depending on which of the following selections you choose:

- **Apply to all projects on the current server:** The settings are applied to all projects, not just the one you are currently configuring. This is the default option.
- **Apply to current project:** The settings are applied only to the current project.

Load Default Values

When you click the **Load Default Values** button, the administrator's default values for this section of preferences is loaded. These default values are not saved until you click the **Apply** button.

User Preferences – Folder Browsing

Overview

Use this procedure to set your folder browsing preferences.

Key Concepts

The following user preferences can be set on the **Folder browsing** screen:

Folder Browsing

When the **Enable running filter + template** checkbox is selected, the **Run filter** and **Template** buttons display in the toolbar of any folder screen. The **Run filter** and **Template** buttons allow you to choose a filter and a template and execute a report.

Applying Preference Changes

When you click the **Apply button** on any **Preferences** screen, the settings are applied to the project differently, depending on which of the following selections you choose:

- **Apply to all projects on the projects on the current server:** The settings are applied to all projects, not just the one you are currently configuring. This is the default option.
- **Apply to current project:** The settings are applied only to the current project.

Load Default Values

When you click the **Load Default Values** button, the administrator's default values for this section of preferences is loaded. These default values are not saved until you click the **Apply** button.

User Preferences – Grid Display

Overview

Use this procedure to set your grid display preferences.

Key Concepts

The following user preferences can be modified on the **Grid display** screen:

Grid Style

From the **Grid style** drop-down list, you can select whether to use the original grid style defined for each report or to select a default grid style for all future reports.

Selecting **Use my selected default grid style** from the drop-down list will disable all custom grid formatting in the **Report Viewer**.

Default Grid Style

Use the **Default grid style** drop-down list to select the grid style that will be applied to all future reports based on the grid style option selected.

Maximum Rows in Grid

This option allows you to set the number of rows of data to display per page in your grid report.

Maximum Columns in Grid

This option allows you to set the number of columns of data to display per page in your grid report.

Show Attribute Form Names

Use the **Show attribute form names** drop-down list to specify if attribute form names for attributes with multiple forms are displayed on reports. Select **Yes** or **No** to either allow or prevent users from viewing attribute form names on reports, regardless of whether the display of form names is enabled on the reports. Select the **Read from report** option to show or hide attribute form names on a report-by-report basis. With this option selected, attribute form names are only displayed for reports in which the display of attribute form names is enabled.

User Preferences – Grid Display (Cont'd)

Show Pivot Buttons

This option allows you to show or hide pivot buttons on all reports.

Show Sort Buttons

This option allows you to show or hide sort buttons on all reports.

Enable Sorting by Attribute Forms That Are Not Displayed on the Grid

This option allows you to sort according to attributes that are not displayed on the grid. For example, the description form of Category, but not the ID form, is displayed on a report. Even though the ID is not present on the report, you can still sort the report by the ID if this setting is enabled.

Automatic Page-by

This option allows you determine if a new page of information displays immediately after you select a choice in a page-by drop-down list. If this checkbox is not selected, you must click the **Apply** button to see the new information after making a selection. Turning it off can be useful if there are multiple page-by drop-down lists and you want to click the **Apply** button only once, after all of the selections have been made.

Use Images for Depicting Expand and Contract in Outline Mode

This option is used primarily as a troubleshooting setting to adjust the expand (⊞) and contract (⊟) symbols in **Outline** mode. If the expand and contract symbols images do not appear correctly in **Outline** mode, change this setting to resolve the issue.

Applying Preference Changes

When you click the **Apply** button on any **Preferences** screen, the settings are applied to the project differently, depending on which of the following selections you choose:

- **Apply to all projects on the current server:** The settings are applied to all projects, not just the one you are currently configuring. This is the default option.
- **Apply to current project:** The settings are applied only to the current project.

Load Default Values

When you click the **Load Default Values** button, the administrator's default values for this section of preferences is loaded. These default values are not saved until you click the **Apply** button.

User Preferences – Graph Display

Overview

Use this procedure to set your graph display preferences.

Key Concepts

The following user preferences can be modified on the **Graph display** screen:

Graph Size

You can choose to set the size of the graph displayed (700 for width and 400 for height by default) or to use the size settings stored in the report definition.

Selecting the **use my selected default grid style** radio button will disable all custom grid formatting in the **Report Viewer**.

Show Graph Reports by Default in "Grid and Graph" View Mode

This option displays graph reports in Grid and Graph mode by default. This setting changes depending on how the last graph report was viewed. For example, if this option is selected when a graph report is executed, the report is displayed as both a grid and a graph. Change the report to display graph only, and this setting is cleared.

Applying Preference Changes

When you click the Apply button on any **Preferences** screen, the settings are applied to the project differently, depending on which of the following selections you choose:

- **Apply to all projects on the current server:** The settings are applied to all projects, not just the one you are currently configuring. This is the default option.
- **Apply to current project:** The settings are applied only to the current project.

Load Default Values

When you click the **Load Default Values** button, the administrator's default values for this section of preferences is loaded. These default values are not saved until you click the **Apply** button.

User Preferences – Export

Overview

Use this procedure to set your export preferences.

Key Concepts

The following user preferences can be set on the **Export** screen:

Export

Use the **Export** drop-down list to choose either to export the entire report or only the portion of the report displayed in your browser.

Export Grids To

It is possible to select one of the following grid export options:

- **Excel with plain text** – The Excel spreadsheet includes the text of the report.
- **CSV file format** – This format includes the text of the report separated by commas.
- **Excel with formatting** – The Excel spreadsheet maintains all colors, fonts and structure in the report.
- **HTML** – The grid is exported to an HTML page.
- **Plain text** – The text of the report is exported in plain text. Specify a delimiter to separate each cell of the report.

Export Graphs To

It is possible to select one of the following graph export options:

- **Excel with formatting** – The graph opens in the version of Excel you specify from the Excel version drop-down list.
- **HTML** – The graph is exported to an HTML page.

Export HTML Documents To

It is possible to select one of the following HTML document export options:

- **HTML** – The HTML document maintains its format, color, structure and features when exported to HTML.
- **Excel without formatting** – Only grids are exported in plain text, giving users access to the raw data of the grid reports. Graph reports within HTML documents are not exported to Excel.

Export Metric Values as Text

This option allows you choose whether numeric values should be exported as text or as numbers. If you choose to export metric values as numbers, Excel may automatically format the number. For example, $34.23614 may be rounded to $34.24 in Excel. If you choose to export metric values as text, Excel will not automatically format the numbers.

Note: This option is only enabled when either **Excel with plain text** or **Excel with Formatting** is selected.

Export Headers as Text

This option allows you to choose if header values should be exported as text or in their current format which could be numeric, date and so on.

Note: This option is only enabled when either **Excel with plain text** or **Excel with Formatting** is selected.

User Preferences – Export (Cont'd)

Export Filter Details

This option allows you to choose whether or not to export the filter details on any given report. If you choose to export them, they appear directly above the exported report.

Always Export Graphs as Live Excel Charts

This option allows you to determine if reports with graphs are exported as live Excel graphs. This means that you can perform Excel manipulations on the graphs just as you can on any graph in Excel. This setting only applies to exports to Excel with formatting. If you do not enable this setting, graphs are exported to Excel as bitmaps.

Remove Extra Column from Exported Grid

This option allows you to determine if the last column of the row headers, which contains the word **Metrics,** is displayed on a report. This setting only applies to exports to Excel with formatting.

Show Options When Exporting

This option allows you to determine whether the **Export Options** window opens when you export a report. If this option is selected, the **Export Options** window opens each time. If this option is not selected, the window does not open and the report is exported with the settings saved in **Preferences**.

Applying Preference Changes

When you click the **Apply** button on any **Preferences** screen, the settings are applied to the project differently, depending on which of the following selections you choose:

- **Apply to all projects on the current server:** The settings are applied to all projects, not just the one you are currently configuring. This is the default option.
- **Apply to current project:** The settings are applied only to the current project.

Load Default Values

When you click the **Load Default Values** button, the administrator's default values for this section of preferences is loaded. These default values are not saved until you click the **Apply** button.

User Preferences – Print

Overview

Use this procedure to set your print preferences.

Key Concepts

The following user preferences can be set on the **Print (PDF)** screen:

Export

Use the **Export** drop-down list to specify whether to print the whole report or only the portion displayed in the browser.

Header and Footer

This option allows you to use headers and footers saved as part of the report settings or to use a customized header and footer on all your reports. Click the **Edit Custom Settings** button to access the **Header/Footer Editor** screen.

Scaling

Use the scaling option to adjust the amount of the report's content, and therefore, the size of the font, that prints on a page. You may choose to either adjust the font as a percent of original size or to fit it to page.

Print the Grid and the Graph on the Same Page

Use this option to determine if the grid and the graph will be printed on the same page when printing a report displayed in **Grid and Graph** mode. When enabled, this setting ensures that the graph you are currently viewing is placed on one page along with its corresponding grid. Additional sections of the report, if any, will be displayed on subsequent pages, always with the graph and its corresponding grid rows on the same page. If you de-select this checkbox, the grid and graph will print on separate pages.

Orientation

This option allows you to choose to print reports in either portrait or landscape view.

Print Cover Page with Filter Details

This option allows you to print the filter details of the report on a separate page before the contents of the report.

Expand All Page-by Fields

This option allows you to print all combinations of items in the page-by axis when printing a report that has one or more items in the page-by axis. To print only the items currently displayed, deselect this checkbox.

Paper Size

Use this option to determine the paper size on which to print a report.

Margins

This option allows you to set the top, left, right and bottom margins. For reports to print correctly, these margin settings and the margin settings in the browser's **File**, **Page Setup** option must match. This is only applicable if PDF printing is disabled.

User Preferences – Print (Cont'd)

Maximum Header/Footer Size

Use this option to set the size at which the report header and footer can be overwritten. If the header or footer is larger than its maximum size and the report must use the space to display its content, the header or footer is cut off by the report content. If the report does not use the space, the entire header or footer displays regardless of size.

Use Bitmaps for Graphs

Use this option to determine if graphs are generated using a bitmap format or a vector format (default). When the **Use bitmaps for graphs** checkbox is selected, the **Use draft quality for graphs** checkbox becomes available. Select the **Use draft quality for graphs** checkbox if you want the exported PDF to use lower-quality graphs. This results in a smaller PDF file size and is particularly helpful when you do not intend to print the report or document.

Embed Fonts

Use this option to determine if you want to use the original fonts chosen in the **Document Editor** to display and print the PDF, even on computers that do not have those fonts installed. This ensures the portability of the PDF.

Show Options When Exporting a PDF

This option allows you to choose to be prompted for print options every time you print.

Applying Preference Changes

When you click the **Apply** button on any **Preferences** screen, the settings are applied to the project differently, depending on which of the following selections you choose:

- **Apply to all projects on the current server:** The settings are applied to all projects, not just the one you are currently configuring. This is the default option.
- **Apply to current project:** The settings are applied only to the current project.

Load Default Values

When you click the **Load Default Values** button, the administrator's default values for this section of preferences is loaded. These default values are not saved until you click the **Apply** button.

User Preferences – Drill Mode

Overview

Use this procedure to set your drill mode preferences.

Key Concepts

The following user preferences can be set on the **Drill mode** screen:

Keep Parent While Drilling

Use the **Keep parent while drilling** drop-down list to keep the parent when drilling on a report, not keep the parent, or use the settings stored in the report definition. By default, it uses the settings stored in the report definition.

Keep Thresholds While Drilling

Use the **Keep thresholds while drilling** drop-down list to keep the thresholds for the reports when drilling, not keep them, or use the settings stored in the report definition. By default, it uses the settings stored in the report definition.

Open Drill Results in a New Window

This option allows you to determine if the drilled report results are displayed in a new window when you drill on a report.

Applying Preference Changes

When you click the **Apply** button on any **Preferences** screen, the settings are applied to the project differently, depending on which of the following selections you choose:

- **Apply to all projects on the current server:** The settings are applied to all projects, not just the one you are currently configuring. This is the default option.
- **Apply to current project:** The settings are applied only to the current project.

Load Default Values

When you click the **Load Default Values** button, the administrator’s default values for this section of preferences is loaded. These default values are not saved until you click the **Apply** button.

User Preferences – Prompts

Overview

Use this procedure to set your prompts preferences.

Key Concepts

The following user preferences can be set on the **Prompts** screen:

View Prompts

Use this option to determine if a report's prompts are all displayed on one page or each prompt is displayed on a separate page.

Applying Preference Changes

When you click the **Apply** button on any **Preferences** screen, the settings are applied to the project differently, depending on which of the following selections you choose:

- **Apply to all projects on the current server:** The settings are applied to all projects, not just the one you are currently configuring. This is the default option.
- **Apply to current project**: The settings are applied only to the current project.

Load Default Values

When you click the **Load Default Values** button, the administrator's default values for this section of preferences is loaded. These default values are not saved until you click the **Apply** button.

User Preferences – Report Services

Overview

Use this procedure to set your report services preferences.

Key Concepts

The following user preferences can be set on the **Report Services** screen:

Dots Per Inch (DPI)

You can specify the resolution in which documents are displayed. The 96 DPI setting is the default DPI setting. Images with a high DPI count appear sharper than those with a lower DPI count.

Document Width Mode Calculation

Use the **Document Width Mode Calculation** drop-down list to determine whether or not the width of your document is automatically resized when it is executed in **Editable**, **Interactive** or **View** mode. By default, the width of your document is automatically adjusted to ensure that all of the document's content is displayed on the screen. However, you can improve the speed at which documents are executed by disabling this automatic size calculation. To ensure that the width of the document is not automatically resized, select **Off** from the drop-down list. Adjusting this setting does not affect how the document is exported to Excel or PDF. When a document is exported to Excel or PDF, it is automatically positioned as far to the right as is necessary to effectively display the document.

Document Section Height Mode Calculation

Use the **Document Section Height Mode Calculation** drop-down list to determine whether or not the height of sections within a document is automatically calculated and resized when the document is executed in Editable, Interactive or View Mode. By default, the height of sections is automatically adjusted to ensure that all of its content is displayed on the screen. However, you can improve the speed at which documents are executed by disabling this automatic size calculation. To ensure that the height of each section is not automatically resized, select **Off** from the drop-down list. Adjusting this setting does not affect how the document is exported to Excel or PDF. When a document is exported to Excel or PDF, it is automatically positioned as far to the right as is necessary to effectively display the document.

Enable Flash Mode

Use this option to determine whether **Flash Mode** is an available display option from the **View** menu.

Use Floating Toolbar to Apply Selector Changes

Use this option to determine if the **Apply** button on the standard toolbar and/or a floating toolbar with an **Apply** button is used to apply changes to a selector.

If you select this checkbox, a toolbar with an **Apply** button is displayed when you make a choice in any selector. This **Apply** toolbar is convenient because it can be moved anywhere in the dashboard and used to quickly apply selector choices. The **Apply** button on the standard toolbar remains, and can also be used to apply changes to the selectors.

If you de-select this checkbox, a user must click the **Apply** button on the standard toolbar to apply changes to the selectors.

User Preferences – Report Services (Cont'd)

Applying Preference Changes

When you click the **Apply** button on any **Preferences** screen, the settings are applied to the project differently, depending on which of the following selections you choose:

- **Apply to all projects on the current server:** The settings are applied to all projects, not just the one you are currently configuring. This is the default option.
- **Apply to current project:** The settings are applied only to the current project.

Load Default Values

When you click the **Load Default Values** button, the administrator's default values for this section of preferences is loaded. These default values are not saved until you click the **Apply** button.

User Preferences – Security

Overview

Use this procedure to set your security preferences.

Key Concepts

The following user preferences can be set on the **Security** screen:

Logout

This option determines how a user's requests and **History List** messages are handled when a user logs out.

Cancel This Session's Pending Requests?

You can determine if a user's pending requests are canceled at user logout.

Remove the Finished Jobs from the History List?

You can determine if the user's document and report messages are removed from the **History List** when they log out. You can select either the **Yes**, **No**, or **Only the read messages** radio button. If you select **Only the read messages**, finished jobs for which a user has viewed the results are deleted when he or she logs out, but jobs for which he or she has not viewed the results are not deleted.

Applying Preference Changes

When you click the **Apply** button on any **Preferences** screen, the settings are applied to the project differently, depending on which of the following selections you choose:

- **Apply to all projects on the current server:** The settings are applied to all projects, not just the one you are currently configuring. This is the default option.
- **Apply to current project:** The settings are applied only to the current project.

Load Default Values

When you click the **Load Default Values** button, the administrator's default values for this section of preferences is loaded. These default values are not saved until you click the **Apply** button.

Create a New Report Using the Dynamic Report Builder

Overview

Use this procedure to create a new report from scratch using the Dynamic Report Builder.

Key Concepts

Citi has created a group of standard reports that cover most of your reporting needs. These reports are stored in the **Global Shared Reports** folder.

For reporting needs that are not captured with the standard reports, you can create ad-hoc or custom reports using the Dynamic Report Builder.

There are over 650 objects from which you can choose to create a custom report.

Creating a custom report is the equivalent of creating a grocery list. First determine the categories needed for your list. Then you determine which items in each category are needed to complete your list or report. Then, you retrieve the items in your list.

Addendum reports for Hotel, Car Rental and Airline Transaction cannot be combined into a single report. Addendum reports for each merchant type must be contained on separate reports.

Include DB Reference Number as an attribute for all transaction detail reports. Database Reference Number is a unique identifier for each individual transaction. Without this attribute, transactions that occur at the same merchant on the same day, by the same cardholder, for the exact same dollar amount, will be grouped as one transaction with an added total.

Create a New Report Using the Dynamic Report Builder (Cont'd)

Step-by-Step Instructions

To Create a Report Using the Dynamic Report Builder:

Step	Action
1.	From the **Custom Reporting Home** screen, click the **Create Report** tab. *The Create Report options display.* **Note:** The three report options are **Dynamic Report Builder, Report Builder** and **Report Wizard**.
2.	Click the **Dynamic Report Builder** link. *The Report Template options screen displays.* **Note:** There is a **Summary of your selections** menu located to the left of the **Report Template** options. Use the summary menu as a navigation guide as you create your report template.
3.	From the categories provided, click the desired report option(s). **Note:** • If selecting one item, click the object, then click the right arrow to move the highlighted object to the **Selected** area. • To select consecutive items, click the first object, then, while holding the **Shift** key, click the last desired object in sequence. Click the right arrow to move the highlighted objects to the **Selected** area. • To select multiple items not in sequence, click the first object, then, while holding the **CTRL** key, click other desired objects. Click the right arrow to move the highlighted objects to the **Selected** area. Repeat these steps for each desired category.
4.	Once the desired objects are selected from each category, click the **Edit in Design Mode** button located at the bottom of the screen. *The report template objects display on the design mode screen.* **Note:** You can adjust the position of each object by clicking and dragging the object to the desired position in the template. A yellow vertical highlighted line indicates the column placement. A yellow horizontal highlighted line indicates the row placement.

Create a New Report Using the Dynamic Report Builder (Cont'd)

To Add Additional Attributes to the Report Template Using the Object Browser:

This step is needed only if you choose to add additional attributes to your report.

Step	Action
1.	In the **Object Browser** section, click the **All Objects** tab. *The All Object folders display.* **Note:** The **All Objects** folders contain all attributes, metrics, filters, and prompts available to create reports.
2.	Click the **Attributes** link. *The list of Attributes Folders displays.* **Note:** Determine the category from which to select an additional attribute to add to the report.
3.	Click the link for the desired folder. *The list of available attributes in the selected folder displays.*
4.	Click and drag the desired attribute from the **Object Browser** into the report grid. *The attribute displays in the report grid.*

To Add Additional Metrics to the Report Template Using the Object Browser:

This step is needed only if you choose to add additional metrics to your report.

Step	Action
1.	In the **Object Browser** section, click the **All Objects** tab. *The All Object folders display.* **Note:** The **All Objects** folders contain all attributes, metrics, filters, and prompts available to create reports.
2.	Click the **Metrics** link. *The list of Metrics Folders displays.* **Note:** Determine the category from which to select an additional metric to add to the report.
3.	Click the link for the desired folder. *The list of available metrics in the selected folder displays.*
4.	Click and drag the desired metric from the **Object Browser** into the report grid. *The metric displays in the report grid.*

Create a New Report Using the Dynamic Report Builder (Cont'd)

To Add a Filter to the Report Using the Object Browser:

This step is needed only if you choose to add a report filter.

A report filter limits the amount of data returned on a report. Both attributes and metrics can be used as filters. Multiple filters can be used on the same report.

Example: You may want to filter a transaction report to show purchases at a particular store. If so, select the **Merchant Name** attribute and place it in the report **Edit Report Filter** area. Then, using the filter options, provide the merchant name(s) to be filtered into the report.

You may want to continue to filter the report for transactions at the selected store that exceed a specific dollar amount. If so, select the **Total Transaction Amount** metric and place it in the report **Edit Report Filter** area. Then, using the filter options, select the **greater than or equal to amount** to be filtered into the report.

Step	Action
1.	Click the **Edit Report Filter** button located directly above the report grid. *The Report Filter screen displays.*
2.	Click the **All Objects** tab in the **Object Browser** section. *The All Object folders display.* **Note:** The **All Object** folders contain all attributes, metrics and prompts available to filter reports.
3.	To search for your desired report filter, click the link for desired **Objects** folder. *The list of folders displays.* **Note:** Determine the category from which to select a filter to add to the report.
4.	Click the link for the desired folder. *The list of available filters in the selected folder displays.*
5.	Click and drag the desired filter from the **Object Browser** into the **Report Filter** section. *The filter displays in the Report filter section with the Qualify and Select filter options.*
6.	To use **Qualify** to apply the report filter, select the desired qualifier from the **Greater than or equal to** drop-down list. *A list of available qualifiers displays.*
7.	Type the specific value to be filtered in the text field provided. **Note:** The value is case sensitive. Enter the data in ALL CAPS.
8.	Click the **Apply** button. *The filter is applied to the report template.* **Note:** Repeat these steps to add additional filters on the report template.
9.	To apply a filter using the **Select** option, click the **Select** radio button. *All values for the selected filter option display in the Available section.*

Create a New Report Using the Dynamic Report Builder (Cont'd)

Step	Action
10.	If the **In List** option is active, select the values from the **Available** section to be included on the report by selecting the value(s). **Note:** The In **List** option indicates to include the selected values in the report.
11.	To select values from the **Available** section that you desire not to be included in the report, click the **In List** drop-down list and select the **Not In List** option.
12.	From the **Available** section, select the value(s) to be removed from the report.
13.	Click the right arrow to add desired items to the **Selected** section.
14.	Click the **Apply** button. *The filter is applied to the report template.* **Note:** Repeat these steps to add additional filters on the report template.

To Add a Prompt to a Report:

This step is needed only if you choose to add a prompt to your report.

A prompt is a report object that requests you to enter a specific filter value each time the report is run. An example of a prompt is a date range.

Transaction reports may require you to enter a date range of transactions to be returned. Without this prompt, the report will return values for every transaction to ever occur on the accounts within the report.

Step	Action
1.	Click the **Edit Report Filter** button located directly above the report grid. *The Report Filter page displays.*
2.	Click the **All Objects** tab in the **Object Browser** section. *The All Objects folders display.* **Note:** The **All Objects** folders contain all attributes, metrics and prompts available to filter reports.
3.	Click the **View Objects** link. *The Objects Folders display,*
4.	Click the **Prompts** folder link.
5.	Click and drag the desired prompt the **Object Browser** into the **Report Filter** section.

Create a New Report Using the Dynamic Report Builder (Cont'd)

To Run Your Newly Created Report:

Step	Action
1.	From **Design** mode, click the **Run Report** button located above the Object Browser. *The Processing request screen displays.*
2.	Click the **Add to my History List** link. *The report is added to the History List.* **Note:** The report will process and automatically display in the Web window. Repeat the steps outlined in this document to make edits to the report.

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