Report2Web v4 User’s Guide
Report2Web Version 4

- To access the upgraded version of Report2Web, you will still click on the link associated with Report2Web in MyPackPortal.
- Users that have a direct link bookmarked on their computer will need to go to https://rpt2web.acs.ncsu.edu/r2w/land
- Once logged in you will arrive at the following page.
The Report2Web Home Screen

![Report2Web Home Screen Image]
The Report2Web Home Screen

- Compared to the previous version of Report2Web, the home screen combines the old Welcome screen with the Report Viewing screen, allowing the user to perform all the basic functions of Report2Web from the same location.
The Report2Web Home Screen

• To navigate to your documents, you must first click on “r2w_enterprise” to bring up your list of available folder.
• Then click the folder that you want to view
The Report2Web Home Screen

- If your report is in a subfolder, click on the “+” next to the main folder, and navigate the folder tree down to where the report is that you want to view.
The Report2Web Home Screen

• Once you have navigated to your lowest subfolder, click on the name of the folder, and a list of your reports will appear.
The Report2Web Home Screen

- Your list of available reports will appear in order of the most recent report to the least recent report.
- Also, if there are multiple versions of a report, only the most recent version of the report will appear on the list.
- In order to view a report, simply click on the report title, and the report will open in the window.
The Report2Web Home Screen

- If you would like a bigger and better view of your report, you can right click on the title, and choose “Open” then “In New Window”
- This will give you the just the report viewing window only in a new browser window
- When you are done with this report, you can close the window and your Report2Web home screen should still be on the screen.
Version List

• If you are looking at the list of your reports, and you see this icon next to your report, it means that there is more than one version of that report. To look at older versions of that report, click on the icon.

• This will bring up a list of all versions of this report.
This example has seven pages worth of old reports. You can navigate through the seven pages and pick the report that you need.
• Once you have a report open (either in the home screen or in a new window), you will have some helpful icons to use.

• The standard Abode Reader icons will allow you to print, save, toggle between pages, and zoom.

• In addition, just above those icons, are Report2Web icons.
Report View

• The first icons are the left and right arrows around the date. The date indicates the time that the current report was created. The left arrow lets you go back one report (for example to yesterday’s report). The right arrow lets you go forward one report. The arrows will be gray if you are at the beginning or the end of the list.
Report View

• In the right corner, you will encounter different icons depending on the type of report. Most reports are PDF, and will have a PDF icon. Some reports also have an Excel version. For those reports, you will see the Excel icon. Click on that icon, and it will allow you to save and download the report in Excel.
Report View

- Next is the Properties Icon, which will give you the name and properties of the report.
- Further to the right are the up and down arrows. These arrows will allow you to toggle through the list of reports in the current folder. This will only toggle through the most recent version of each report.
Report View

- To the far right is the folder icon. This icon will take you back to the current folder list to see your list of reports. Note that this same action can be taken by clicking on the folder link after “Path:” on the left side of this graphic.
Features
Recent Report History

- The Home screen provides you with a list of recent documents that you have viewed in order to quickly view them again.

<table>
<thead>
<tr>
<th>Title</th>
<th>Folder</th>
</tr>
</thead>
<tbody>
<tr>
<td>NCPY0049-YEAR-TO-DATE W-2 SUMMARY INFORMATION</td>
<td>/HRS/Payroll/Tax Reports</td>
</tr>
<tr>
<td>Comp Cntl-suppl Pay from 01-JAN-2005 to 31-DEC-2012</td>
<td>/HRS/Compensating Controls/Entire Report</td>
</tr>
<tr>
<td>10/11/2012 COLONIAL PRE EDIT EXCEPTION REPORT FOR PERIOD: 10/2012</td>
<td>/HRS/Benefits/External Interfaces/COLONIAL</td>
</tr>
<tr>
<td>Entire Active Projects Overspent</td>
<td>/Research Administration/All Reports</td>
</tr>
</tbody>
</table>
The Home screen provides you with the capability to search for documents.

- To search by Title, enter search criteria into the text box and click the green arrow.
- To search by the report name, choose “File Name” in the drop down menu, then enter search criteria into the text box and click the green arrow.
Searching for Documents

- Alternately, you can click on the magnifying glass for an Advanced Search.
Favorites

• You can also organize links to your most used reports in Favorites.
• From the report list, right click on the Title of a report, choose “Add to”, then “Favorites”
Favorites

- Once you have added a favorite, click on the Star icon in the upper left of the screen, and it will bring up a list of your favorite reports, regardless of their folder location.
Subscriptions

• If you would like to be notified via email when a specific report gets published, you can set up a subscription.

• From the report list, right click on the Title of a report and choose “Subscribe”
Subscriptions

- It will bring up the following window. The default options should be the only ones available, but make sure to choose:

  - Publication format: any
  - Include as: Hyperlink
  - Notification: When Published
  - Message Format: Report Published (HTML)
Subscriptions

• Once you have a subscription, if you would like to see your list or remove a subscription, click on the “envelope” icon in the upper left to see your list of subscriptions.

• Once there, to delete, right click on the title of the subscription that you want to remove and click “Delete.”

• Alternately, you can email