

Report Collaboration

Version: 16.0

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For details, visit: <http://www.intellicus.com/acknowledgements.htm>

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1 Report Collaboration

Users can collaborate on a Published report. User can open a published report in HTML to view and comment on it.

A report that you have to approve before it is published will appear in your Pending Reports list. You can open such a report from the list to view and provide your comment, or comment and also approve / reject the report.

Users having **Run and Publish** rights can add comments on any of the reports that they have run. While adding a comment, one can also select the users who would be allowed to view the comment.

The following table summarizes the buttons used along with the specified actions:


Button	Action
	To add a comment.
	To view comments.
	To refresh the View Comments window.

Adding Comments

Comments are added when the report is being viewed in HTML Viewer.

While in **HTML Viewer**, click  button. An **Add Comment** window will open.

Type in the comments.

To select the users who can view the comments, click  and then select the check box against the users you wish to give access to.

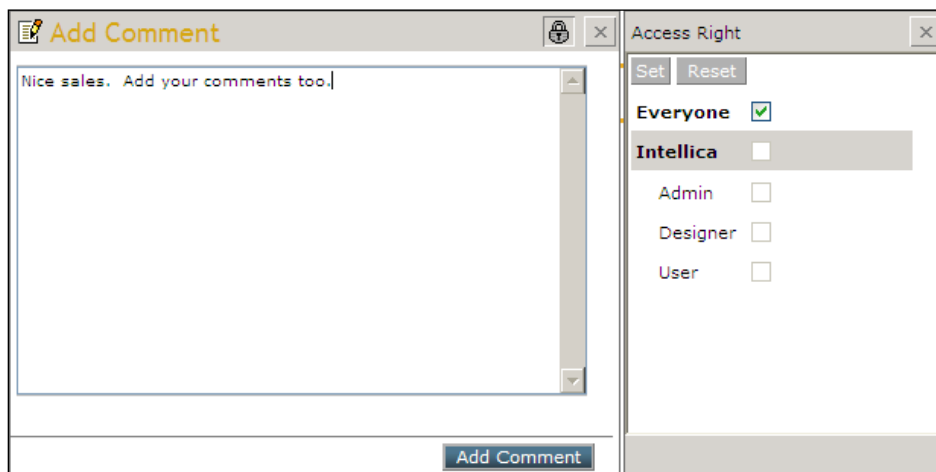


Figure 1: Add comment window

To save the comment, click **Add Comment** button.

Viewing Comments on Saved Report

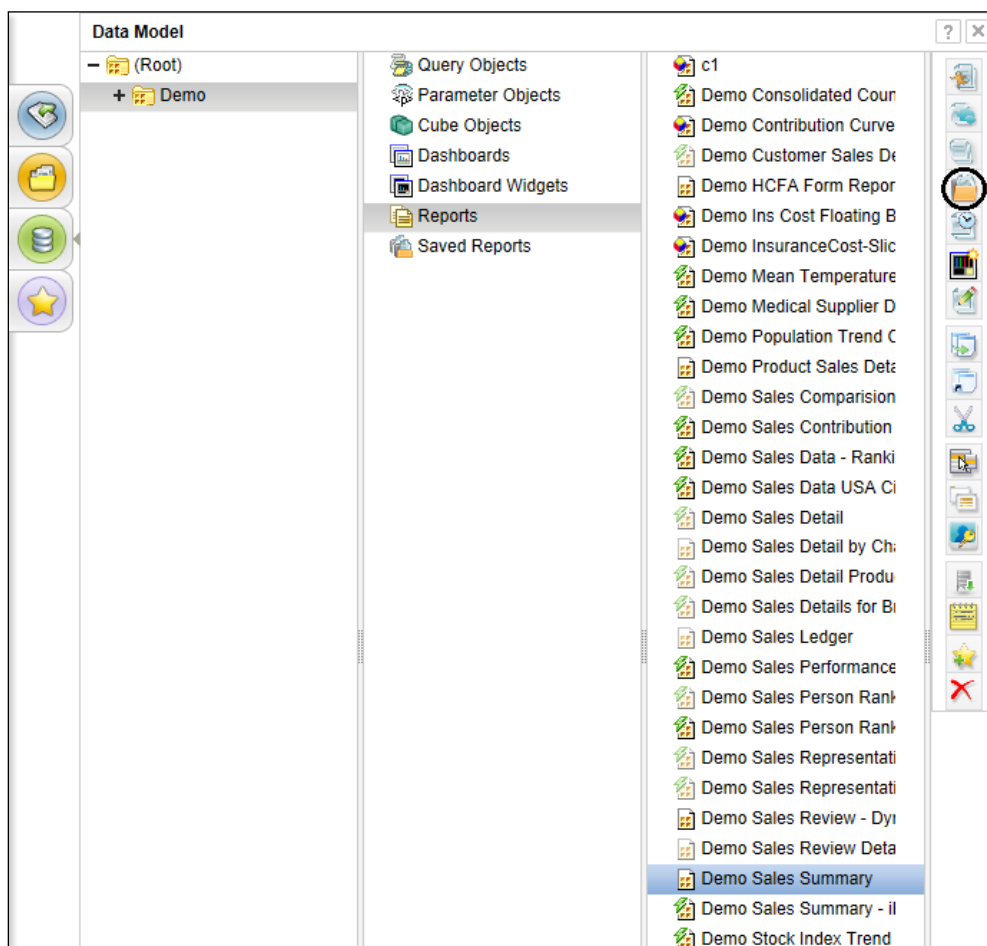



Figure 2: Publish button on report list page

1. From Data Model, navigate to the folder where the report is deployed and select the report.
2. Click  button. Report will be listed on **Saved Report List** page.








Saved Report List : Demo Sales Summary						
Filters Published Name Includes [] Report Name [Demo]/[Demo Sales Summary]						
Demo						
Sr.No.	File Name		Generated By		Generated Time	Expiry Time
1	p1	     	Intellica/Admin	RECENT	06/04/2013 16:55:35	Never

Figure 3: Toolbar on Published report

3. There may be multiple published instances of the report. Select the report to open a toolbar. Click . Comments that you are authorized to view for the report will open in Show Comments window.

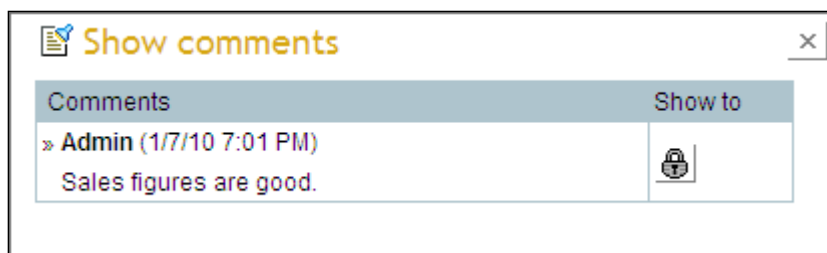


Figure 4: Viewing comments

Viewing the report and adding comments on it

The step 1 is the same as explained under **Viewing Comments on Saved Report List**.







Saved Report List : Demo Sales Summary						
Filters Published Name Includes [] Report Name [Demo]/[Demo Sales Summary]						
Demo						
Sr.No.	File Name		Generated By		Generated Time	Expiry Time
1	p1	     	Intellica/Admin	RECENT	06/04/2013 16:55:35	Never

Figure 5: HTML button to open the report

To open a published (saved) report, click  representing HTML Viewer. The report will open in HTML Viewer.

Deleting Comments

For security reasons, Intellicus does not allow deleting comments made on its reports.