

My Jet Reports

Purpose of this document

My Jet Reports provides users with a list of available Jet Reports that can be opened from within Ceres via the Home Page.

Ceres Object release 5.00.00 is required for the functionality described in this document.

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Establishing Available Jet Reports

1. To establish a list of available Jet Reports navigate to Departments \rightarrow Administration \rightarrow Application Setup \rightarrow General \rightarrow Lists \rightarrow Jet Reports

🚮 General, Lists - Microsoft Dyna	imics NAV
Finance Con	npany 🕨 Departments 🕨 Administration 🕨 Application Setup 🕨 General 🕨 Lists
•	
Departments Financial Management	General, Lists
▷ Agencies & Receivables	Assisted Setup
▷ Purchasing	Branches
 Donation Warehouse Human Resources Roadnet 	Shared Supplemental Address Jet Reports No. Series
 Appian Adv. Leased Storage 	Base Calendar

2. The Jet Reports list page is where you establish a Jet Report Code, Name, and the path to where the Jet Report can be found.

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Jet Rep _{Code}	orts •	2		File	e Name					
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JETTES	T2 Sched	ule Doc		\\c	arbon\esp\C	ORP\Sc	heduling	Meetim		

Code: A 10 character alpha numeric code assigned to the Jet Report. This code is displayed on the Home Page along with the Name of the Jet Report.

Name: A 50 character alpha numeric text name assigned to the Jet Report. The Name field is displayed on the Home Page along with the Code assigned to the Jet Report.

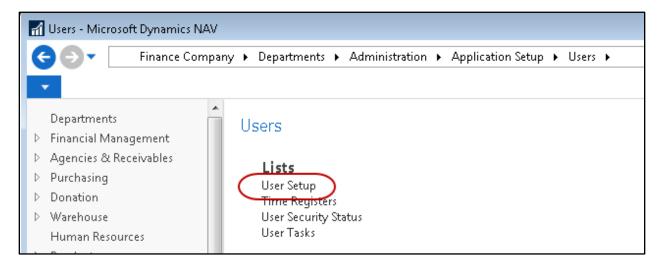
File Name: The full path and file name of the Jet Report. The edit assist **may** be used to locate the Jet Report or you can type in the full path and file name manually.

Note: In order for all users to be able to access the Jet Report, it should be stored on a common network file share that is accessible to all users. When selecting the Jet Report, UNC (Universal Naming Convention) paths should be utilized over drive letter mapping unless all users are mapped to the same drive letter for same network file share.

Assigning User Access to Jet Reports

Once Jet Reports have been established, they need to be assigned to a User via User Setup in order for the User to be able to access them from the Ceres Home Page.

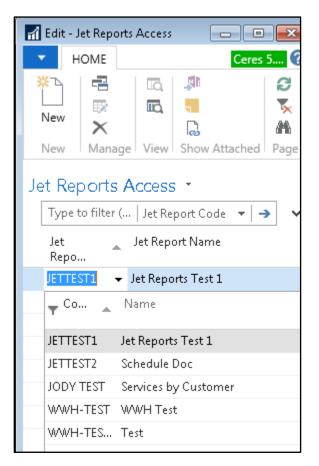
User Setup can be accessed at Departments \rightarrow Administration \rightarrow Application Setup \rightarrow Users \rightarrow Lists \rightarrow User Setup.



On the User Setup page, select the User you want to grant Jet Reports access to and select the Jet Reports icon from the Home (or Navigate) ribbon.

🚮 User Setup - Microsoft Dynamics NAV													
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HOME NAVIGATE	_												
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Departments ▷ Financial Management	Î (Jser Setup 🔹											
 Agencies & Receivables Purchasing Donation Warehouse 		User ID	*	Allow Posting From	Allow Posting To	Regi Time	Responsi Person	Time Sheet Ad	Ove Credit Limi	Mo Credit Limit	Ove Activ. Stat	View Web Sync	Default Item Display
Human Resources	_	ESOPRO\CJW							V	V	V	V	Donor the
▷ Roadnet	-	ESOPRO\JBL		10/2/2018	4/9/2020								Donor the
Appian		ESOPRO\KJK							V	V	V	1	Donor the
Adv. Leased Storage		ESOPRO\RXF		12/1/2019	12/31/2020				V	V	v		Donor the
 Administration 		ESOPRO\WWH							V	1	1	1	Donor the
 IT Administration Application Setup 		ESP							V	V	1	V	Donor the

On the Jet Report Access page, drill down on the Jet Reports Code to select the Jet Reports that the user should see on their Home Page.



My Jet Reports on the Home Page

Once the Jet Reports have been assigned via the Jet Reports Access page, the User will be able to run the Jet Report via the My Jet Reports list part on their Home Page.

My Jet Reports		^
🚺 Open Report 🎢 Find	Filter 🛛 📡 Clear Filter	
Jet Report Code 🔹	Jet Report Name	
JETTEST1	Jet Reports Test 1	
JODY TEST	Services by Customer	
WWH-TEST	WWH Test	
WWH-TEST2	Test	

Note: When using the "Open Report" option for a Jet Report that is selected, the Jet Report will open but it will not be refreshed. The user will need to manually refresh the Jet Report to obtain the latest report data.