Report Collaboration

Intellicus Enterprise Reporting and BI Platform

intellicus
Enterprise Reporting

©Intellicus Technologies
info@intellicus.com
www.intellicus.com

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Acknowledgements

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

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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.

1. While in **HTML Viewer**, click button. An **Add Comment** window will open.
2. Type in the comments.
3. 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.

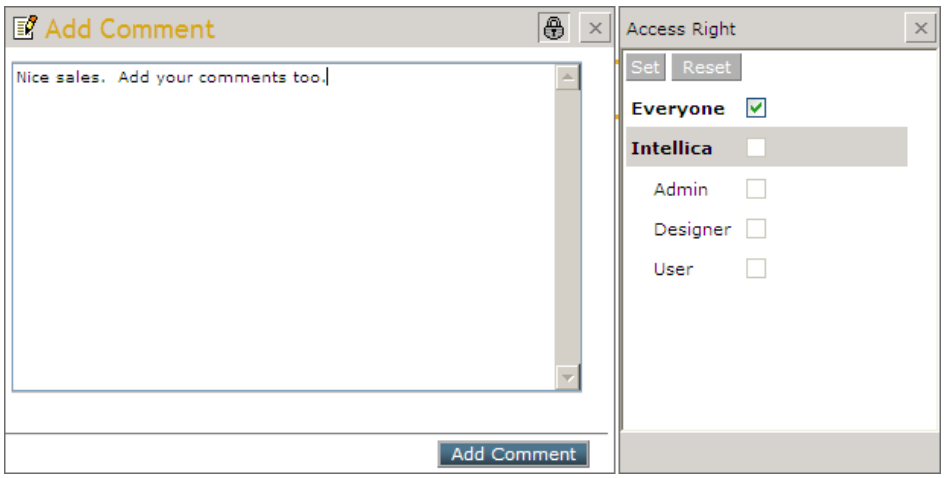

Figure 1: Add comment window

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

Viewing Comments on Saved Report

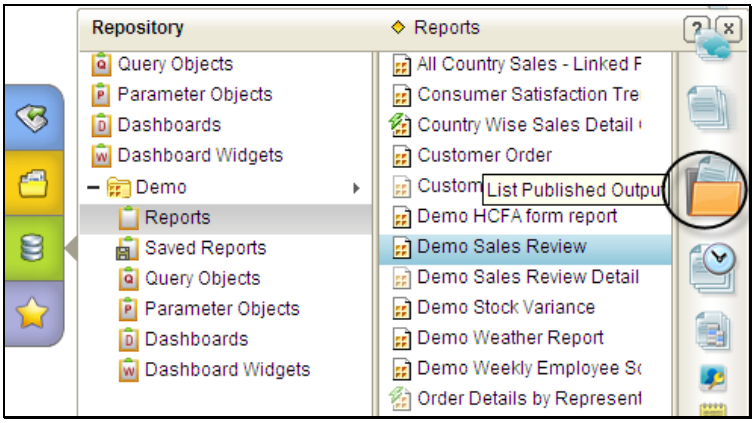

Figure 2: Publish button on report list page

1. From Repository Explorer, 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.

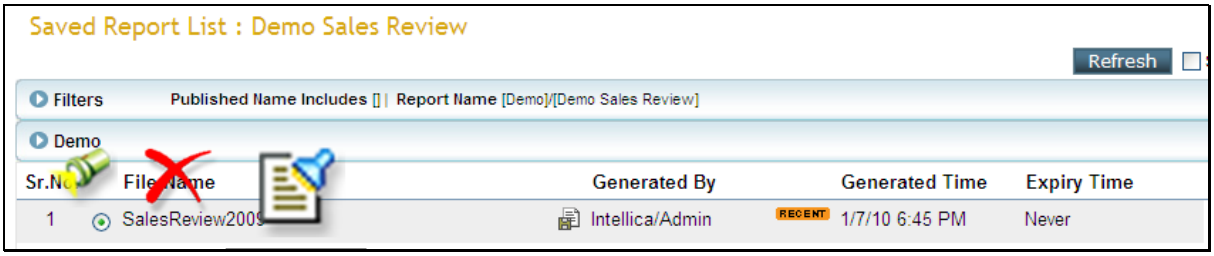

Figure 3: Toolbar on Published report

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.

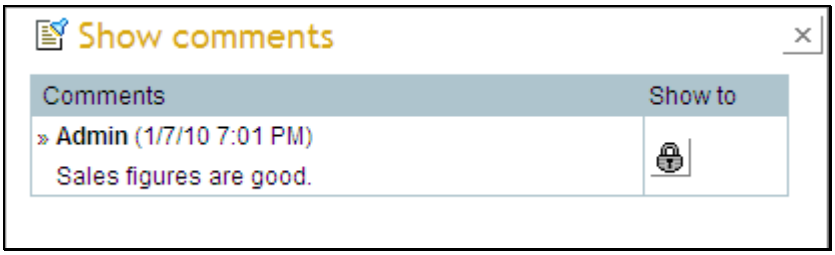

Figure 4: Viewing comments

Viewing the report and adding comments on it

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

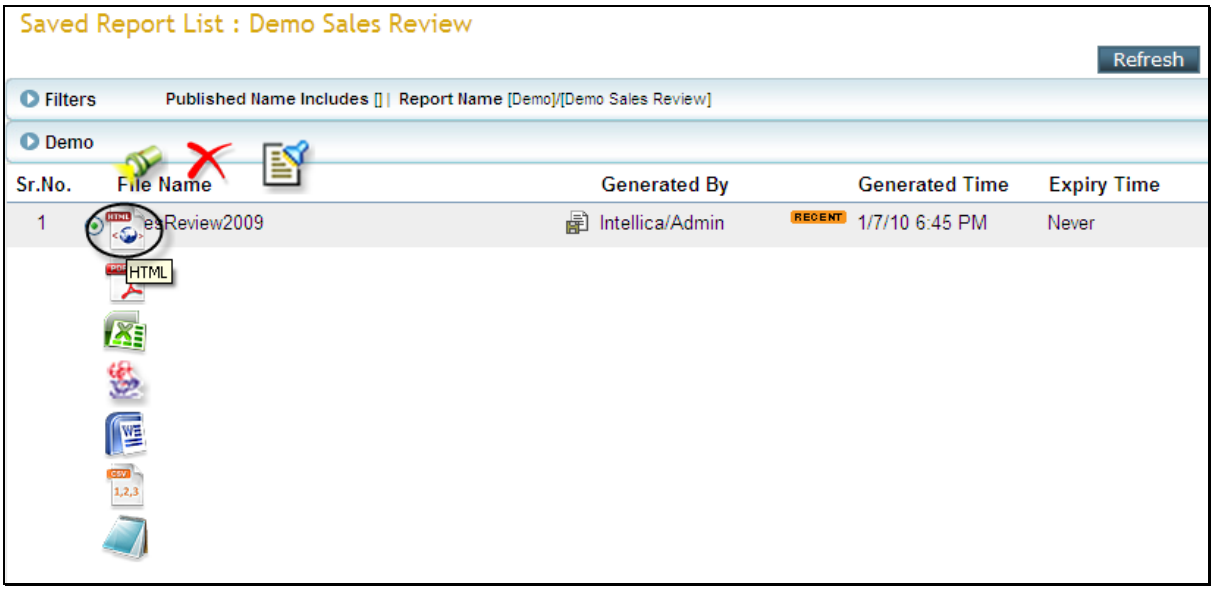

Figure 5: HTML button to open the report

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.