

# SWS - Forms in the Report Menu - Report Queue

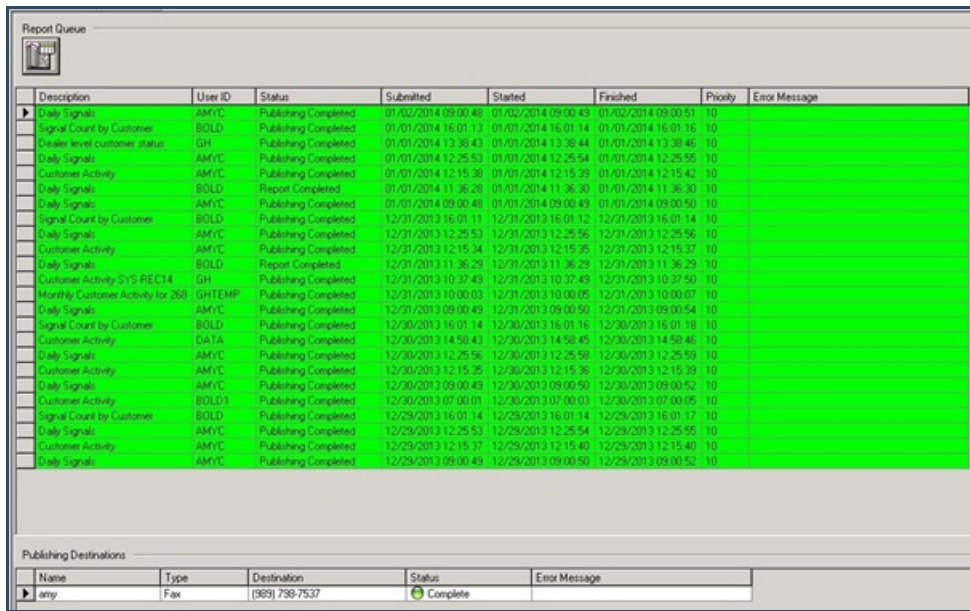
Last Modified on 08/05/2024 5:51 pm EDT

## Accessing and Navigating the Report Queue

Perform the following steps to preview, publish, delete, abort, re-queue or republish Reports listed in the Report Queue: I can't get the Abort button to enable.

1. Navigate to the Reports menu, and select "Report Queue".

**Result:** The "Report Queue" form displays as shown in the following screenshot:



The screenshot shows a web application window titled "Report Queue". It contains a table with the following columns: Description, User ID, Status, Submitted, Started, Finished, Priority, and Error Message. The table lists various reports such as "Daily Signals", "Signal Count by Customer", and "Customer Activity" with their respective user IDs and completion dates. Below the main table is a section titled "Publishing Destinations" with a sub-table containing columns for Name, Type, Destination, Status, and Error Message. The sub-table shows a single entry for "amp" with a status of "Complete".

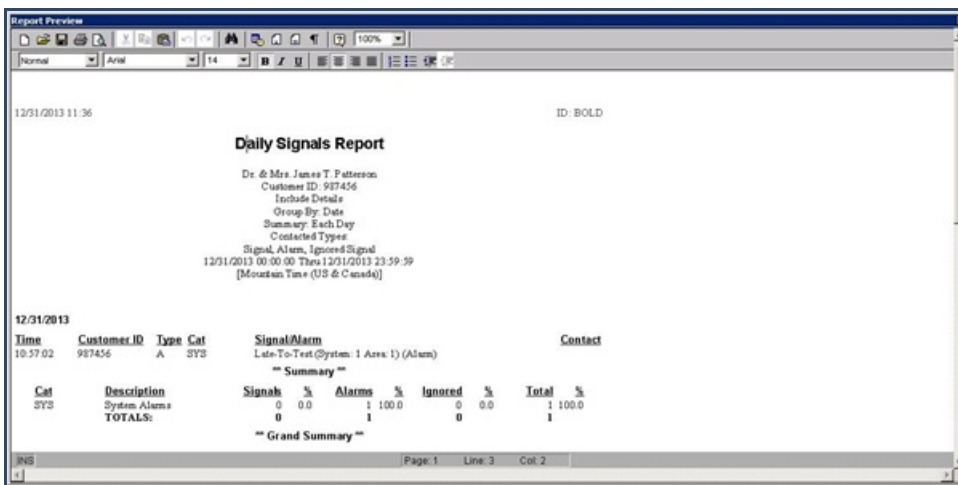
Description	User ID	Status	Submitted	Started	Finished	Priority	Error Message
Daily Signals	AMYC	Publishing Completed	01/02/2014 09:00:46	01/02/2014 09:00:49	01/02/2014 09:00:51	10	
Signal Count by Customer	BOLD	Publishing Completed	01/01/2014 16:01:13	01/01/2014 16:01:14	01/01/2014 16:01:16	10	
Dealer level customer status	GH	Publishing Completed	01/01/2014 13:39:43	01/01/2014 13:39:44	01/01/2014 13:39:46	10	
Daily Signals	AMYC	Publishing Completed	01/01/2014 12:25:53	01/01/2014 12:25:54	01/01/2014 12:25:55	10	
Customer Activity	AMYC	Publishing Completed	01/01/2014 12:15:36	01/01/2014 12:15:39	01/01/2014 12:15:42	10	
Daily Signals	BOLD	Report Completed	01/01/2014 11:36:28	01/01/2014 11:36:30	01/01/2014 11:36:33	10	
Daily Signals	AMYC	Publishing Completed	01/01/2014 09:00:48	01/01/2014 09:00:49	01/01/2014 09:00:50	10	
Signal Count by Customer	BOLD	Publishing Completed	12/31/2013 16:01:11	12/31/2013 16:01:12	12/31/2013 16:01:14	10	
Daily Signals	AMYC	Publishing Completed	12/31/2013 12:25:53	12/31/2013 12:25:56	12/31/2013 12:25:56	10	
Customer Activity	AMYC	Publishing Completed	12/31/2013 12:15:34	12/31/2013 12:15:35	12/31/2013 12:15:37	10	
Daily Signals	BOLD	Report Completed	12/31/2013 11:36:29	12/31/2013 11:36:29	12/31/2013 11:36:29	10	
Customer Activity SYS REC14	GH	Publishing Completed	12/31/2013 10:37:49	12/31/2013 10:37:49	12/31/2013 10:37:50	10	
Monthly Customer Activity for 250	GHEMP	Publishing Completed	12/31/2013 10:00:03	12/31/2013 10:00:05	12/31/2013 10:00:07	10	
Daily Signals	AMYC	Publishing Completed	12/31/2013 09:00:49	12/31/2013 09:00:50	12/31/2013 09:00:54	10	
Signal Count by Customer	BOLD	Publishing Completed	12/30/2013 16:01:14	12/30/2013 16:01:16	12/30/2013 16:01:18	10	
Customer Activity	DATA	Publishing Completed	12/30/2013 14:58:43	12/30/2013 14:58:45	12/30/2013 14:58:46	10	
Daily Signals	AMYC	Publishing Completed	12/30/2013 12:25:56	12/30/2013 12:25:58	12/30/2013 12:25:59	10	
Customer Activity	AMYC	Publishing Completed	12/30/2013 12:15:35	12/30/2013 12:15:36	12/30/2013 12:15:39	10	
Daily Signals	AMYC	Publishing Completed	12/30/2013 09:00:49	12/30/2013 09:00:50	12/30/2013 09:00:52	10	
Customer Activity	BOLD1	Publishing Completed	12/30/2013 07:00:01	12/30/2013 07:00:03	12/30/2013 07:00:05	10	
Signal Count by Customer	BOLD	Publishing Completed	12/29/2013 16:01:14	12/29/2013 16:01:14	12/29/2013 16:01:17	10	
Daily Signals	AMYC	Publishing Completed	12/29/2013 12:25:53	12/29/2013 12:25:54	12/29/2013 12:25:55	10	
Customer Activity	AMYC	Publishing Completed	12/29/2013 12:15:37	12/29/2013 12:15:40	12/29/2013 12:15:40	10	
Daily Signals	AMYC	Publishing Completed	12/29/2013 09:00:49	12/29/2013 09:00:50	12/29/2013 09:00:52	10	

Name	Type	Destination	Status	Error Message
amp	Fax	(869) 799-7537	Complete	

2. If you want to preview a Report, select the Report from the Report Queue list, and click "Preview".

**Results:** The "Report Preview" window displays as shown in the following screenshot:



- If you want to publish a Report, select the Report from the Report Queue list, and click "Publish".
- If you want to delete a Report, select the Report from the Report Queue list, and click "Delete".

**Result:** The Report you selected no longer displays in the Report Queue list.

- If you want to re-queue a Report, select the Report from the Report Queue list, and click "Re-queue".

**Result:** The Report you selected now displays with a white highlight and the "Status" column displays as "Pending" as shown in the following screenshot:

Description	User ID	Status	Submitted	Started	Finished	Priority	Error Message
Daily Signals	AMVC	Publishing Completed	01/02/2014 12:25:53	01/02/2014 12:25:55	01/02/2014 12:25:57	10	
Customer Activity	AMVC	Publishing Completed	01/02/2014 12:15:37	01/02/2014 12:15:38	01/02/2014 12:15:40	10	
Customer Activity Test 3	BOLD	Report Completed	01/02/2014 12:02:27	01/02/2014 12:02:28	01/02/2014 12:20:20	6	
Daily Signals	BOLD	Report Completed	01/02/2014 11:36:29	01/02/2014 11:36:30	01/02/2014 11:36:30	10	
Daily Signals	AMVC	Publishing Completed	01/02/2014 09:00:49	01/02/2014 09:00:49	01/02/2014 09:00:51	10	
Signal Count by Customer	BOLD	Publishing Completed	01/01/2014 16:01:13	01/01/2014 16:01:14	01/01/2014 16:01:16	10	
Daily Signals	AMVC	Publishing Completed	01/01/2014 12:25:53	01/01/2014 12:25:54	01/01/2014 12:25:55	10	
Customer Activity	BOLD	Publishing Completed	01/02/2014 11:32:02	01/02/2014 11:32:03	01/02/2014 11:32:06	10	
Daily Signals	BOLD	Publishing Completed	01/01/2014 04:36:29	01/01/2014 04:36:30	01/02/2014 11:08:50	10	
Daily Signals	AMVC	Publishing Completed	01/01/2014 09:00:49	01/01/2014 09:00:49	01/01/2014 09:00:50	10	
Signal Count by Customer	BOLD	Publishing Completed	12/31/2013 16:01:11	12/31/2013 16:01:12	12/31/2013 16:01:14	10	
Daily Signals	BOLD	Pending	01/02/2014 13:32:31			10	
Customer Activity	AMVC	Publishing Completed	12/31/2013 12:15:34	12/31/2013 12:15:36	12/31/2013 12:15:37	10	
Daily Signals	BOLD	Publishing Completed	12/31/2013 04:36:29	12/31/2013 04:36:29	01/02/2014 11:11:49	10	
Customer Activity SYS-REC14	GH	Publishing Completed	12/31/2013 10:37:49	12/31/2013 10:37:49	12/31/2013 10:37:50	10	
Monthly Customer Activity for 250	GHTEMP	Publishing Completed	12/31/2013 10:00:03	12/31/2013 10:00:05	12/31/2013 10:00:07	10	
Daily Signals	AMVC	Publishing Completed	12/31/2013 09:00:49	12/31/2013 09:00:50	12/31/2013 09:00:54	10	
Signal Count by Customer	BOLD	Publishing Completed	12/30/2013 16:01:14	12/30/2013 16:01:16	12/30/2013 16:01:18	10	
Customer Activity	DATA	Publishing Completed	12/30/2013 14:58:43	12/30/2013 14:58:45	12/30/2013 14:58:46	10	
Daily Signals	AMVC	Publishing Completed	12/30/2013 12:25:56	12/30/2013 12:25:58	12/30/2013 12:25:59	10	
Customer Activity	AMVC	Publishing Completed	12/30/2013 12:15:35	12/30/2013 12:15:36	12/30/2013 12:15:39	10	
Daily Signals	AMVC	Publishing Completed	12/30/2013 09:00:49	12/30/2013 09:00:50	12/30/2013 09:00:52	10	
Customer Activity	BOLD1	Publishing Completed	12/30/2013 07:00:01	12/30/2013 07:00:03	12/30/2013 07:00:05	10	
Signal Count by Customer	BOLD	Publishing Completed	12/29/2013 16:01:14	12/29/2013 16:01:14	12/29/2013 16:01:17	10	
Daily Signals	AMVC	Publishing Completed	12/29/2013 12:25:53	12/29/2013 12:25:54	12/29/2013 12:25:55	10	
Customer Activity	AMVC	Publishing Completed	12/29/2013 12:15:37	12/29/2013 12:15:40	12/29/2013 12:15:40	10	

- If you want to republish a Report, click "Republish".

**Result:** The "Republish reports" window displays as shown in the following screenshot:

**Republish reports**

Destination Type: \_\_\_\_\_ State: \_\_\_\_\_

Printer       Only Failed  
 Fax             Failed and Successful  
 Email

User ID: \_\_\_\_\_  
\_\_\_\_\_

Last Publish Attempt: \_\_\_\_\_

From: \_\_\_\_\_ 00:00:00  
To: \_\_\_\_\_ 23:59:59

Republish      Cancel

7. Select "Printer", "Fax", or "Email", and click "Republish".