SWS - Forms in the Report Menu - Report Queue
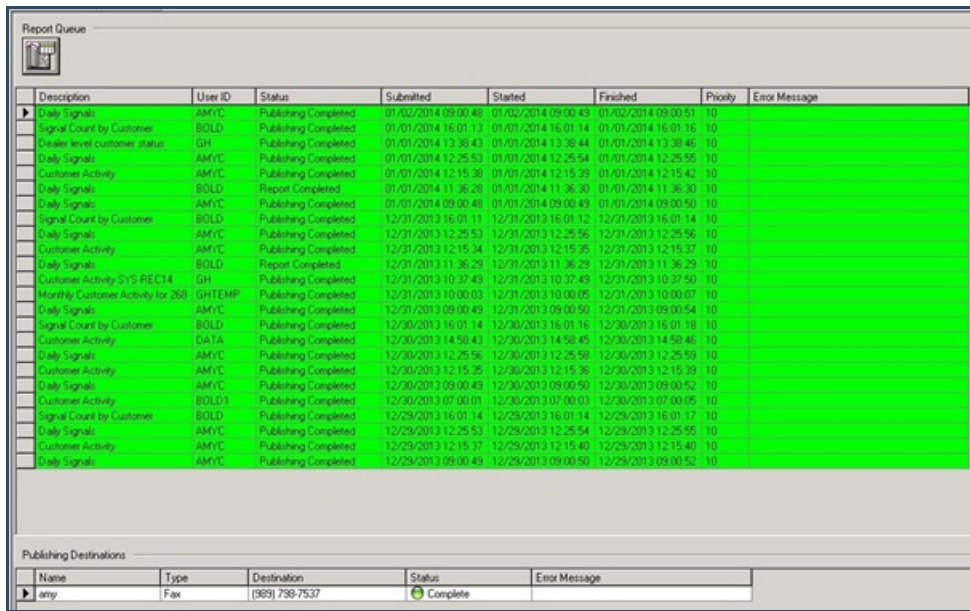
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Accessing and Navigating the Report Queue

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:

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:
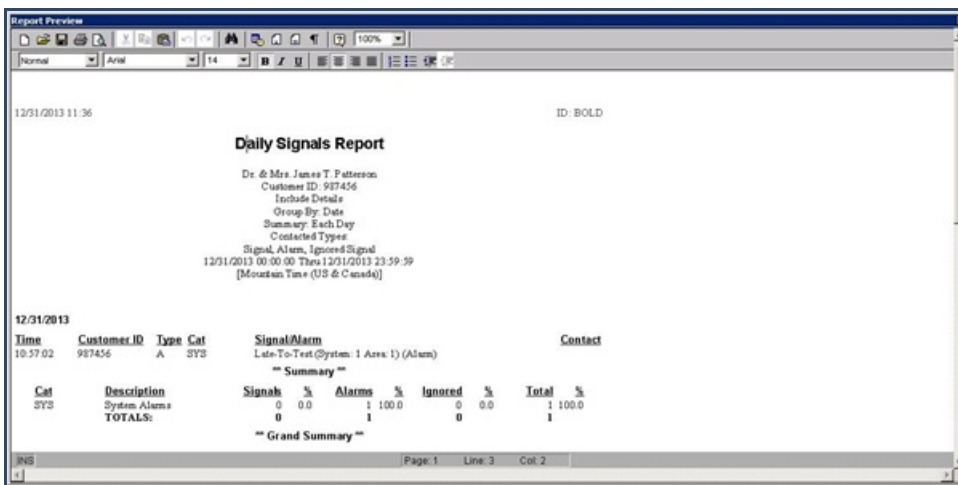
3. If you want to publish a Report, select the Report from the Report Queue list, and click "Publish".

4. 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.

5. 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:

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

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

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