


Report Review in Report Queue

To review information related to a report in the Report queue.

- Select the report to view or manage.



The screenshot shows a 'Report Queue' window with a search bar and a table of reports. The table has columns for Description, User, Status, Report Submitted, Report Started, Report Finished, Priority, and Error Message. Three reports are listed, each with a corresponding action menu on the right.

Description	User	Status	Report Submitted	Report Started	Report Finished	Priority	Error Message	
Daily Operator Handled Signals (AM)		Publisher Completed	05/14/2024 12:03:30			10		DISPLAY NOW
Daily Audit Trail (AM)		Publisher Completed	05/14/2024 12:01:19			10		DOWNLOAD (PDF)
Customer Status		Report Completed	05/14/2024 10:43:55			6		DOWNLOAD (RTF)

Additional actions visible on the right side of the table:

- PUBLISH
- ABORT
- REQUEUE
- DELETE
- REPUBLISH
- PROPERTIES

- Click the appropriate action.



A vertical list of actions available for a report in the queue:

- DISPLAY NOW
- DOWNLOAD (PDF)
- DOWNLOAD (RTF)
- PUBLISH
- ABORT
- REQUEUE
- DELETE
- REPUBLISH
- PROPERTIES

- **Display Now** - Shows the Report in the Browser.
- **Download (PDF)** - Downloads the report results as a PDF.
- **Download (RTF)** - Downloads the report results as a Rich Text File (RTF).
- **Publish** - Sends the report to the publishing destination configured in the report.
- **Abort** - If the report is not yet completed, Abort, stops the report running.
- **Re-queue** - Reruns the report as new.
- **Delete** - Removes the Report from the queue. If attempting to remove a running report, Abort is required before delete.
- **Republish** - Re-sends the report to the configured publishing destinations.
- **Properties** - Displays the details of the report.

Report Properties

Report Session Number:	107
Report Name:	Handled Signals by Operator
Report Description:	Daily Operator Handled Signals (AM)
Report Context:	Company
User ID:	
Report Source:	Scheduled (repeating)
Report Status:	Publishing Completed
Report Submitted:	9/14/2024 12:03:30 PM
Report Started:	9/14/2024 12:03:32 PM
Report Finished:	9/14/2024 12:03:37 PM
Workstation Country:	1
Workstation Locale:	USENG
Workstation Time Zone:	GMT-07:00
Date From:	9/14/2024 5:00:00 AM
Date To:	9/14/2024 1:59:59 PM
Include:	False
Customer Status:	1