

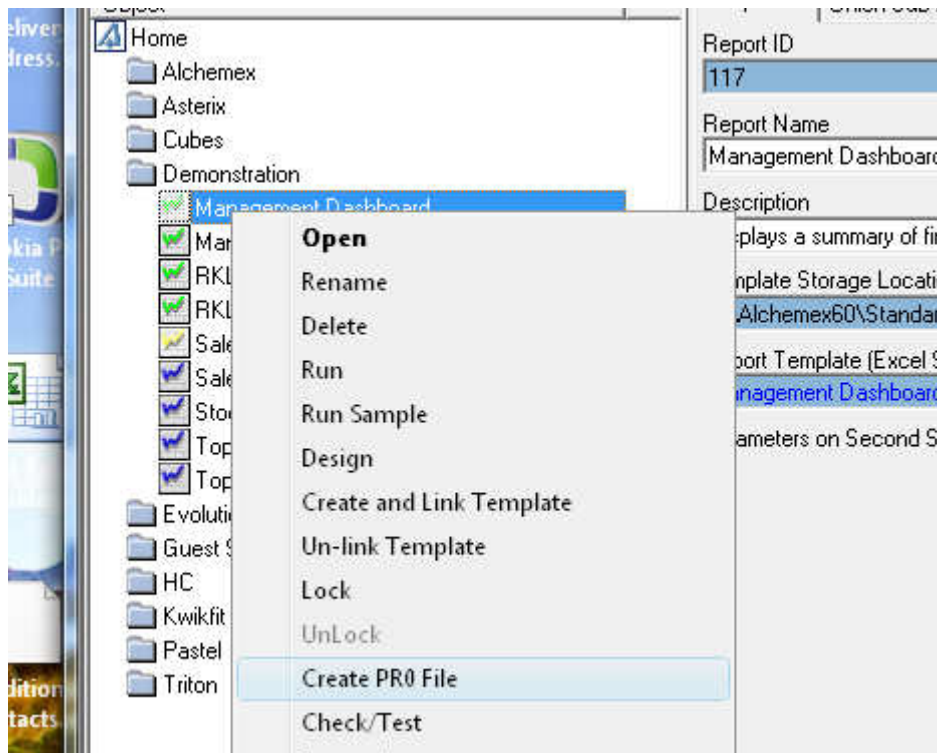
Create a run time version of a report and run it from your desktop

Why would you want to do this?

So that you can run reports by double-clicking on an icon without having to login to the report manager interface. This also has the advantage of restricting unauthorised access to report development/authoring.

Pre-requisite – you must have the client libraries for Alchemex installed on any machine that you wish to execute the reports from.

1. Open the report manager and right click on a report and choose the create PR* option



2. Browse to a location to store the file and give it a name.
3. To run the report, browse to the location where you stored it, and double click on the icon to run it.
4. If there were any report parameters that need to be entered, the box will pop-up asking you to enter them.
5. As the report runs you will see the progress monitor being displayed and the report will be delivered into Excel on the desktop where the report was run. As easy as that!