

Importing and exporting reports

Why would we want to do this?

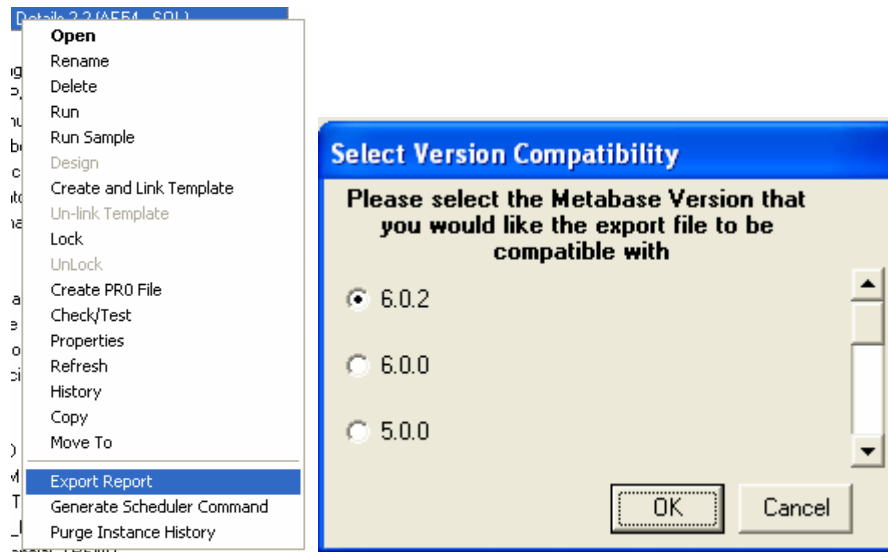
One of the great features in Alchemex is the ability to create reports and be able to share them with other Alchemex users. Another significant use is to be able to export problematic reports and send them to be fixed, and then import them once they are ready – in this day and age with significant traffic congestion, this can be a huge time and money saving for you. It is essentially a transport mechanism for reports that removes the risks of cutting and pasting various elements of a report manually.

Exporting a Report:-

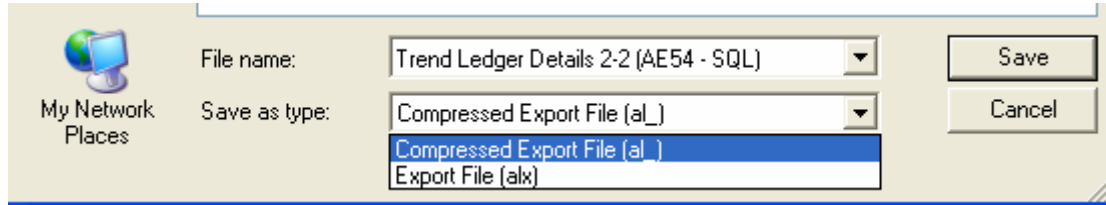
Reports can be exported from one Alchemex system and imported into another. The export function can create either a flat file (.alx extension) or a file in a compressed file format (.al_ extension). Either of these file type may then be distributed for import into other Alchemex systems.

To export a report, simply select the report in the Report Manager Interface or from the Tools menu you can run “Export Report”.

You will be prompted for a Metabase Version. Select the highest version, unless the installation you intend importing the report to is running on an older version of Alchemex.

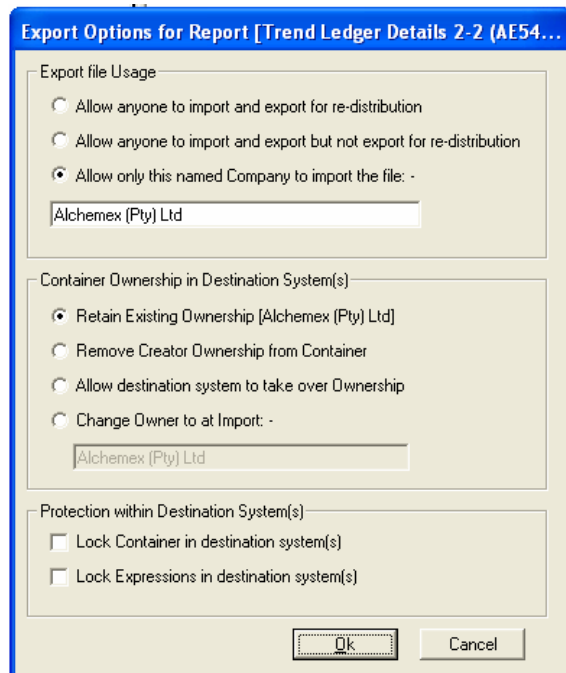


You will be prompted to select a location to save the export file.



Note: Use a compressed file format (AL_ files) for space efficiency. This is useful when you need to distribute reports.

Note that if you are running a Third Party Developer License of Alchemex then it is possible for you to protect your export files. Below is a screenshot of the additional functionality provided.

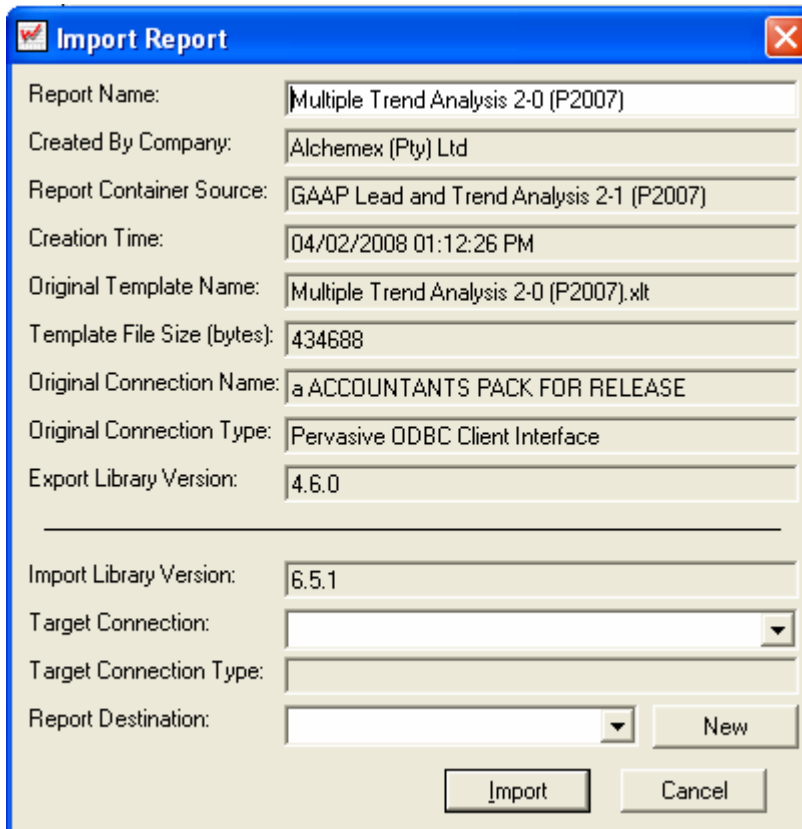


Export files can be imported into your Alchemex system from either the Report Manager or the Administrator Tool.

To Import a report using the Report Manager, perform the following steps: -

- Open the Report Manager.
- Click on "Home" in the Object window
- Select the Tools menu.
- Select the "Import Report" function
- You will be asked to locate the Alchemex export file (*.ALX or *.AL_)
- Browse to the file and press Open.

Alchemex will show the following dialog screen which contains information for the import and requires you to select a Target Connection and a Report Destination.



Import Report

Report Name: Multiple Trend Analysis 2-0 (P2007)

Created By Company: Alchemex (Pty) Ltd

Report Container Source: GAAP Lead and Trend Analysis 2-1 (P2007)

Creation Time: 04/02/2008 01:12:26 PM

Original Template Name: Multiple Trend Analysis 2-0 (P2007).xlt

Template File Size (bytes): 434688

Original Connection Name: a ACCOUNTANTS PACK FOR RELEASE

Original Connection Type: Pervasive ODBC Client Interface

Export Library Version: 4.6.0

Import Library Version: 6.5.1

Target Connection: [Dropdown]

Target Connection Type: [Dropdown]

Report Destination: [Dropdown] [New]

[Import] [Cancel]

- Select a Target Connection from the drop down field provided
- Select a Report Destination folder from the drop down field provided.
- In the event that you would like to create a new folder in which to place this report then click the "New" button
- Type in a name for the folder and click OK
- Press Import.

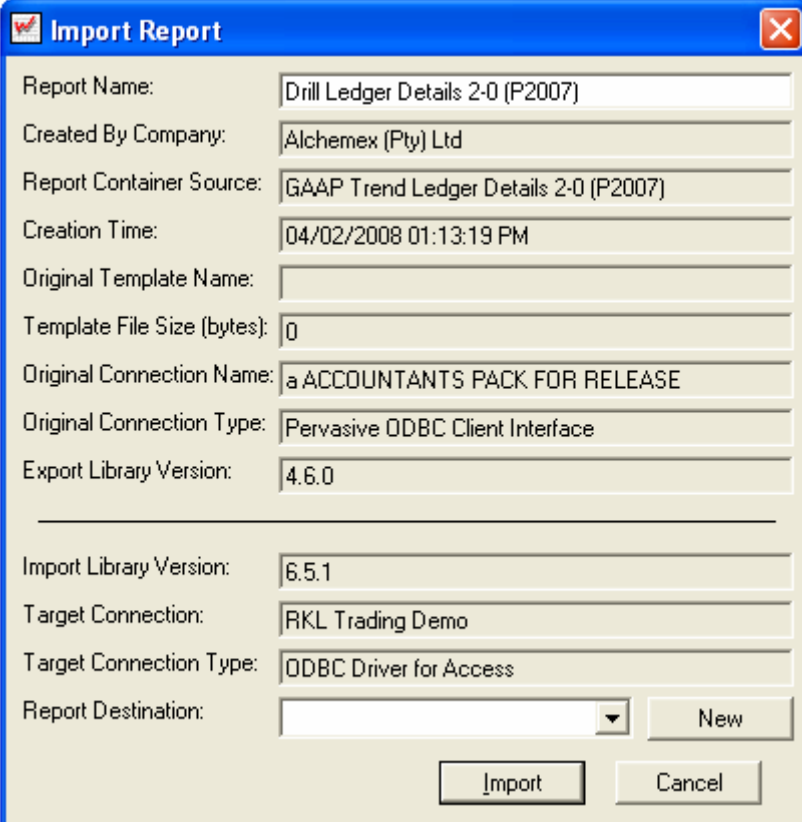


Alchemex will try and locate a Source Container in the selected connection that matches the one used by the original report. You will be given the option of using this one if a match is found or creating a new one. Where possible it is recommended that you use existing Source Containers. Your report should now be available for use in the Report Manager.

To Import a report using the Administrator Tool, perform the following steps: -

- Open the Administrator tool.
- Drill down to and select the Connection from which the report will be drawing data.
- Select the Tools menu
- Select the "Import Report" function.
- You will be asked to locate the Alchemex export file (*.ALX or *.AL_).
- Browse to the file and press Open.

Alchemex will show the following dialog screen which contains information for the import and requires you to select a Report Destination.



Import Report

Report Name: Drill Ledger Details 2-0 (P2007)

Created By Company: Alchemex (Pty) Ltd

Report Container Source: GAAP Trend Ledger Details 2-0 (P2007)

Creation Time: 04/02/2008 01:13:19 PM

Original Template Name:

Template File Size (bytes): 0

Original Connection Name: ACCOUNTANTS PACK FOR RELEASE

Original Connection Type: Pervasive ODBC Client Interface

Export Library Version: 4.6.0

Import Library Version: 6.5.1

Target Connection: RKL Trading Demo

Target Connection Type: ODBC Driver for Access

Report Destination:

Select a Report Destination folder from the drop down field provided.

- In the event that you would like to create a new folder in which to place this report then click the “New” button
- Type in a name for the folder and click OK
- Press Import

Alchemex will try and locate a Source Container in the selected connection that matches the one used by the original report. You will be given the option of using this one if a match is found or creating a new one. Where possible it is recommended that you use existing Source Containers.

Your report should now be available in the Report Manager.