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

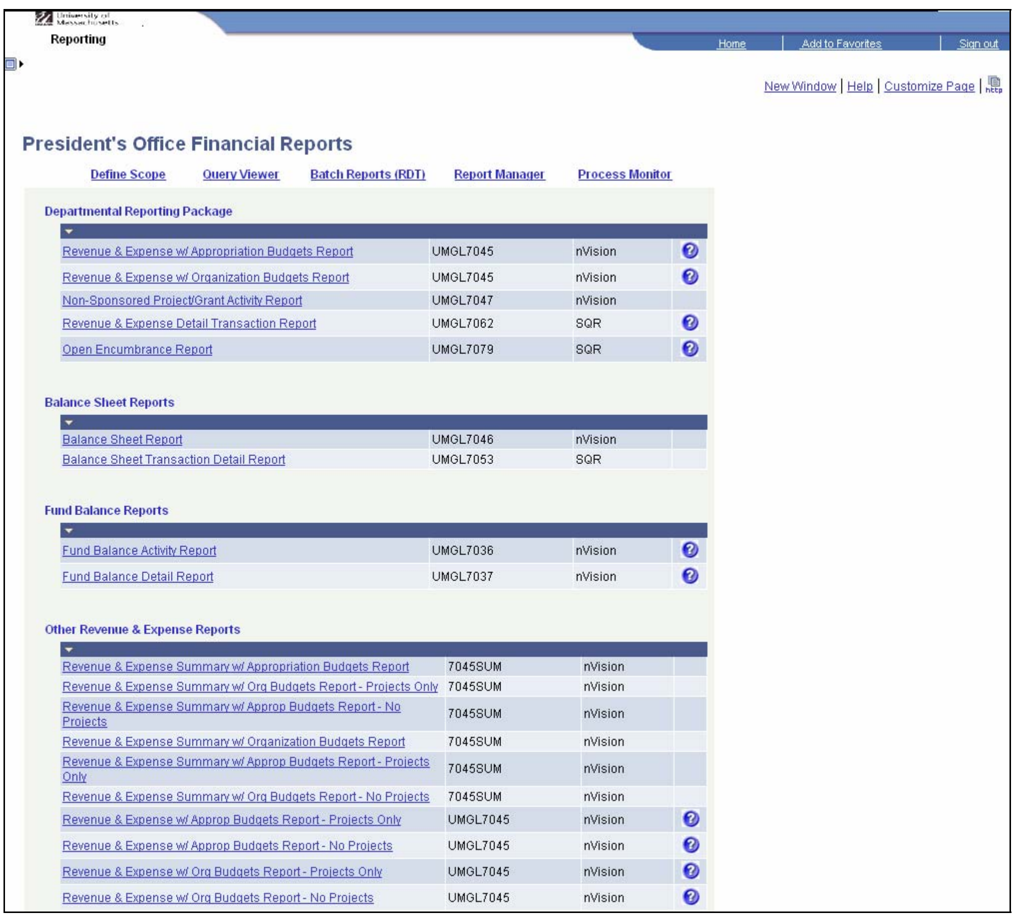
Distributing nVision Reports to Multiple Users

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

Navigate to the following path:

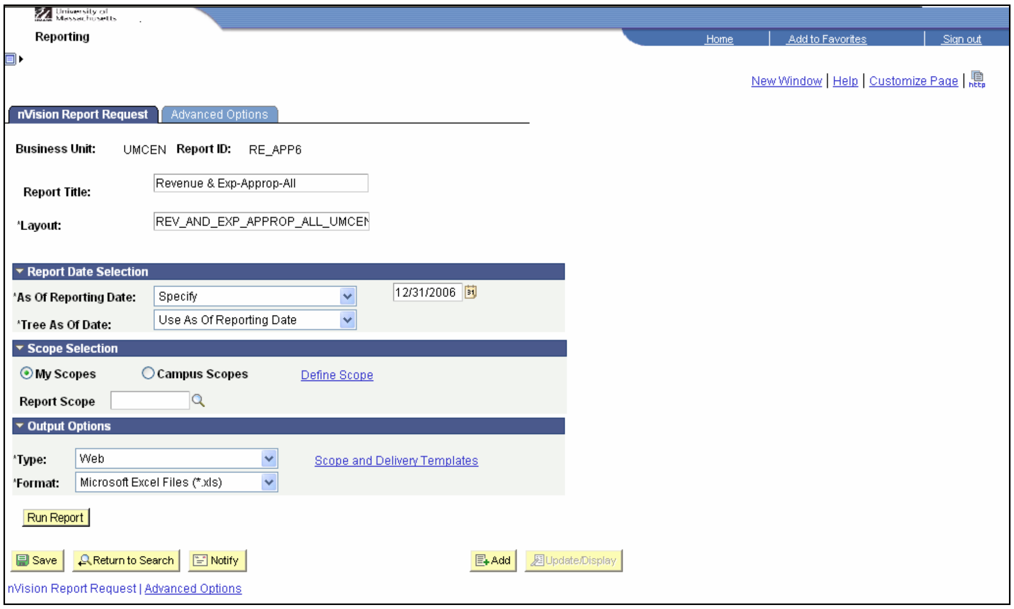
Report Center → Finance / Grants

The ***Financial Reports*** page opens.



Step 2. Click the appropriate nVision report link.

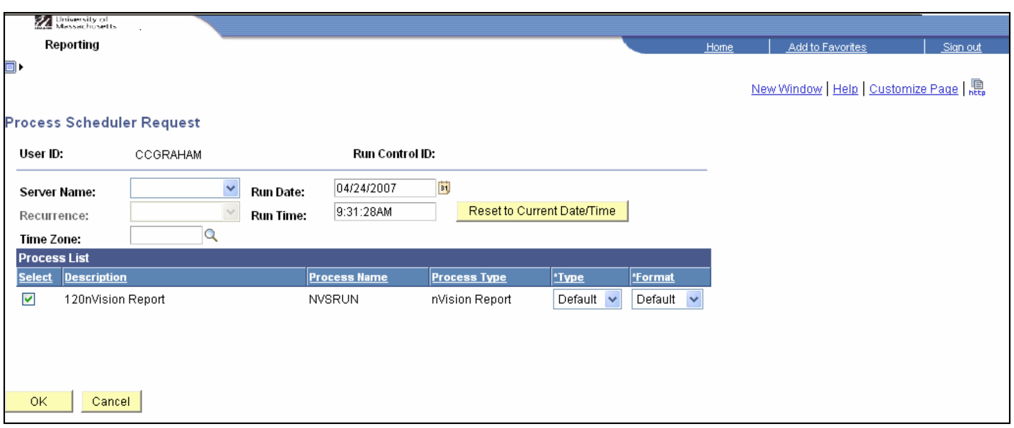
The ***nVision Report Request*** page opens in a new window.



Step 3. Enter the applicable date and scope name.

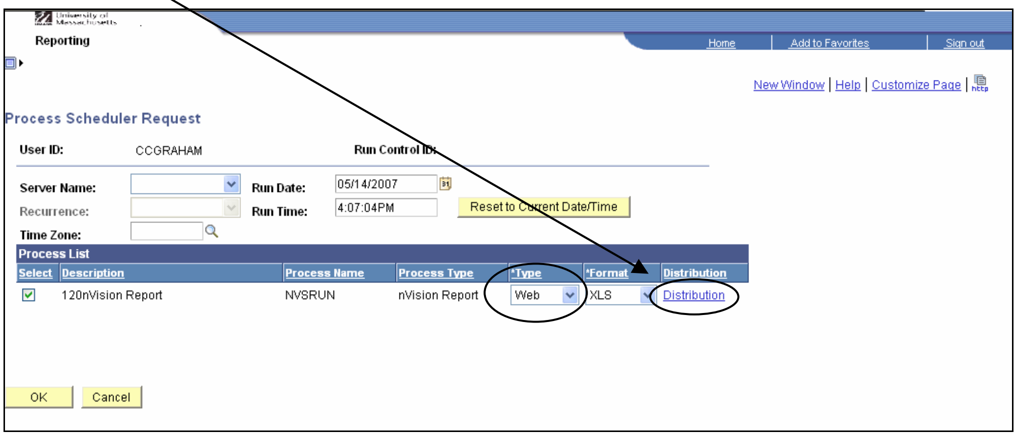
Step 4. Click Run Report.

The ***Process Scheduler Request*** page opens.



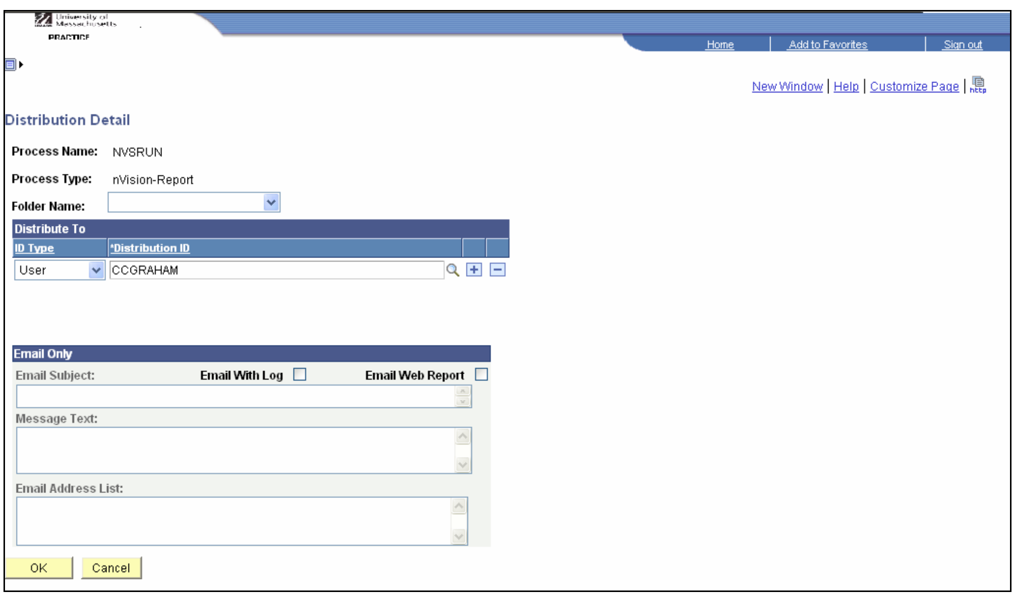
Step 5. Select ***Web*** in the ***Type*** field.

The **Distribution** link displays.

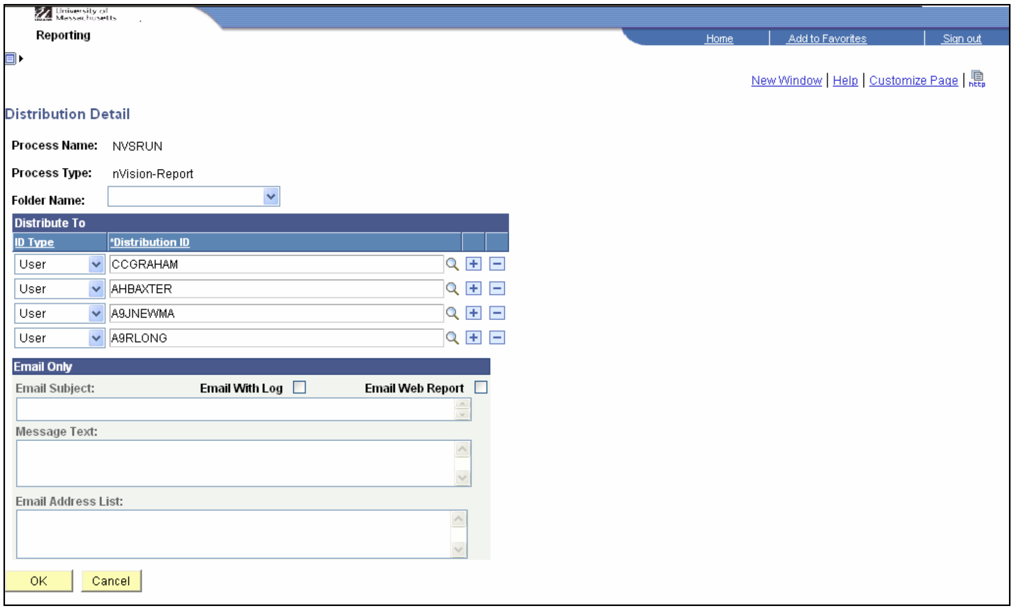


Step 6. Click the **Distribution** link.

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

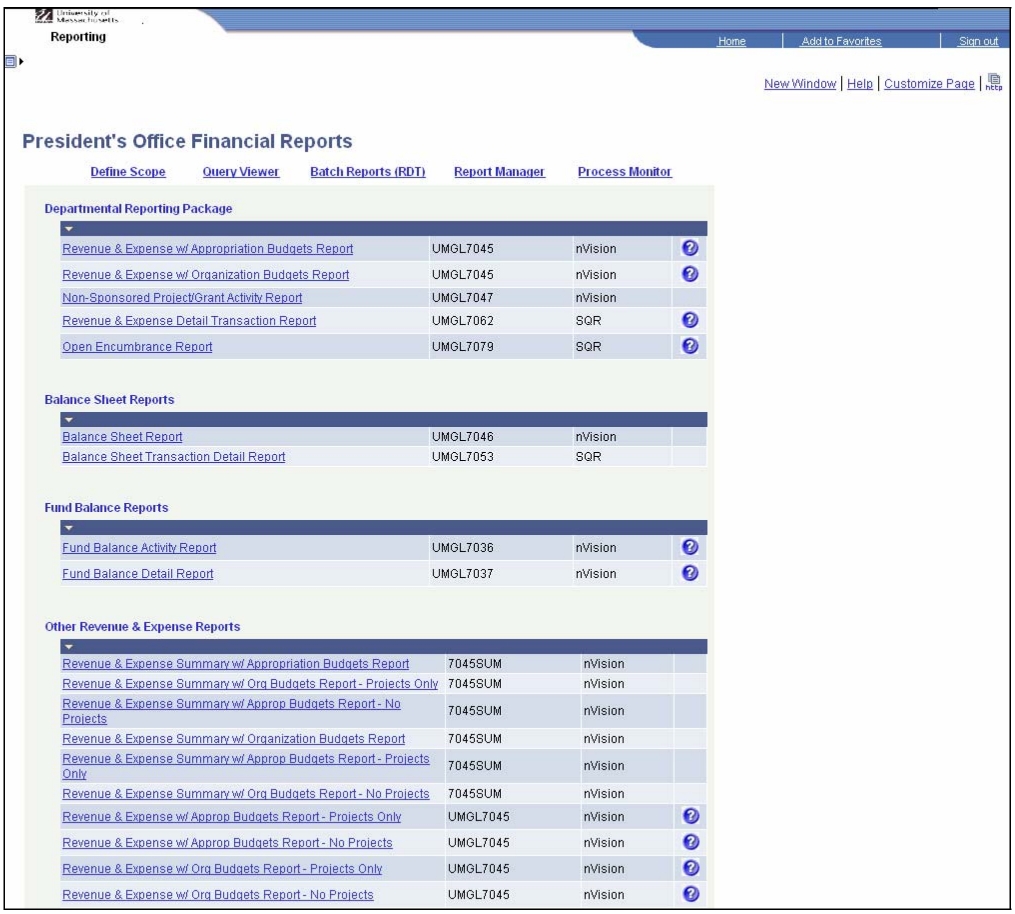
Distributing SQR Reports to Multiple Users

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

Navigate to the following path:

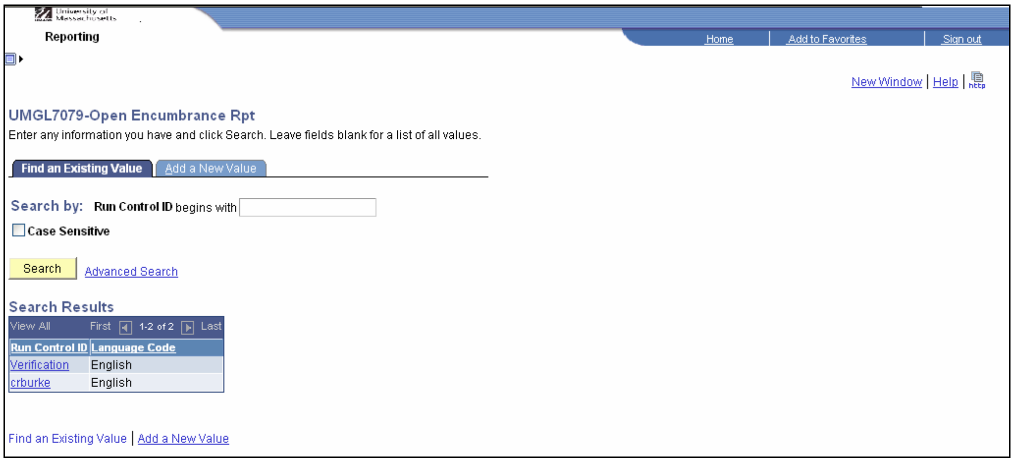
Report Center → Finance / Grants

The ***Financial Reports*** page opens.



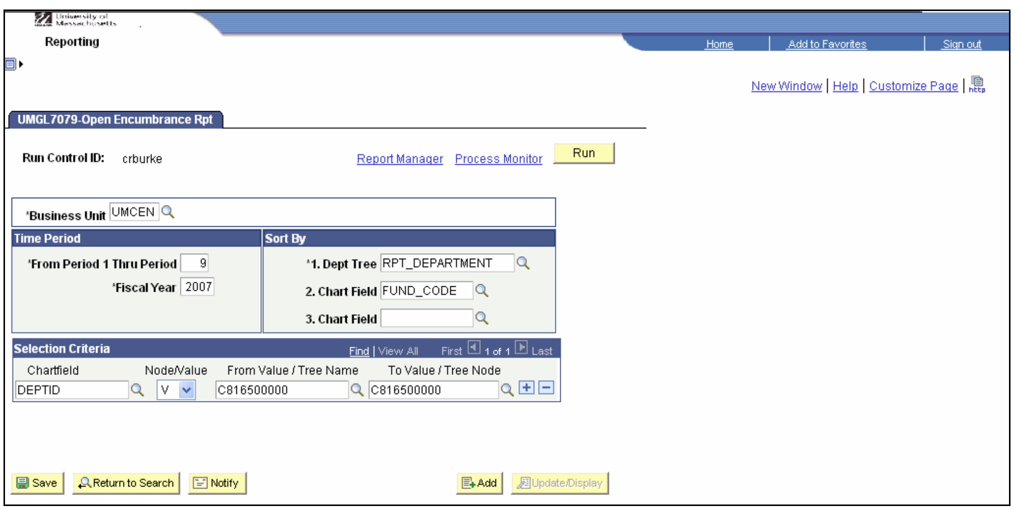
Step 2. Click the link for the appropriate SQR report.

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



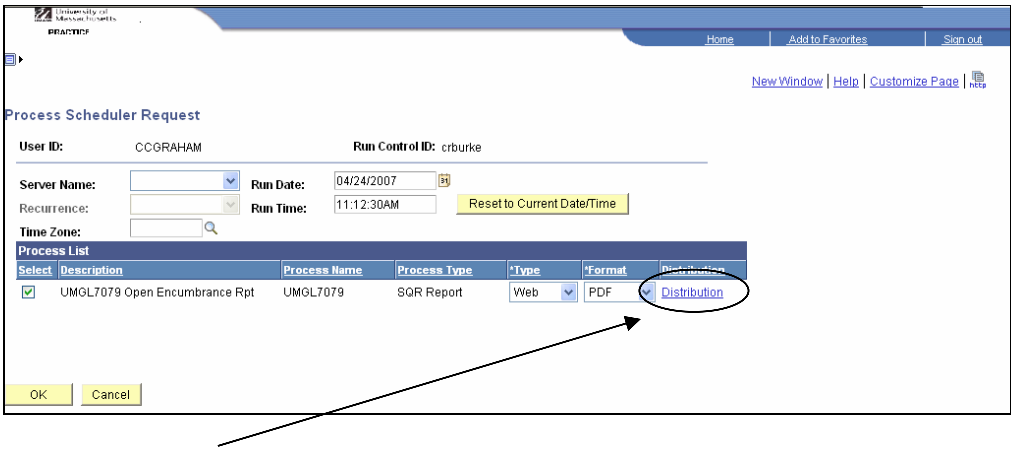
Step 3. Click on the link for the appropriate Run Control ID or add a new value to create a new Run Control ID.

The ***Report*** page opens.



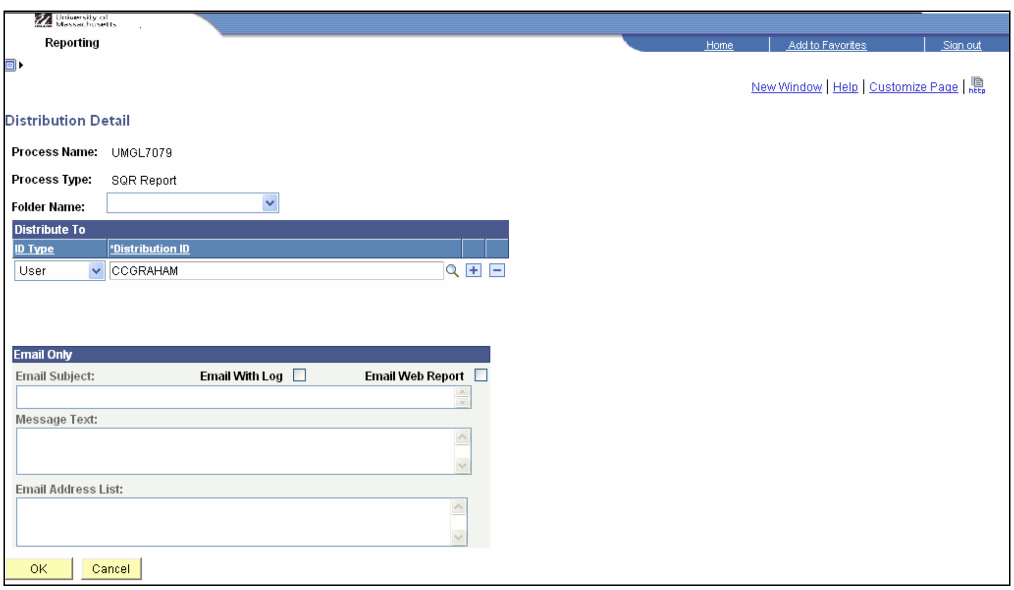
Step 4. Click Run.

The ***Process Scheduler Request*** page opens.

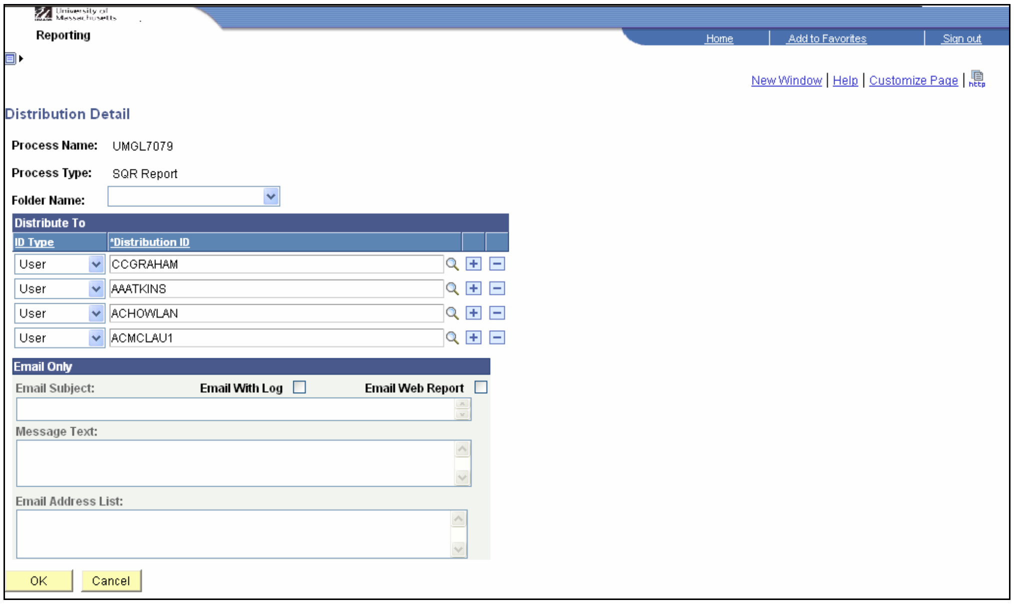


Step 5. Click the **Distribution** link.

The ***Distribution Detail*** page opens.



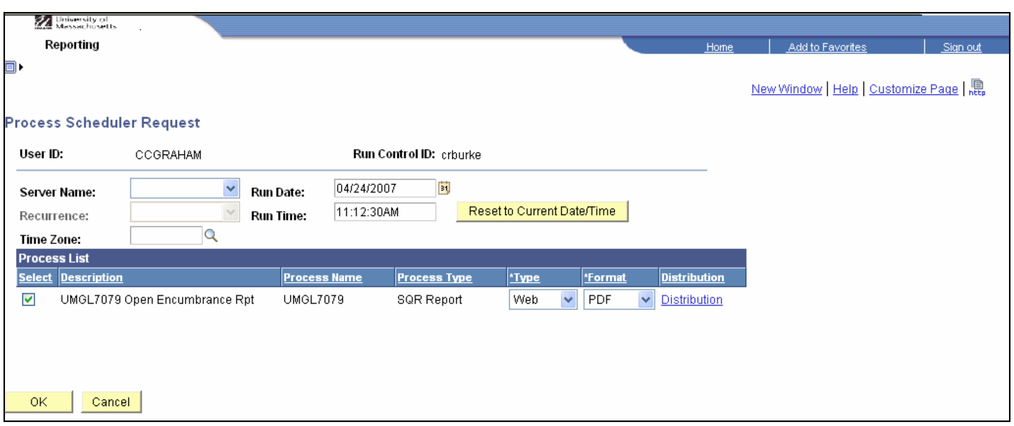
Step 6. Click [+] in the ***Distribute To*** group box to add more users (as shown in the example below).



> **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.



Step 8. Click OK.

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

End Procedure