

# How do I run nVision reports to the web?

If not already saved to your favorites, use the following path from the Main Menu: *Reporting Tools > PS/nVision> Define Report Book.*

**Under the Find an Existing Value tab, click on Search.**

**Select the Run Control ID for nVision (named upon initial set up on your User account).**

The Report Book Run Control will default to today's date, but another date may be specified by clicking on the drop down, selecting Specify and typing in the desired date.

If you have more than one report ID, you may check some and uncheck others to generate only the desired reports.

Click on the Run button.

## Report Book

Run Control ID: nvdemo [Report Manager](#) [Process Monitor](#)

---

**Run Parameters**

As Of Date:

Tree Effective Date:   Ignore Runtime Errors

Retention Days:

---

**Report Requests** Customize | Find | View All | First | 1 of 1 | Last

Seq	Business Unit	Report ID	View	Run		
1	CLKSN	PGDEMO	<input type="button" value="View"/>	<input checked="" type="checkbox"/>	<input type="button" value="+"/>	<input type="button" value="-"/>

A Process Scheduler Request page will come up.

Click OK.

**Process Scheduler Request**

User ID: aaldrich Run Control ID:

Server Name:  Run Date:

Recurrence:  Run Time:

Time Zone:

---

**Process List**

Select	Description	Process Name	Process Type
<input checked="" type="checkbox"/>	nVision Report Book	RPTBOOK	nVision-Rep

To access your report on the web, click on the [Report Manager](#) link.

## Report Book

Run Control ID: nvdemo [Report Manager](#) [Process Monitor](#)

Process Instance: 43160

Run Parameters

As Of Date:

Click on the Administration tab.

Within a short period of time, your report will be available.

Click on the Report Description from the Report List to open the file.

The screenshot shows the Report Manager interface with the Administration tab selected. The 'View Reports For' section includes fields for User ID (aaldrich), Type, Last (1 Days), Status, Folder, and Instance, with a Refresh button. Below is the Report List table:

Select	Report ID	Prca Instance	Description	Request Date/Time	Format	Status	Details
<input type="checkbox"/>	38988	43160	Demo Project & Grant Summary	10/27/2011 2:51:18PM	Microsoft Excel Files (*.xls)	Posted	<a href="#">Details</a>

If the report has not yet posted, click on the refresh button so that it will appear once it is completed and posted to the Report Manager.

Once the file is open, it can be saved to your own computer as with any other Excel file.