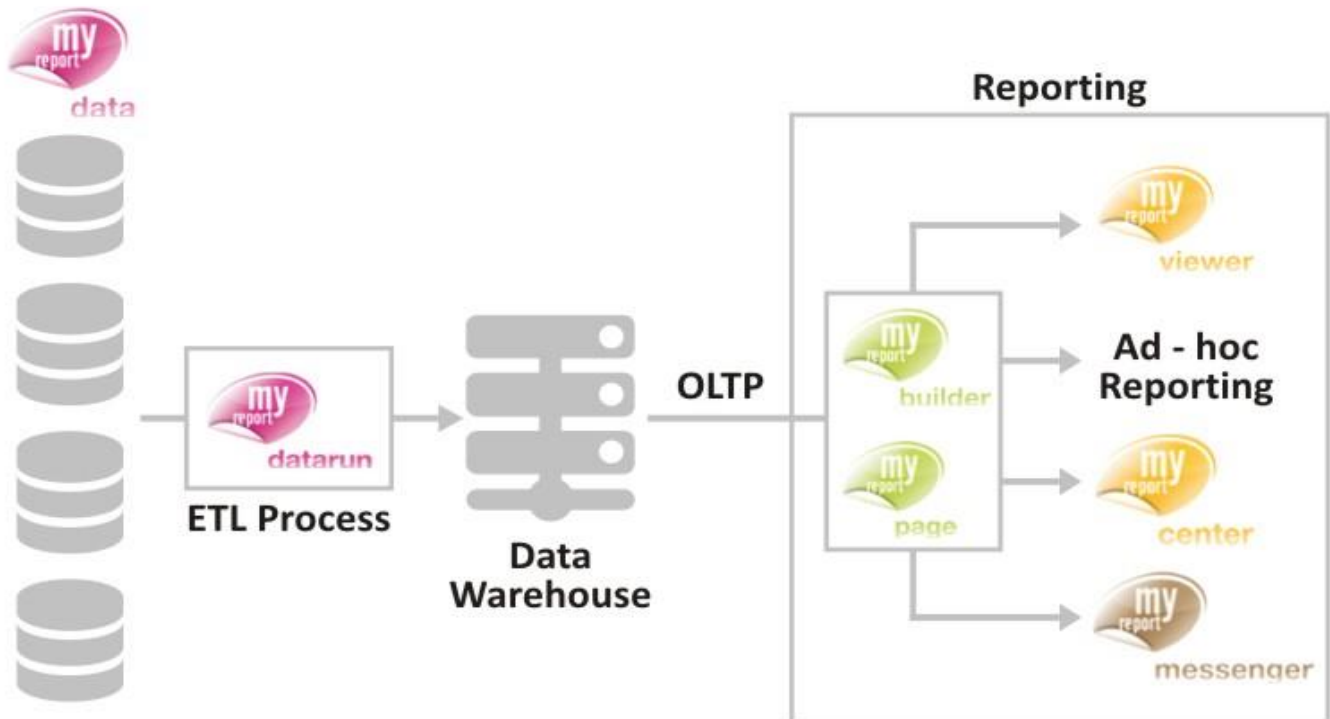




Training Manual

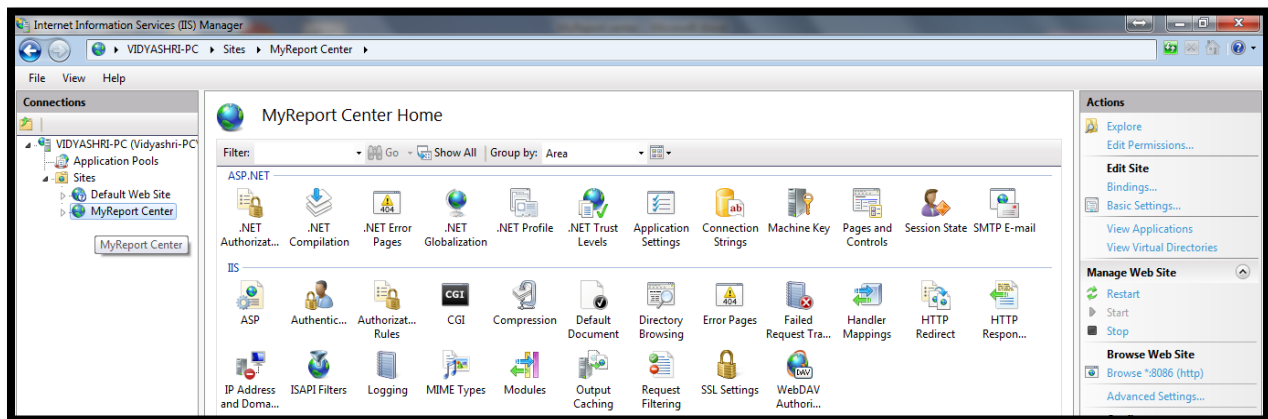
MyReport Center



MyReport center enables web based viewing of the reports created using MyReport Page and acts as repository for Excel based reports built using MyReport Builder.

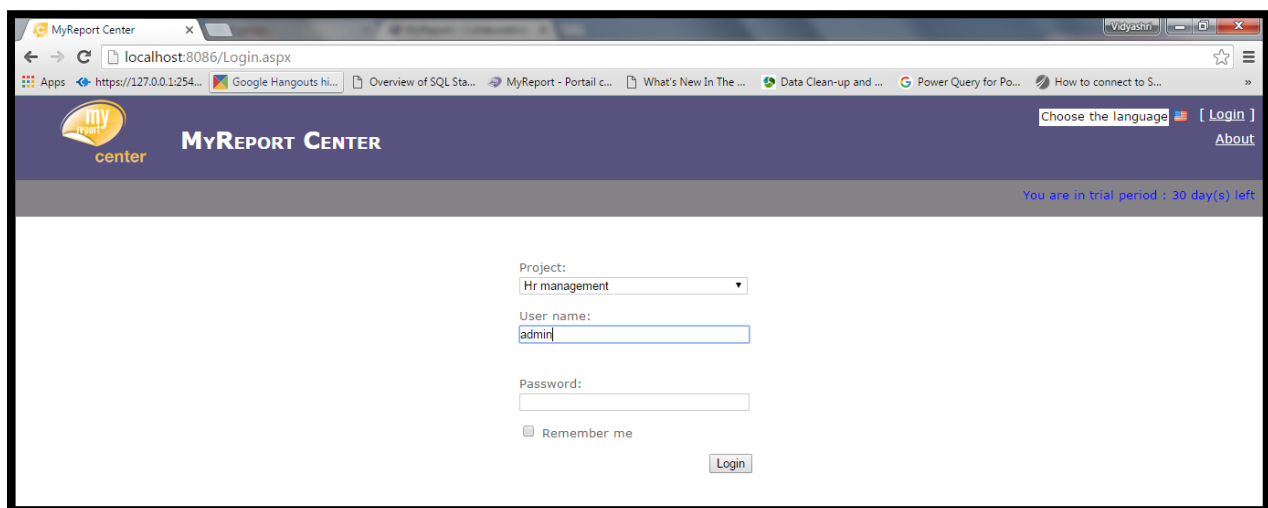
1. Install IIS

IIS needs to be installed to access MyReport Center. To install IIS go to control panel->Remove Program->Add or remove program and check all the components under IIS. User can view MyReport center tab.



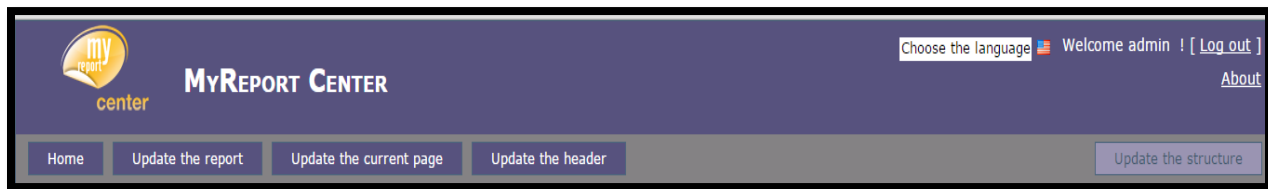
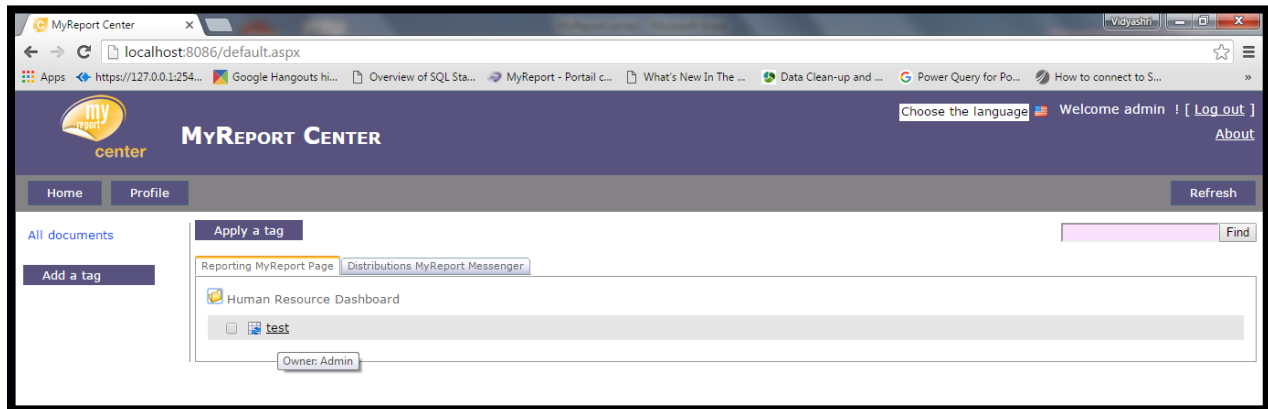
2. Project selection- Login page

Select the project which is published through MyReport Server console. Enter Username & password.





Published Report – User can view the report which is published using MyReport Server console and MyReport page.



Update the structure - To reflect the changes made in the report user needs to update the structure.

Update the current page - If user wants to update only the current page click " Update the current page".

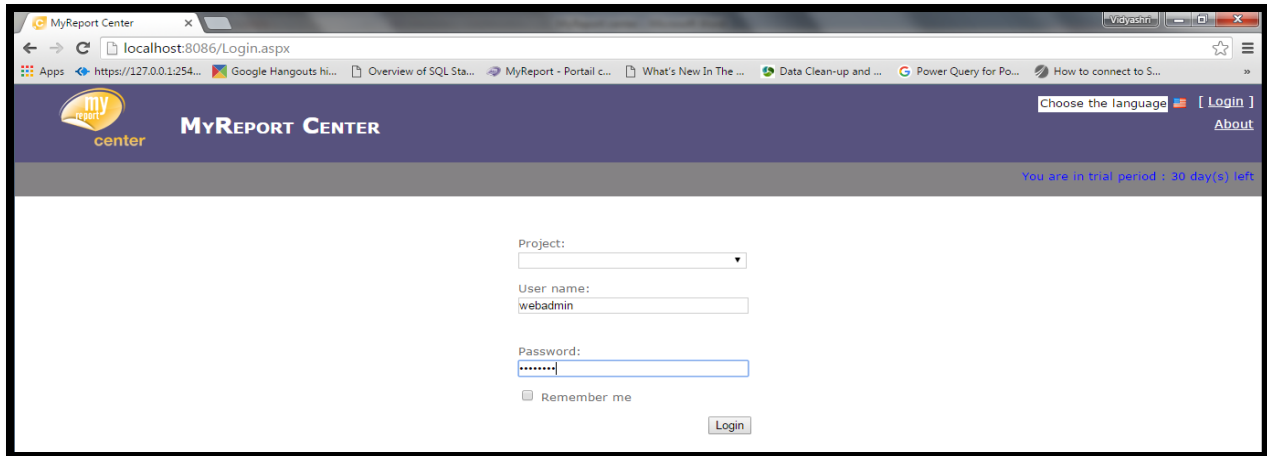
Update the Report- To update the whole report click on "Update the report". It will update all pages of the report.

3. Change the GUI of MyReport Center

To change the GUI of the MyReport Center login with

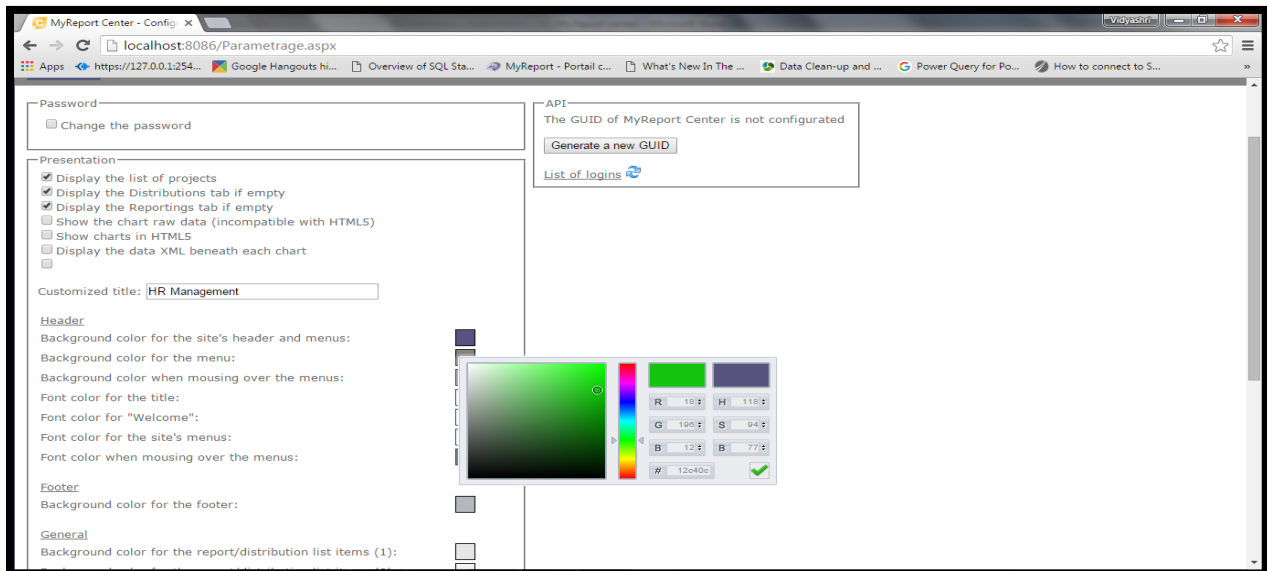
User name – “webadmin”

Password – “password”



Changes in format

To change original format of MyReport Center like background color, Add customized title.



Exercise

1. Publish report on MyReport Center.
2. Change the structure of the report.

Questions

1. What need to be installed to access MyReport Center?
2. Which is mandatory for MyReport Center?
3. How to published project through MyReport Server console for MyReport Center?
4. What is the use of Update the structure button on MyReport Center?
5. What is the use of Update the current page on MyReport Center?
6. What is the use of Update the Report on MyReport Center?
7. What are the steps to change the GUI of MyReport Center?
8. How can you made changes in format of MyReport Center?
9. What type of format changes are possible MyReport Center?
10. How to activate/register license of MyReport Center?