Distributing Reports to Multiple Users

This job aid describes the procedures for distributing reports to multiple users, including:

- Distributing nVision Reports to Multiple Users
- Distributing SQR Reports to Multiple Users

Distributing nVision Reports to Multiple Users

**Step 1.** Log into the Finance Reporting database with your Finance Username and Password.

**Navigate to the following path:**

- Report Center ➔ Finance / Grants

The Financial Reports page opens.
Step 2. Click the appropriate nVision report link.

The nVision Report Request page opens in a new window.

Step 3. Enter the applicable date and scope name.


The Process Scheduler Request page opens.
Step 5. Select **Web** in the **Type** field.

The **Distribution** link displays.

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Step 6. Click the **Distribution** link.

The **Distribution Detail** page opens.
Step 7. Click in the **Distribute To** group box to add more users (as shown in the example below).

Step 8. Click **OK**.

The **Process Scheduler Request** page reopens.

Step 9. Click **OK**.

The report runs and is available in the **Report Manager** for all users.

**End of Procedure**
Distributing SQR Reports to Multiple Users

Step 1. Log into the Finance Reporting database with your Finance Username and Password.

Navigate to the following path:

Report Center → Finance / Grants

The Financial Reports page opens.
Step 2. Click the link for the appropriate SQR report.

The **Find an Existing Value** page opens in a new window.

Step 3. Click on the link for the appropriate Run Control ID or add a new value to create a new Run Control ID.

The **Report** page opens.
Step 4. Click **Run**. The *Process Scheduler Request* page opens.

Step 5. Click the **Distribution** link. The *Distribution Detail* page opens.
Step 6. Click in the **Distribute To** group box to add more users (as shown in the example below).

![image of distribute to group box]

**Note:** These extra User IDs will remain attached to the Run Control ID until the rows are deleted. If this distribution is being run one time only, create a new Run Control ID or go back and delete the rows.

Step 7. Click **OK**.

The **Process Scheduler Request** page reopens.

![image of process scheduler request page]
Step 8. Click **OK**.

The report runs and is available in the *Report Manager* for all users.

End Procedure