BUILDER
INFORMATION
SYSTEM

BIS®

Report Queue Feature
&
Report Server Module
Reference Manual

Copyright Notice

Trademarks

Table of Contents

Conventions Used In This Manual

Every effort has been used to try to make this manual as useful and informative as possible. To accomplish that goal, several conventions have been used to assist the reader.

Throughout the manual, the terms process and activity are generally used interchangeably.

Caution

> These boxes contain warnings about things that MUST checked, or of items to be aware, before proceeding. In many cases, the advice is to check with the company C.P.A. or other tax advisor.

Tip

> Tips offer special information, considerations, or other insights when undertaking the task described.

Hyperlink

A hyperlink is shown with an underline as it is shown by default in the program. Hyperlinks may be found in screen forms or in screen previews of reports.

Access

Menu access to selected items is shown in the two or three ways available (depending on the item). Here are examples to access to a functional menu element:

Modular Menu Access

SC | Subcontracts

This represents access to Subcontracts from the Module menu.

Standard Menu Access

Job | Subcontracts

This represents access to Subcontracts from the Standard menu.

Here are examples to access a report from different menus:

Access to Subcontract File Report

Module Menu with Reports Group

SC | Reports | Subcontract List

Module Menu with Reports List

SC | Subcontract List

Standard Menu

Reports | Job | Subcontract | Subcontract List

In some instances, individual screen buttons are shown in the text, such as the Magnifying Glass icon.

Section 1 – Features

Report Queue is a functionality available in all editions of BIS®.

Report Server is a module available with the Professional Edition of BIS® and is included with the Enterprise Edition. Report Server requires the installation of an additional programmatic engine on a server.

Report Queue

Report Queue enables users to create groups (or Queues) of reports, set their Query parameters, and run the group at any time with a click of the mouse.

Report Queue Features

- Email distribution of multiple reports
- Printing multiple reports
- Exporting of multiple reports
- Send similar reports to multiple people
- Send different reports to different people

Report Server

Report Server takes the Report Queue process a step further and automates the generation and sending of reports to people within the company. This process reduces the need for those people to access the accounting system to view or generate a report, thereby saving the company time and money.

Simply set up list of the reports to be sent, the email addresses for each individual report, the printers, when to send them, the report format (Microsoft Excel®, Microsoft® Word, PDF, TIFF, TXT), and Report Server automatically does the rest.

Report Server Features

- Automatic email distribution of multiple reports
- Automatic printing of multiple reports
- Automatic exporting of multiple reports
- Automatically send similar reports to multiple people
- Automatically send different reports to different people
- Send reports on specified dates
- Send reports on recurring days of the week or month
- Send reports on recurring hours of each day

Section 2 – System Requirements

The following system equipment and software will be necessary to install and use BIS® Report Server for Windows®.

Local Computer (Workstation) Requirements

Processor

Pentium® 233 MHZ Minimum, 750 MHZ or faster recommended.

Operating Systems

MICS STRONGLY ADVISES that BIS® should be used with Windows® XP with Service Pack 2 or later or with Windows 2000 with Service Pack 2 (or later), both with all critical updates.

Memory

512 Mb RAM minimum, 1 Gb RAM or more strongly recommended.

Video & Monitor

800 x 600 SVGA or higher resolution display adaptor and monitor, but 1024 x 768 or more recommended.

Hard Drive

100 MB free disk space.

Printer

Laser (recommended), Ink Jet or Dot Matrix (80 or 132 column with compressed print capacity).

Other Drives

CD-ROM Drive
Floppy Drive optional

Server Requirements

Operating System

MICS STRONGLY ADVISES that BIS® be used with a Standalone Server running Microsoft® Windows® Server 2003 (or later) or Windows® 2000 Server. Windows® NT 4.0 Terminal Server is not supported.

BIS® can also be run in a Peer to Peer environment using Microsoft® Windows® XP or Windows® 2000, but Windows® XP Professional with Service Pack 2 or later, and all critical updates are STRONGLY RECOMMENDED.

Upgrade & Operating System Updates

Prior to any BIS® installation, users are strongly encouraged to upgrade their systems as necessary to ensure that all features and functions will operated as designed in this state of the art accounting program. In addition, users are strongly encouraged to check Microsoft's website at:

http://update.microsoft.com/microsoftupdate

to download any critical or important operating system updates from Microsoft®. Microsoft® requires the use of Internet Explorer® for these semi-automatic downloads. Other browsers can be used to download selected operating systems updates manually from other Microsoft® sites.

Network Environment

The server and workstations must be set to permit BIS® users FULL ACCESS to the folder(s) in which BIS® and its data files are loaded. Failure to permit full access rights may result in program performance degradation. Further details are provided in the sections relating to specific network types.

Section 3 – Report Server New Installation

Tip

> Users of Report Queue alone do not need to install BIS® Report Server.

This section covers the installation of BIS® Report Server for a company and a computer that has never had a prior installation. It covers four possible scenarios:

1. Peer to Peer Network Installation
2. Stand-along Network Server Installation
3. BIS® Enterprise Edition Installation

Although there are similarities between each installation listed, there are some significant differences. It is vital to choose the installation that is most applicable.

Tip

> Some new installations of BIS® Report Server proceed in two stages: the installation of the basic program, and the automatic installation of any update then available.

Prior to installation, the following will be needed:

1. The full BIS® Report Server installation CD.
2. The BIS® license diskette or CD (depending on which was supplied).

Caution

> Always refer to the accompanying literature that was shipped with the program. It may include other installation procedures not listed in this manual.

Overview

If installing Report Server™ (RS) in a system for the first time in which BIS® has been installed and has been in operation, it is necessary to apply a new license disk to the program, and to enter a new security code. These steps only apply to the BIS® program, and are required to ensure the access and functionality of Report Server™ from workstations.

<u>Please read the directions entirely before installing the new BIS® license disk</u>. The System Administrator should do the installation. As with any installation procedure, be sure all programs have been closed and no one is accessing BIS® data.

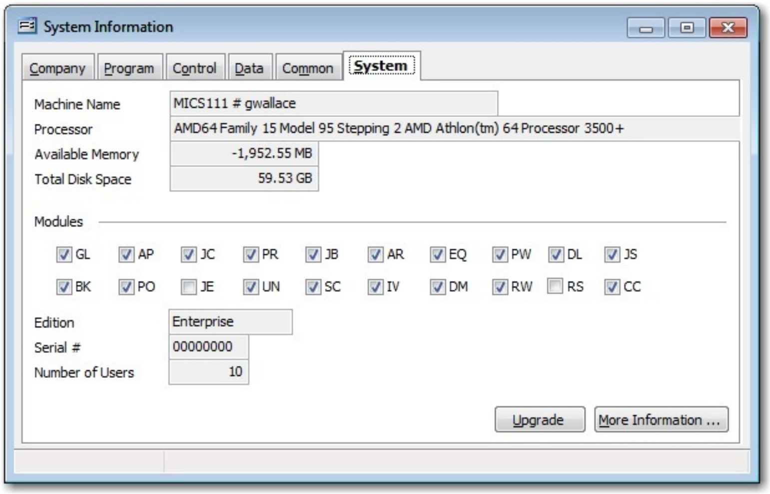
Before Beginning

Be certain that the license diskette or CD that was enclosed with Report Server™ CD is available. Make certain that all users have closed their installations of BIS®. From any workstation, open BIS®, but do not log into any company.

Figure: RS-1
Enter the ADMIN username to log into BIS® and press OK.

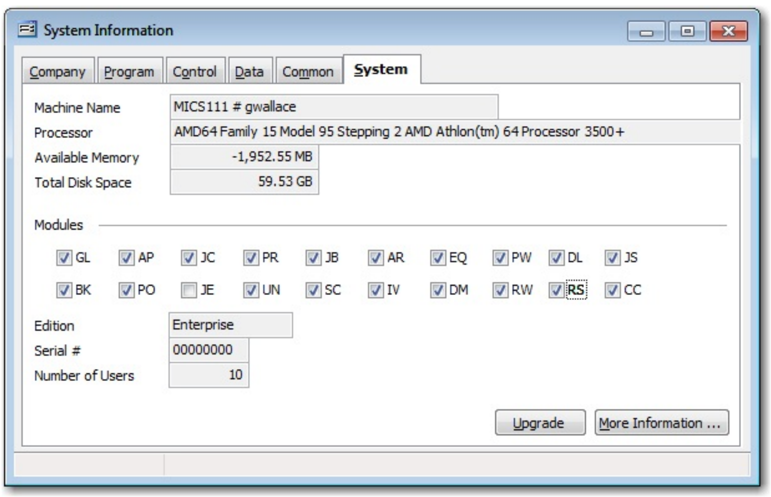
Next, go to: Administrator | System Information | System Tab.

Figure: RS-2
The RS module is initially unchecked in the System Tab. Click on the Upgrade button in the lower right-hand corner of the window.



Place the license CD or floppy disk in the appropriate drive, or navigate to the location of the license file, and click on the OK button.

Figure: RS-3
A new License Agreement appears. Notice that the RS module is checked. Press the Save button if the Module check marks match your installation.



Press OK when the license upgrade installation is complete. There is no need to close the screen since no company was opened. Simply log into your data, and the new license will be in effect.

New Peer to Peer System Installation

If installing Report Server™ on a computer that will act as a server and a workstation, follow the directions below.

Tip

> Please note that this working environment is considered less preferable. A standalone server should be considered for a Report Server™ multi-user environment.

Please read the directions entirely before upgrading to Report Server™. The System Administrator should do all installations. As with any installation procedure, be sure all programs have been closed and no one is accessing BIS® data.

Caution

> Installation of Report Server™ should only be completed after installation of BIS®.

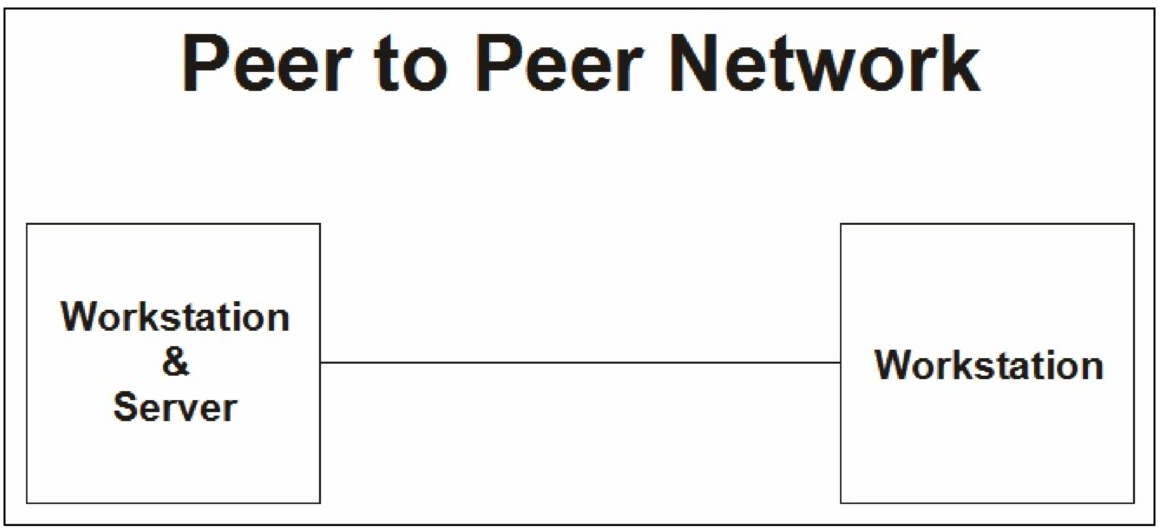


Figure: RS-4 Block diagram of a Peer to Peer computer network.

Before Beginning

Before installing the latest version of RS, BIS® should already be installed. Also, before installing the latest version of RS, a few items must be available. These items include:

- The current BIS® License Disk or CD
- Any disks or CDs that came with the mailing
- A pen and paper for noting essential folder paths

The installation process will ask for the intended location of two vital elements of the program:

1. The Report Server™ program folder location (which will be suggested)
2. The Control folder location (which these notes will suggest): The Control folder is a special program folder that contains essential details for the program operation.

The location of the Control Folder may be found by opening BIS®, logging in as ADMIN, and navigating to: Administrator | System Information | Control Tab. The first line of information below the tabs shows the Control folder path. Write down this path information exactly as it appears.

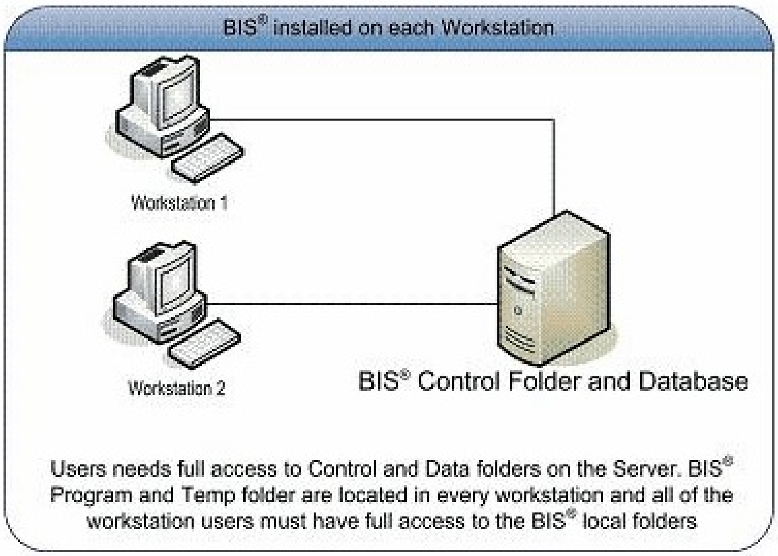
Step 1 - New Installation Server/Workstation Mapping

Tip

Step 1 may NOT be needed if the BIS® installation was completed properly.

It is important, in a peer-to-peer environment, that the server/workstation is mapped correctly. (The following folder locations are strongly suggested, but can be changed by the experienced user.) It will be necessary to associate a drive letter on the Server/Workstation to a newly created Control Folder, and that the path matches the mapping used by other workstations in the network when BIS® is loaded. If the server/workstation is not correctly set up, it will not display the networked drive or folder. Depending on whether the operating system is Windows® 2000 or Windows® XP, one of the following installation scenarios will be used.

Figure: RS-5
BIS® installed on each Workstation.



Caution

It is vital that BIS® and Report Server™ users have complete access and rights to the network drive and folders created for BIS®. Like many programs, BIS® creates temporary files, and these files are automatically deleted when the user terminates use. Failure to permit deletion of these temporary files could result in severe problems with speed and efficiency.

Tip

To enhance the processing speed, it is important to map to a folder with the accounting files and NOT to an entire drive.

Windows® 2000 & Windows® XP (Strongly Recommended)
For a server/workstation running either Windows® 2000 or Windows® XP , use the DOS command SUBST to create the necessary network drive association. This is done by using a text editor like Windows® Notepad or WordPad to create a batch file with a line similar to: **subst** [drive1**:** [drive2**:**]path], where drive 1: is the drive "seen" by the network, and [drive2:]path] is the actual local drive and path being substituted ("mapped" or "associated"). The following is an example.

In Windows® 2000 or Windows® XP, use a text editor such as WordPad or Notepad to create a file with the following single line:

Subst M: C:\Acctng

Double-check the entry to be sure that spaces have neither been added nor eliminated, and that there are no semi-colons instead of colons in the line as shown above. It doesn't matter if the entry is in upper case or lower-case letters or any combination. If the new folder is named something different than Acctng, the alternate name will need to be used in the line. It is not recommended that to use a name with more than 8 characters.

One or both of these small text editors can be found in the computer by going to Start | Programs | Accessories. Save the file by navigating to File | Save and then selecting “Save as.” Name the file SUBSTITUTE.BAT, but be sure to save it to the root folder/directory of the C: drive. Then exit WordPad or Notepad. If the file was saved elsewhere, use Windows® Explorer® to move it to C: drive’s root directory\folder.

Next, go to Start, Programs, and locate Startup. With the cursor on the word, “Startup,” right-click to Open it. Navigate the cursor to File, and select New, and then Shortcut. Left Click on Shortcut. From the new window, Browse to find the file SUBSTITUTE.BAT created earlier and saved at C:\. Double-click on that file bringing its name into the Command line, and click on Next. In the next window, its name can be changed to SUBSTITUTE (without the “.BAT” suffix).

Consult the company’s Network Administrator if there are further networking questions.

Windows® XP (NOT Recommended)

A server/workstation running Windows® XP should NOT use its drive mapping feature.

Tip

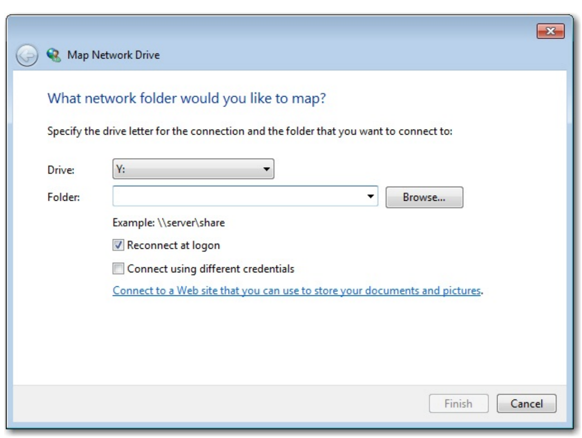
> Tests have demonstrated that the SUBST command works more efficiently than using the Windows® mapping functionality. Thus, the following Windows® mapping is NOT recommended.

To assign a drive letter to a network computer or folder:

1. Open My Computer by double-clicking the My Computer icon on the desktop.
2. On the Tools menu, click Map Network Drive.
3. In Drive, select a drive letter.
4. In Folder, Click Browse to find the computer or folder.

To reconnect to the mapped drive every time logging on, select the Reconnect at logon check box. Mapped drives are available only when the host computer is available. Network drives are assigned letters from Z to A, and local drives (hard drive and removable storage devices) are assigned letters from A to Z. A computer or shared folder can be shared to a different drive letter by disconnecting from the drive and then reassigning it to a new drive letter. Consult the company’s Network Administrator if there are further networking questions.

Figure: RS-6
Windows® XP Map Network Drive dialog screen.



Step 2 - Report Server™ Program Installation

Insert the Report Server™ CD into the CD-ROM drive of the workstation/server. The installation prompts should appear automatically on the computer screen. If the prompts do not automatically appear, use the Start button, Run option within Windows® to go to the CD-ROM drive and select the Setup.exe file.

Caution

> It is vital that BIS® and RS users have complete access and rights to the network drive and folders created for BIS®. Like many programs, BIS® creates temporary files, and these files are automatically deleted when the user terminates use. Failure to permit deletion of these temporary files could result in severe problems with speed and efficiency.

Caution

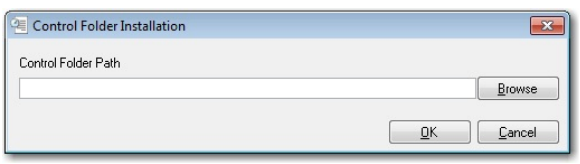
> Report Server™ is only installed once on either a non-Novell server or workstation. Usually it will be installed on a computer with access to all or most printers and to the BIS® Control Folder. The Control Folder is the central connection point of all users of BIS® and Report Server™.

At this point, be sure to follow the Installation Walkthrough found in the Appendix. The walkthrough will describe and illustrate the step-by-step installation screens and will guide important installation decisions. It is strongly suggested that users accept the recommended installation folder.

Step 3 – Control Folder

When RS 1140 is first run, the program will ask for the location of the BIS® Control Folder.

Figure: RS-7
Select the Control folder. Once the Control Folder is specified from the server/workstation



Select Browse, navigate to the appropriate network drive, and select the Control folder. Once the Control Folder is specified from the server/workstation, Report Server™ may be minimized and will continue to run in the background.

The Report Server™ installation should now be complete. If there are any questions regarding the installation of Report Server™, please contact the MICS Technical Support Department at 805-543-7000.

New Stand Alone Server Installation

If installing BIS® RS in a standalone server environment, follow the directions below. Please read the directions entirely before installing Report Server™. The System Administrator should do all installations. As with any installation procedure, be sure all programs have been closed, and no one is accessing BIS® data.

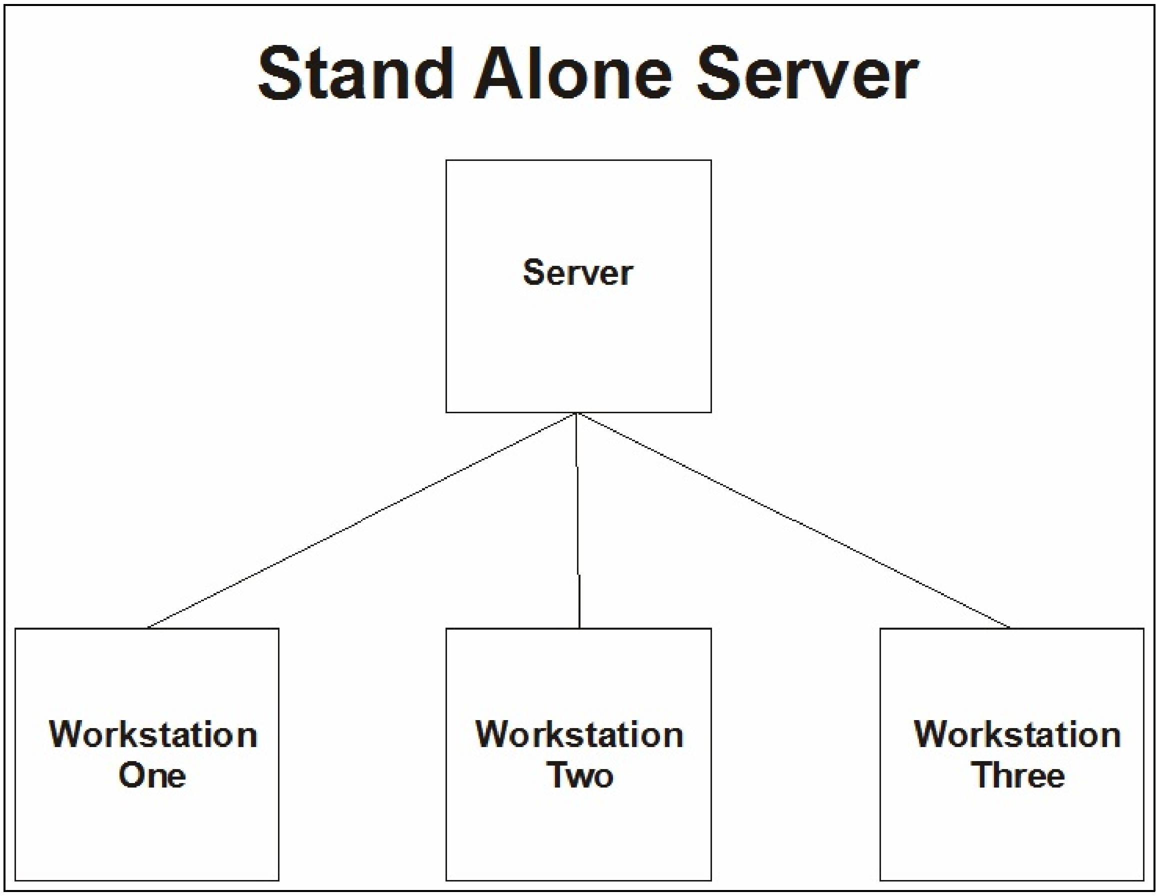


Figure: RS-8 Block diagram of a Stand Alone Server computer network.

Before Beginning

Before install the latest version of BIS®, a few items must be available. These items include:

- The current BIS® License Disk or CD
- Any disks or CDs that came with the mailing
- A pen and paper for noting essential folder paths

The installation process will ask for the intended location of two vital elements of the program:

1. The program folder location (which will be suggested)
2. The Control folder location (which these notes will suggest): The Control folder is a special program folder that contains essential details for the program operation.

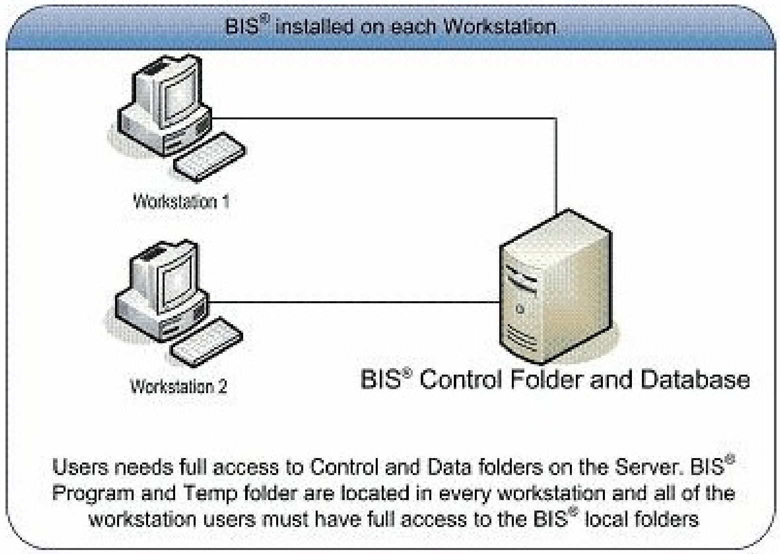
Step 1 - New Installation Server Mapping

It is important, in a stand alone server environment that the server is mapped correctly. (The following folder locations are strongly suggested, but can be changed by the experienced user.) It will be necessary to associate a drive letter on the Workstation to a newly created Control Folder, and that the path matches the mapping used by other workstations in the network when BIS® is loaded. If the workstation is not correctly set up, it will not display the networked drive or folder.

Tip

> Step 1 may NOT be needed if the BIS® installation was completed properly.

Figure: RS-9
BIS® installed on each Workstation.



⚠ **Caution**

> It is vital that BIS® and RS users have complete access and rights to the network drive and folders created for BIS®. Like many programs, BIS® creates temporary files, and these files are automatically deleted when the user terminates use. Failure to permit deletion of these temporary files could result in severe problems with speed and efficiency.

SUBST Command (STRONGLY Recommended)

A server/workstation running Windows® 2000 or Windows® XP may use the DOS command SUBST to create the necessary network drive association. This is done by using a text editor like Windows® Notepad or WordPad to create a batch file with a line similar to: **subst** [drive1**:** [drive2**:**]path], where drive 1: is the drive "seen" by the network, and [drive2**:**]\path] is the actual local drive and path being substituted ("mapped" or "associated"). The following is an example.

In Windows® 2000 or Windows® XP, use a text editor such as WordPad or Notepad to create a file with the following single line:

Subst M: C:\Acctng

Double-check the entry to be sure that spaces have neither been added nor eliminated, and that there are no semi-colons instead of colons in the line as shown above. It doesn't matter if the entry is in upper case or lower-case letters or any combination. If the new folder is named something different than Acctng, the alternate name will need to be used in the line. It is not recommended that to use a name with more than 8 characters.

One or both of these small text editors can be found in the computer by going to Start | Programs | Accessories. Save the file by navigating to File | Save and then selecting "Save as." Name the file SUBSTITUTE.BAT, but be sure to save it to the root folder/directory of the C: drive. Then exit WordPad or Notepad. If the file was saved elsewhere, use Windows® Explorer® to move it to C: drive's root directory\folder.

Next, go to Start, Programs, and locate Startup. With the cursor on the word, "Startup," right-click to Open it. Navigate the cursor to File, and select New, and then Shortcut. Left Click on Shortcut. From the new window, Browse to find the file SUBSTITUTE.BAT created earlier and saved at C:\. Double-click on that file bringing its name into the Command line, and click on Next. In the next window, its name can be changed to SUBSTITUTE (without the ".BAT" suffix).

Consult the company's Network Administrator if there are further networking questions.

Tip

> Tests have repeatedly demonstrated that the SUBST command works more efficiently than the Windows® mapping functionality. Thus, the following Windows® mapping is NOT recommended.

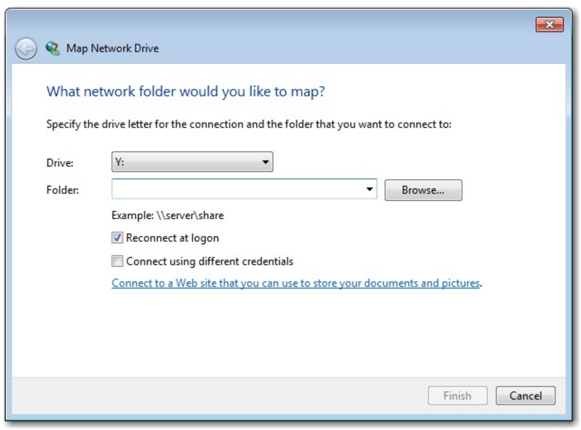
Windows® Mapping (NOT Recommended)

To assign a drive letter to a network computer or folder:

1. Open My Computer by double-clicking the My Computer icon on the desktop.
2. On the Tools menu, click Map Network Drive.
3. In Drive, select a drive letter.
4. In Folder, Click Browse to find the computer or folder.

To reconnect to the mapped drive every time logging on, select the Reconnect at logon check box. Mapped drives are available only when the host computer is available. Network drives are assigned letters from Z to A, and local drives (the hard drive and removable storage devices) are assigned letters from A to Z. A computer or shared folder can be shared to a different drive letter by disconnecting from the drive and then reassigning it to a new drive letter. Consult the company's Network Administrator if there are further networking questions.

Figure: RS-10
Windows® XP Map Network Drive dialog screen.



Step 2 - Report Server™ Program Installation

Insert the Report Server™ CD into the CD-ROM drive of the workstation/server. The installation prompts should appear automatically on the computer screen. If the prompts do not automatically appear, use the Start button, Run option within Windows® to go to the CD-ROM drive and select the Setup.exe file.

Caution

> It is vital that BIS® and RS users have complete access and rights to the network drive and folders created for BIS®. Like many programs, BIS® creates temporary files, and these files are automatically deleted when the user terminates use. Failure to permit deletion of these temporary files could result in severe problems with speed and efficiency.

Caution

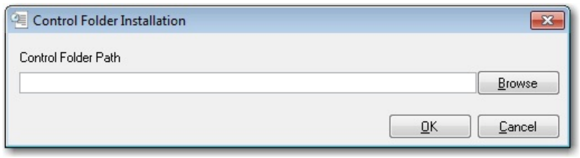
> Report Server™ is only installed once on either a non-Novell server or workstation. Usually it will be installed on a computer with access to all or most printers and to the BIS® Control Folder. The Control Folder is the central connection point of all users of BIS® and Report Server™.

At this point, be sure to follow the Installation Walkthrough found in the Appendix. The walkthrough will describe and illustrate the step-by-step installation screens and will guide important installation decisions. It is strongly suggested that users accept the recommended installation folder.

Step 3 – Control Folder

When RS 1136 is first run, the program will ask for the location of the BIS® Control Folder.

Figure: RS-11
Select the Control folder. Once the Control Folder is specified from the server/workstation



Select Browse, navigate to the appropriate network drive, and select the Control folder. Once the Control Folder is specified from the server/workstation, Report Server™ may be minimized and will continue to run in the background.

The Report Server™ installation should now be complete. If there are any questions regarding the installation of Report Server™, please contact the MICS Technical Support Department at 805-543-7000.

New BIS® Enterprise Installation

If installing BIS® Report Server™ in an enterprise environment, follow the directions below. Please read the directions entirely before upgrading to BIS®. The System Administrator should do all installations. As with any installation procedure, be sure all programs have been closed and no one is accessing BIS® data.

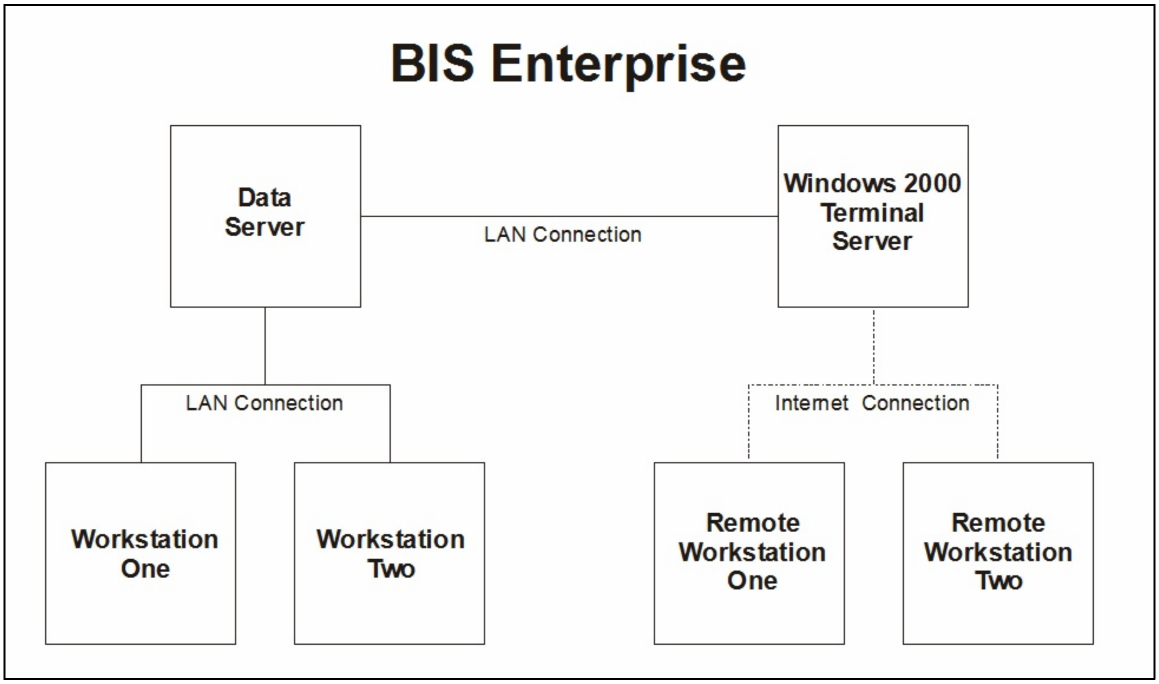


Figure: RS-12 Block diagram of a BIS® enterprise environment.

Tip

> Note the data server and terminal server should be different machines. This is the optimal configuration for an enterprise environment. In some cases the terminal server and the data server are the same machine. BIS® can be used in either type of configuration.

Before Beginning

Before install the latest version of BIS®, a few items must be available. These items include:

- The current BIS® License Disk or CD
- Any disks or CDs that came with the mailing
- A pen and paper for noting essential folder paths

The installation process will ask for the intended location of two vital elements of the program:

1. The program folder location (which will be suggested)
2. The Control folder location (which these notes will suggest): The Control folder is a special program folder that contains essential details for the program operation.

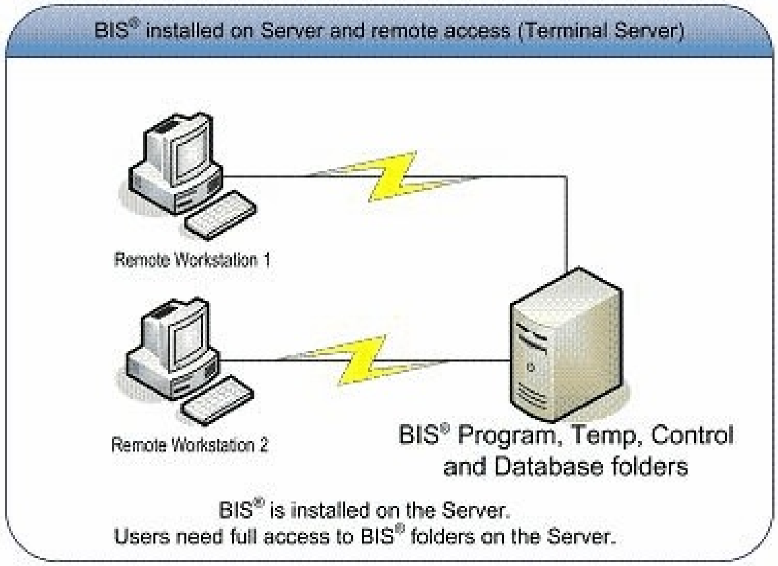
Step 1 - New Installation Workstation and Server Mapping

Tip

> Step 1 may NOT be needed if the BIS® installation was completed properly.

It is important, in a stand alone server environment that the server is mapped correctly. (The following folder locations are strongly suggested, but can be changed by the experienced user.) It will be necessary to associate a drive letter on the Workstation to a newly created Control Folder, and that the path matches the mapping used by other workstations in the network when BIS® is loaded. If the workstation is not correctly set up, it will not display the networked drive or folder.

Figure: RS-13
BIS® installed on the Terminal Server. Users need full access to BIS® folders on the server.



⚠ **Caution**

> It is vital that BIS® users have complete access and rights to the network drive that is created. Like many programs, BIS® creates temporary files, and these files are automatically deleted when the user logs off. Failure to permit deletion of these temporary files could result in severe problems with speed and efficiency for the entire network.

SUBST Command (STRONGLY Recommended)

A workstation or server running Windows® 2000, Windows® XP, or Windows® 2003 Server may use the DOS command SUBST to create the necessary network drive association. This is done by using a text editor like Windows® Notepad or WordPad to create a batch file with a line similar to: **subst** [drive1**:** [drive2**:**]path], where drive 1: is the drive "seen" by the network, and [drive2**:**]path] is the actual local drive and path being substituted ("mapped" or "associated"). The following is an example.

In Windows®, use a text editor such as WordPad or Notepad to create a file with the following single line:

Subst M: C:\Acctng

Double-check the entry to be sure that spaces have neither been added nor eliminated, and that there are no semi-colons instead of colons in the line as shown above. It doesn't matter if the entry is in upper case or lower-case letters or any combination. If the new folder is named something different than Acctng, the alternate name will need to be used in the line. It is not recommended that to use a name with more than 8 characters.

One or both of these small text editors can be found in the computer by going to Start | Programs | Accessories. Save the file by navigating to File | Save and then selecting "Save as." Name the file SUBSTITUTE.BAT, but be sure to save it to the root folder/directory of the C: drive. Then exit WordPad or Notepad. If the file was saved elsewhere, use Windows® Explorer® to move it to C: drive's root directory/folder.

Next, go to Start, Programs, and locate Startup. With the cursor on the word, "Startup," right-click to Open it. Navigate the cursor to File, and select New, and then Shortcut. Left Click on Shortcut. From the new window, Browse to find the file SUBSTITUTE.BAT created earlier and saved at C:\. Double-click on that file bringing its name into the Command line, and click on Next. In the next window, its name can be changed to SUBSTITUTE (without the ".BAT" suffix).

Consult the company's Network Administrator if there are further networking questions.

Windows® Mapping (NOT Recommended)

Tip

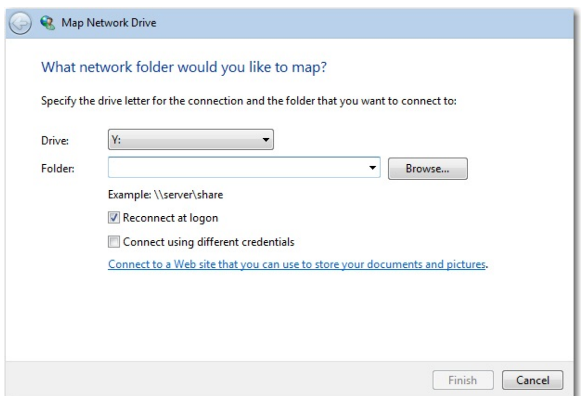
> Tests have repeatedly demonstrated that the SUBST command works more efficiently than using the Windows® mapping functionality. Thus, the following Windows® mapping is NOT recommended.

To assign a drive letter to a network computer or folder:

1. Open My Computer by double-clicking the My Computer icon on the desktop.
2. On the Tools menu, click Map Network Drive.
3. In Drive, select a drive letter.
4. In Folder, Click Browse to find the computer or folder.

To reconnect to the mapped drive every time logging on, select the Reconnect at logon check box. Mapped drives are available only when the host computer is available. Network drives are assigned letters from Z to A, and local drives (the hard drive and removable storage devices) are assigned letters from A to Z. A computer or shared folder can be shared to a different drive letter by disconnecting from the drive and then reassigning it to a new drive letter. Consult the company's Network Administrator if there are further networking questions.

Figure: RS-14
Windows® XP Map Network Drive dialog screen.



Step 2 - Report Server™ Program Installation

For a BIS® Enterprise environment, the program only needs to installed on the terminal or data server. The control part of Report Server (the Control Folder) is already contained in each BIS® program loaded on workstations and is the central connection point of all users of BIS® and Report Server.

Caution

> Report Server™ is only installed once on either a non-Novell server or workstation. Usually it will be installed on a computer with access to all or most printers and to the BIS® Control Folder. The Control Folder is the central connection point of all users of BIS® and Report Server™.

To begin, insert the Report Server™ CD into the terminal server CD-ROM drive. It also may be installed to another server with access to the Terminal Server. The installation prompts should appear automatically on the screen. If the prompts do not automatically appear, use the Start button, Run option within Windows to go to the CD-ROM drive and select the Setup.exe file.

Caution

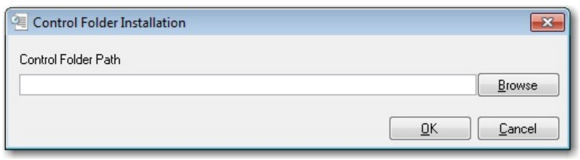
> It is vital that BIS® and RS users have complete access and rights to the network drive and folders created for BIS®. Like many programs, BIS® creates temporary files, and these files are automatically deleted when the user terminates use. Failure to permit deletion of these temporary files could result in severe problems with speed and efficiency.

At this point, be sure to follow the Installation Walkthrough found in the Appendix. The walkthrough will describe and illustrate the step-by-step installation screens and will guide important installation decisions. It is strongly suggested that users accept the recommended installation folder.

Step 3 – Control Folder

When Report Server™ is first run, the program will ask for the location of the BIS® Control Folder.

Figure: RS-15
Select the Control folder. Once the Control Folder is specified from the server/workstation.



Select Browse, navigate to the appropriate network drive, and select the Control folder. Once the Control Folder is specified from the server/workstation, Report Server™ may be minimized and will continue to run in the background.

The Report Server™ installation should now be complete. If there are any questions regarding the installation of Report Server™, please contact the MICS Technical Support Department at 805-543-7000.

Section 4 – Report Queue

Report Queue lets users gather several reports into a group. The reports can be previewed, printed, or exported to another application such as Microsoft® Excel. Groups of reports created by Report Queue can also be used by the Report Server.

Modular Menu Access

Other | Report Queue

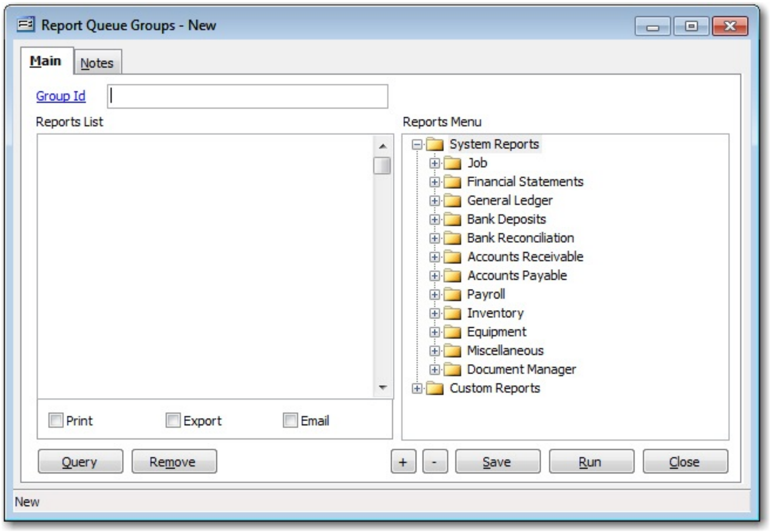
Standard Menu Access

Reports | Report Queue

New Record

Initial access to Report Queue from the menu opens the Report Queue Groups - New form. The form is used to enter new Report Group information. However, access to a new form when another vendor's record is on the screen only requires pressing Ctrl+N or using the New icon on the toolbar. The system will ask if any changes to the record should be saved.

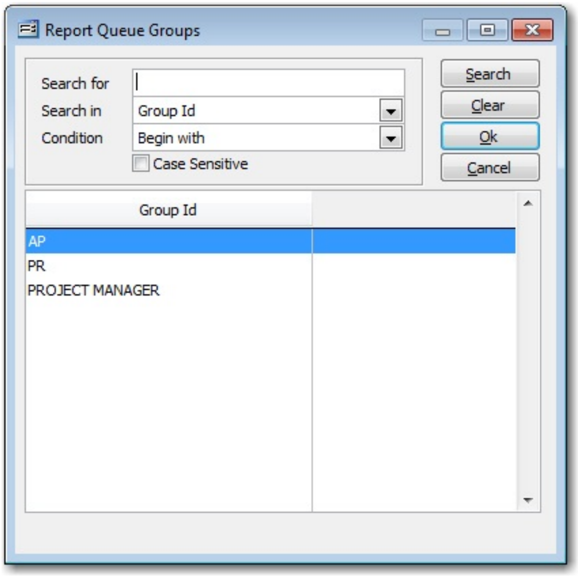
Figure: RS-16
Report Queue Groups – New master record screen form Main tab.



Editing an Existing Record

The list of Report Queue groups may be examined by clicking on the Magnifying Glass icon (at the top of the screen) or pressing Ctrl+F, and double clicking on the item of interest. Records can be edited by either using the Search button feature or by using the mouse or cursor keys to select the record to be edited.

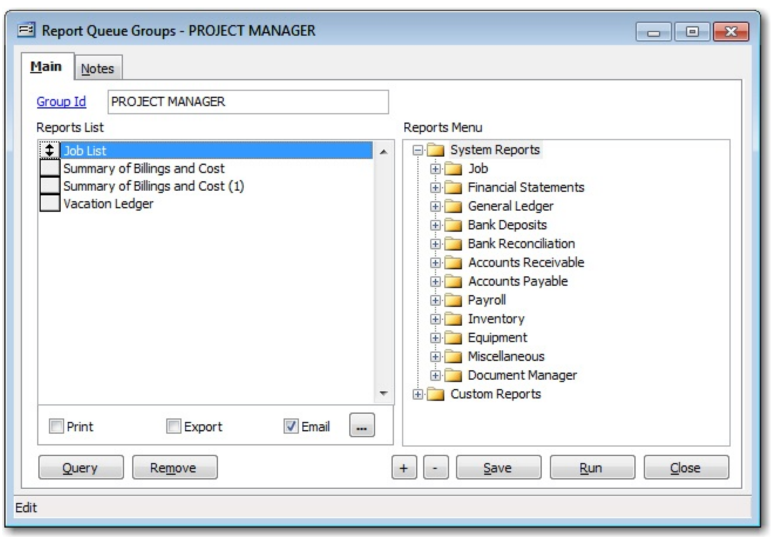
Figure: RS-17
Report Queue Groups Find/Search screen.



Scrolling Through Report Queue Group Records

Users can scroll through the Report Queue Groups by using the VCR buttons on the toolbar at the top of the screen. Clicking on the First icon (at the top of the screen) will open the first record of the list according to Group Id. Clicking on the Previous icon (at the top of the screen) will open the immediately previous record of the list according to Group Id. Clicking on the Next icon (at the top of the screen) will open the next record of the list, according to Group Id. Clicking on the Last icon (at the top of the screen) will open the last record of the list according to Group Id.

Figure: RS-18
Report Queue screen form sample for editing.



Deleting an Existing Record

Existing Report Queue Groups can be deleted. Once the source record is brought to the screen, use the Delete icon (at the top of the screen). The system will ask, "Do you want to delete this record? Click on the Yes button to delete it, or click on the No button to leave the process.

Save the Changed Record

When the record is complete or satisfactorily edited, either click on the Save button on the toolbar or press Ctrl-S to save the changes.

Main Tab

Group Id

To create or modify a group, type the Group ID that can be up to 30 alpha-numeric characters.

Reports List

The Reports List shows all of the reports in the Report Queue Group.

Reports Menu

The Reports Menu shows all of the system and custom reports available to be added to the Report Queue Group. The sub-list of each group of reports can be expanded by clicking on the plus (+) sign icon.

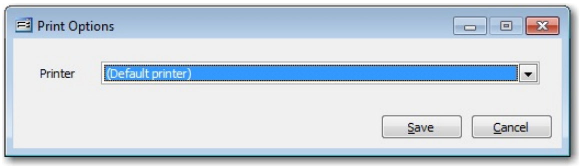
Check Boxes

Three check boxes may be used to designate the manner of publication of the highlighted report.

Print

Check this box if the selected report is to be printed. When the box is checked a button with 3 dots appears; clicking on the button opens the Print Options window to allow selecting the preferred printer for the selected report.

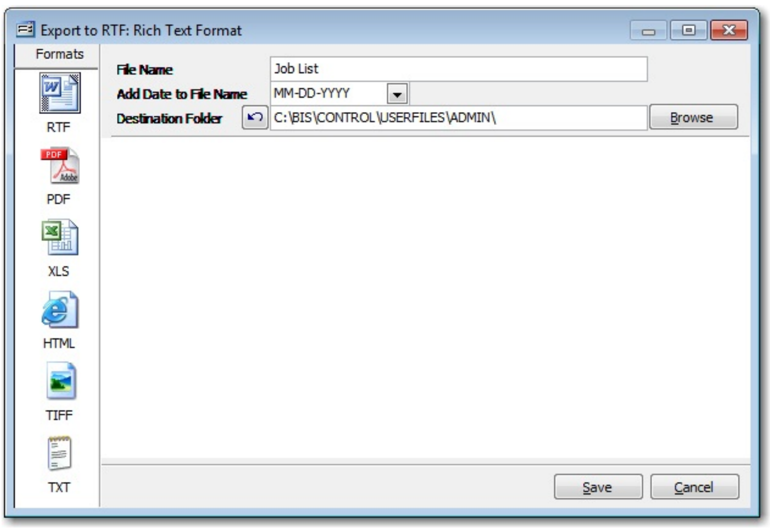
Figure: RS-19
Report Queue – Print Options selection screen.



Export

Check this box if the selected report is to be exported. When the box is checked a button with 3 dots appears; clicking on the button opens the Export Options window to allow selecting the preferred export format and other options for the selected report.

Figure: RS-20
Report Queue – Export screen showing the Export to RTF: Rich Text Format options.



Expand the Reports Menu items in the right pane. Double-click each report desired in the group. In the left pane, the order of the reports can be modified by highlighting and dragging them. The content of a report can be changed by highlighting the report and clicking Query. Report Queue retains these settings and will use the query for all reports.

Select the output format for each report. Highlight the report and check a format (Print, Export, or Email). Click the selection button next to the checkbox and select the output options for the format. Click Run to send a current copy of each report in the group to the output location selected.

File Name
Accept or modify the suggested file name for the exported file.

Add Date to File Name
This option allows the user to add the current production date to the file name. The down arrow button allows the user to choose between four options: None, MM-DD-YYYY, DD-MM-YYYY, or YYYY-MM-DD.

Destination Folder
This option allows the user to select the default folder location for the exported file, or to use a different one.

 Reset to Default Folder
Use this option to change the export folder back to the default setting.

Browse
Use the Browse button to select a different folder location for the exported file.

Export Types

Depending on the BIS® edition, up to six export types are available:

Report Type	Description	Compatibility	BIS® Standard	BIS® Professional	BIS® Enterprise
RTF	Rich Text File	MS Word®		√	√
PDF	Portable Document File	Adobe® Acrobat®	√	√	√
XLS	Spreadsheet	MS Excel®	√	√	√
HTML	Hypertext Markup Language	Internet Browsers			√
TIFF	Graphic	Graphics		√	√
TXT	Text	Text Editors	√	√	√

Other than the RTF and TIFF formats, each export type has its own set of features.

RTF

The Microsoft® Word® RTF (Rich Text Format) has no special settings.

PDF

The Adobe® Acrobat® PDF (Portable Document Format) include three settings:

1. Acrobat version: It is generally recommended to latest possible release version.
2. JPEG Quality: The Quality setting may affect the final file size.
3. No Embedding Fonts: The checked font styles will not be embedded in the final document.

XLS

The Microsoft® Excel® XLS (spreadsheet format) include four settings and six options:

1. Microsoft® Excel® version: It is generally recommended to latest possible release version.
2. Border Space: Although the default setting should be correct for the report, it can be changed.
3. Min Column Width: Although the default setting should be correct for the report, it can be changed.
4. Min Row Height: Although the default setting should be correct for the report, it can be changed.
5. Options
   - Auto Row Height
   - Double Boundaries
   - Generate Page Breaks
   - Generate Multiple Sheet Workbook
   - Show Margin Space
   - Trim Empty Space

HTML

The Hypertext Markup Language format) include five settings and three options:

1. Images Folder: This is generally left to replicate the selection made above.
2. Title: This is generally left to replicate the selection made above.
3. Character Set: This is generally left to default selection, but it can be changed to one of those offered
4. HTML Version: It is generally recommended to latest possible release version.
5. Table of Contents: None, Simple HTML, Dynamic HTML
6. Options
   - Create CSS File
   - Create Frameset Page
   - Create a MHT Archive

TIFF
The graphic TIFF format has no special settings.

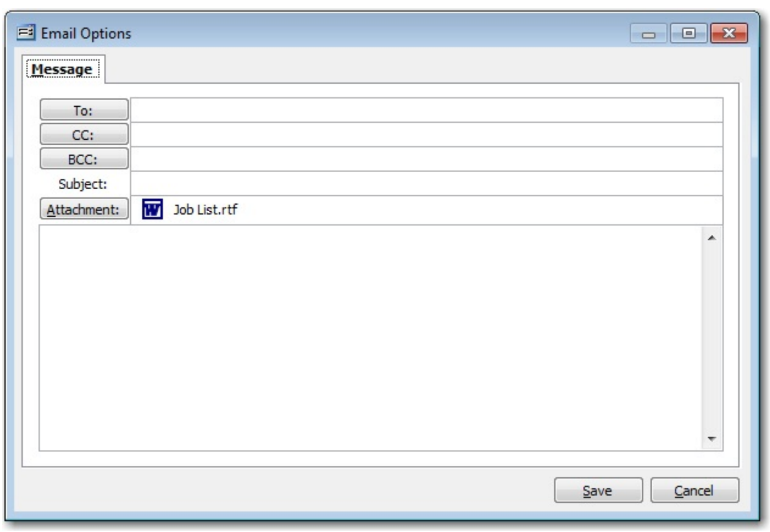
TXT
The Text format) include two settings and two options:
1. Text Delimiter: This setting is usually left to the default.
2. Page Delimiter: This setting is usually left to the default.
3. Options
   - Suppress empty Line
   - Unicode

Save
Click on the Save button to save the selected options.

Cancel
Click on the Cancel button to not save the selected options.

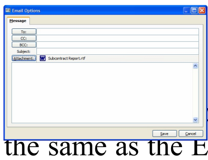
Email
Check this box if the selected report is to be emailed. When the box is checked a button with 3 dots appears; clicking on the button opens the Email Options window to allow setting To, CC (Carbon Copy), BCC (Blind Carbon Copy), and Subject, and selecting the preferred emailed export format and other options for the selected report.

Figure: RS-21
Report Queue – Email Options screen.



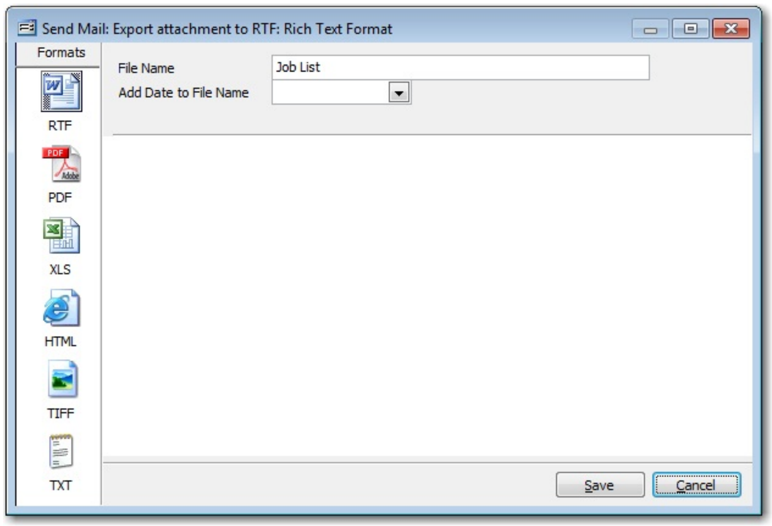
To, CC, BCC
Click on the To, CC, and/or BCC button to search for a recipient's email address, or enter an email address manually.

Figure: RS-22
Email address lists from which the user may choose.



chment button to open the Send Mail: Export attachment sub-screen. This screen is virtually the same as the Export screen shown previously, but does not include the export file location. Refer to the previous pages for details about the email export file formats.

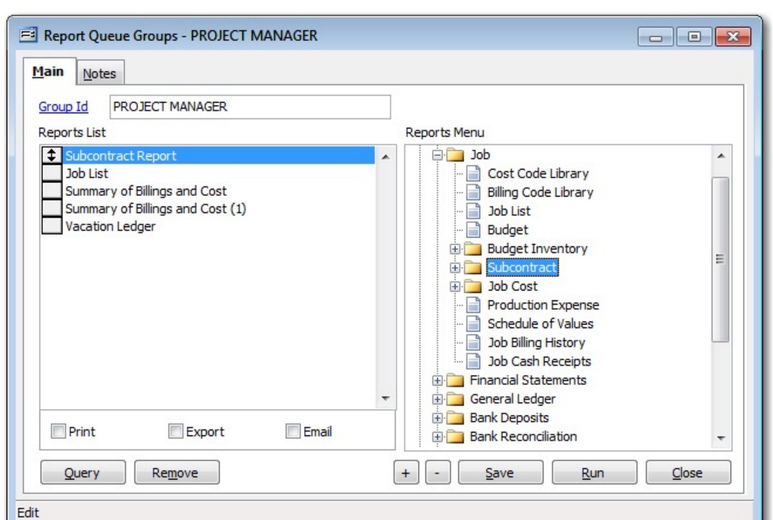
Figure: RS-23
Report Queue – Send mail Export screen showing the Export to RTF: Rich Text Format options.



Other Buttons

Other buttons on the Report Queue screen offer shortcuts to modifying a report's Query conditions, removing the report from the queue group, expanding or shrinking the reports' list, saving the selection, running the selection, or closing the window.

Figure: RS-24
Report Queue screen form sample showing other buttons.



Query Button

When a report in a group is selected, clicking on the Query button opens a slightly modified Query screen for the report.

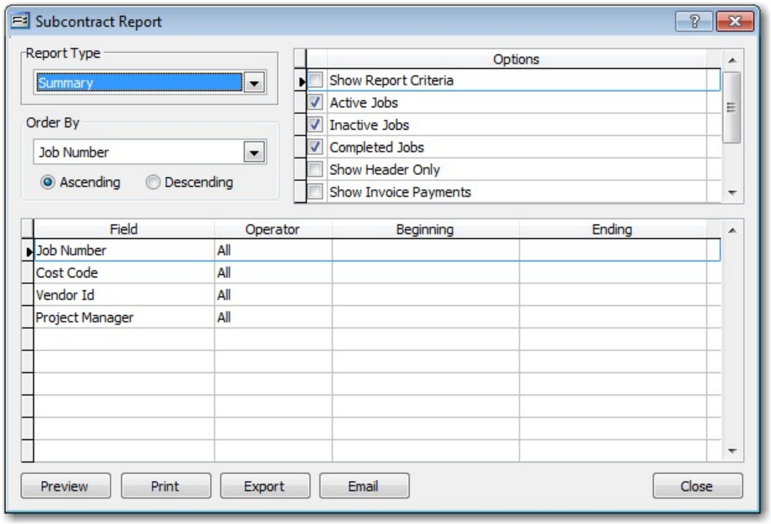


Figure: RS-25
Subcontract Report Query screen opened from the Report Queue.

Section 5 – Report Server

Report Server takes Report Queue a step further, allowing users to create a schedule for the production of Report Groups, modified with their own queries. As with Report Queue, the reports can be previewed, printed, or exported to another application such as Microsoft® Excel. Groups of reports created by Report Queue can also be used by the Report Server.

Caution

> The Report Server program is normally installed on a network server and can access only the network resources available to the server. Report Server retains its own settings for each report and user, so each report in a group can be processed differently by changing its query or destination.

Tip

> MICS recommends that each new group is run at least once ASAP to be sure it runs correctly and as expected.

Modular Menu Access

Other | Report Server

Standard Menu Access

Reports | Report Server

Calendar Tab

Initial access to Report Server from the menu opens the Report Server Schedule Calendar tab. The calendar is used to select the date for the production of the report(s) in the Report Group.

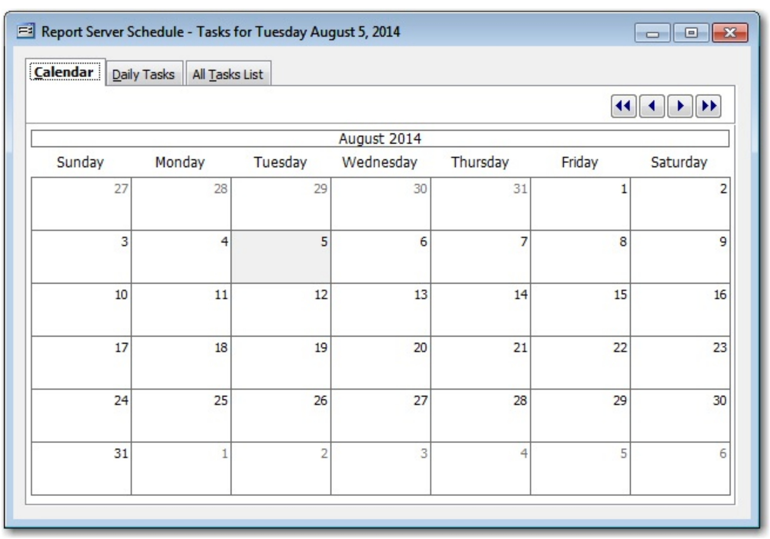


Figure: RS-26 Report Server Schedule – Calendar tab.

"VCR" Buttons

The VCR button icons provides tools to move through the calendar. In sequence, they are: the prior year, the previous month, the next month, and the next year.

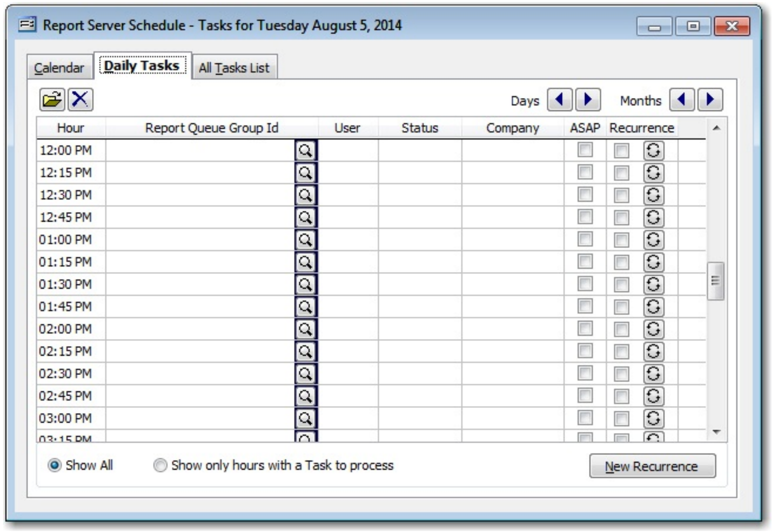
Create A New Record

To schedule a group of reports, click the first day that the group should run. When the Daily Tasks tab opens to that day, select the time the group is scheduled.

Daily Tasks Tab

The Daily Tasks tab is used to schedule the time of report groups.

Figure: RS-27
Report Server Schedule – Daily Tasks tab.



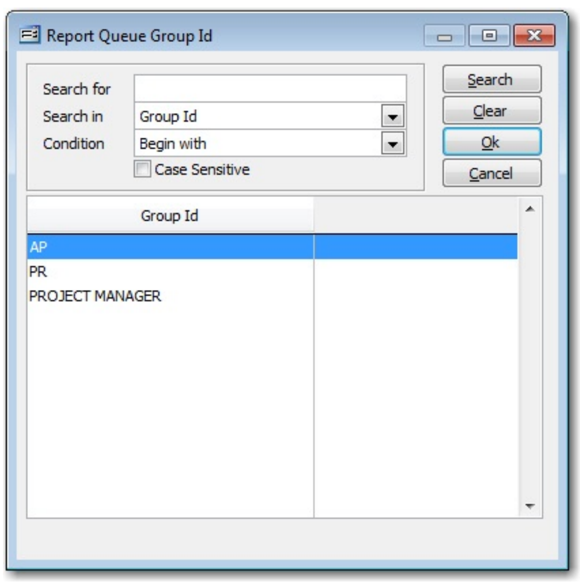
Edit a Selected Task

After selecting an existing task, either click on the Edit button or double-click on the task itself.

Scheduling a New Task

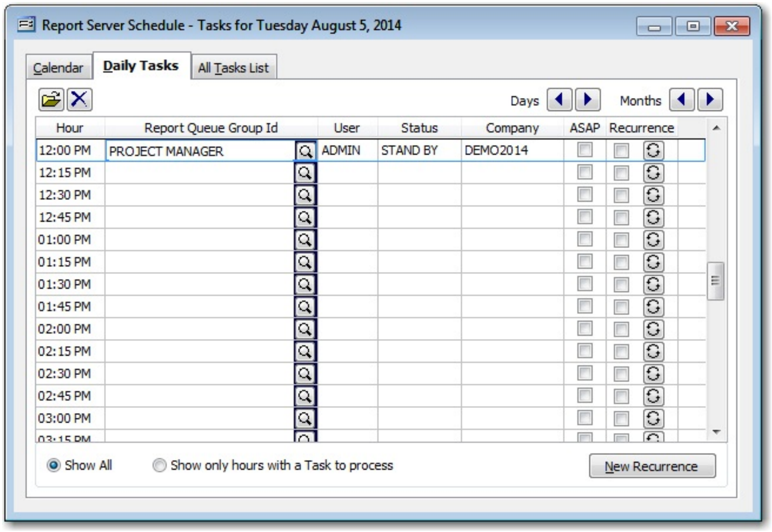
Select the time of the new task. The list of Report Queue groups may be examined by clicking on the Magnifying Glass icon, and double clicking on the item of interest. Records can be edited by either using the Search button feature or by using the mouse or cursor keys to select the record to be edited.

Figure: RS-28
Report Queue Groups Find/Search screen.



Clicking on a pre-existing Report Queue Group will select it, and it will be listed in the selected time-slot of the Daily Tasks.

Figure: RS-29
Report Server Schedule – Daily Tasks tab sample screen with one Report Queue Group selected.



Remove an Existing Task

Existing Report Queue Groups in the daily schedule can be removed. Select the task, and click on the Delete icon. The system will ask, “Do you want to remove this selected task? Click on the Yes button to delete it, or click on the No button to leave the process.

Days

Use the left arrow button to move the daily tasks calendar one day prior, or use the right arrow to move the daily tasks calendar one day later.

Months

Use the left arrow button to move the daily tasks calendar one month prior, or use the right arrow to move the daily tasks calendar one month later.

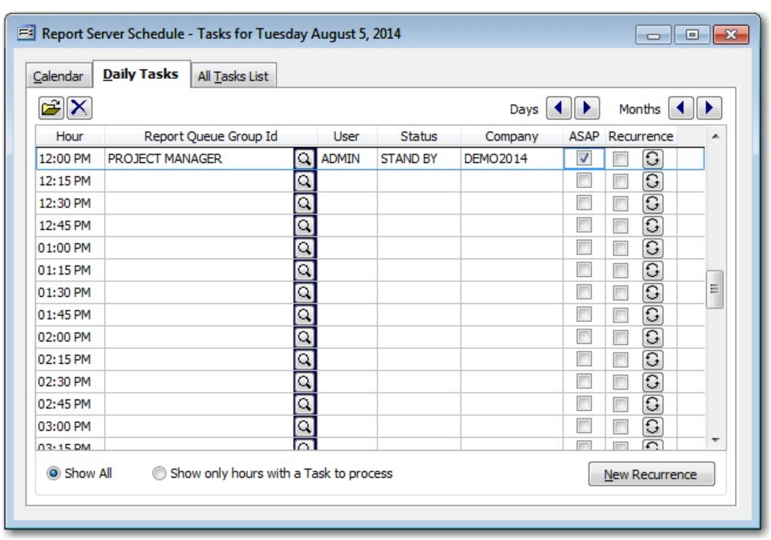
Hour

This column shows all of the hours in the selected day in 15 minute increments.

Report Queue Group Id

This column shows the name of the Report Queue Group Id. As described above, the magnifying glass may be used to select a group.

Figure: RS-30
Report Server Schedule – Daily Tasks tab sample screen with one Report Queue Group selected and marked for immediate (ASAP) production.



User
The User column shows the user who has selected the group to be processed.

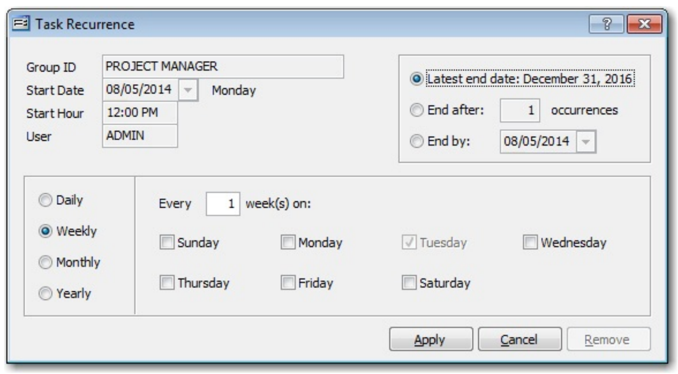
Status
The Status column shows the status of the selected item as either Standby, Failed, or Processed.

Company
Since BIS® and Report Server™ can handle multiple companies, the company column shows the company to which the selected report group belongs.

ASAP
Click on the ASAP check box to run the selected report group as soon as possible (within a 15 minute increment). MICS recommends that each new group is run at least once ASAP to be sure it runs correctly and as expected.

 Recurrence
The Recurrence button is used to set a set pattern of times when the selected group will be produced. When the Recurrence button is selected and a recurrence set, a check mark will appear to the left of the button.

Figure: RS-31
Report Server Schedule – Daily Tasks – Task Recurrence sample sub-screen.



Group Id
This field shows the Group Id that was selected. The selection is not changeable here.

Start Date
This field shows the date that the selected Group Id was set to begin production. The selection is not changeable here. The day of the week is also shown.

Start Hour
This field shows the hour that the selected Group Id was set to begin production. The selection is not changeable here.

User
This field shows the user Id that initiated the recurring selected Group Id. The selection is not changeable here.

Ending Date Radio Buttons
The user is offered three options for the ending date of the recurring report group.

Latest end date
This is the last date in the current system setup.

End after
If the user selects the End after radio button, the number field will be available to set the number of occurrences of the production of the selected report group.

End by
The End by radio button selection allows the user to set a specific date to end the recurrence. If this selection is chosen, the user may either enter the date manually or use the drop-down arrow to open the calendar tool.

Frequency Radio Buttons
The Calendar radio buttons allow the user to select a frequency of Daily, Weekly, Monthly, or Yearly. Each selection contains its own additional definition elements.

Daily
When the Daily radio button is selected the user may optionally choose to have the report group produces every day, or every weekday.

Weekly
When the Weekly radio button is selected the user may optionally choose the monthly frequency to have the report group produced. In addition, the user may select the day of the week on which the report group will be produced.

Yearly
When the Yearly radio button is selected the user may optionally choose the month, and day of the month, that the report group will be produced.

Apply
Click on the Apply button to employ the selections. When this button is selected, the system will ask for confirmation.

Cancel
Click on the Cancel button to not apply the selections. When this button is selected, the system will ask for confirmation.

Remove
Click on the Remove button to not delete previously applied selections. When this button is selected, the system will ask for confirmation.

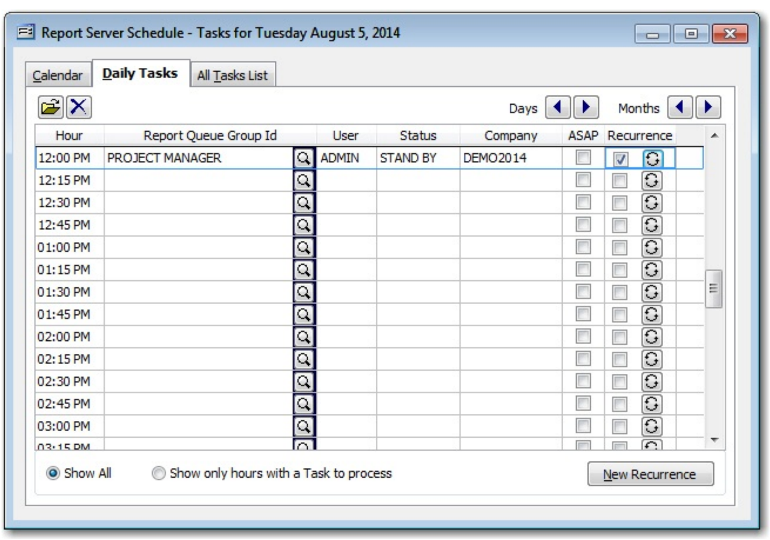


Figure: RS-32
Report Server Schedule – Daily Tasks tab sample screen with one Report Queue Group selected and marked for recurring production.

Show All
Select this radio button to show the entire day's incremental time slots.

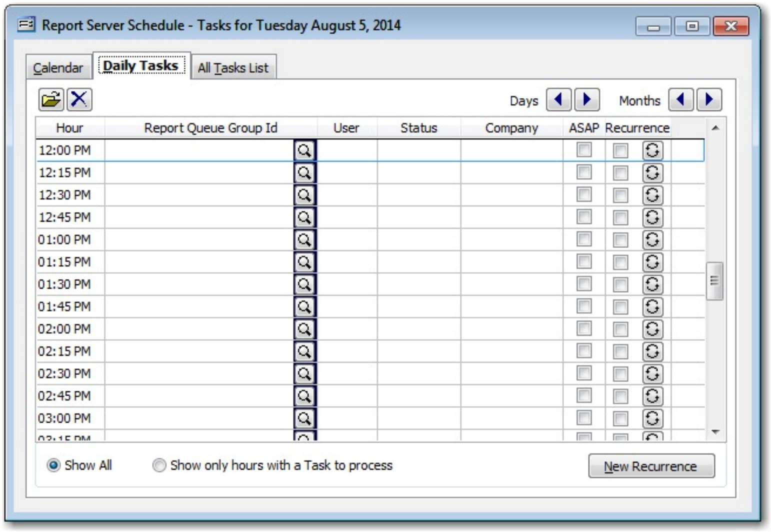
Show only hours with a Task to process
Select this radio button to show only the time increments that have a scheduled task.

New Recurrence
Select this button to open the Task Recurrent sub-screen (described above) to create a new recurrence for the selected task.

Query and Other Report Settings

Even though the reports are included in the group established in the Report Queue. The Report Query settings and output settings are not carried over by design. The user has the option to create entirely new query and output settings for the report(s) included in the group that is to be scheduled in Report Server.

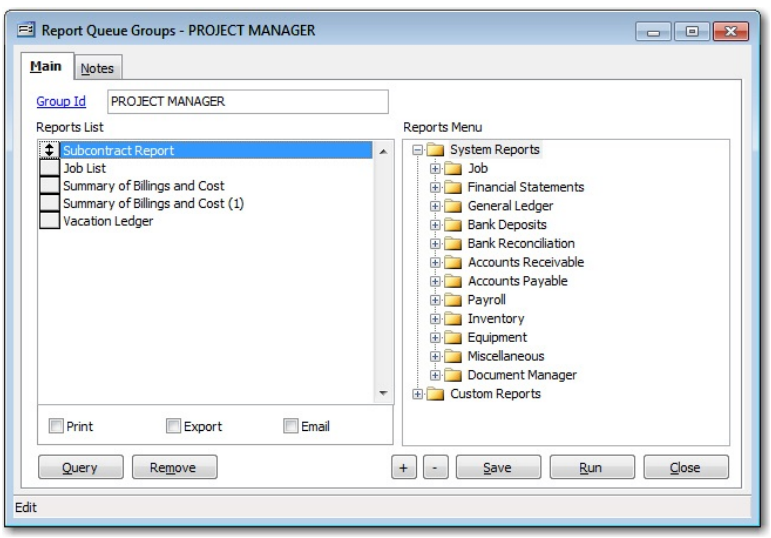
Figure: RS-33
Report Server Schedule – Daily Tasks tab.



Edit a Selected Task

 After selecting an existing task, either click on the Edit button or double-click on the task itself.

Figure: RS-34
Report Server / Report Queue sub-screen form sample for editing.



Main Tab

Group Id

To create or modify a group, type the Group ID that can be up to 30 alpha-numeric characters.

Reports List

The Reports List shows all of the reports in the Report Queue Group.

Reports Menu

The Reports Menu shows all of the system and custom reports available to be added to the Report Queue Group. The sub-list of each group of reports can be expanded by clicking on the plus (+) sign icon.

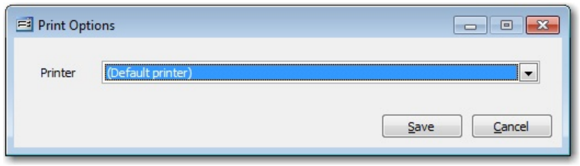
Check Boxes

Three check boxes may be used to designate the manner of publication of the highlighted report.

Print

Check this box if the selected report is to be printed. When the box is checked a button with 3 dots appears; clicking on the button opens the Print Options window to allow selecting the preferred printer for the selected report.

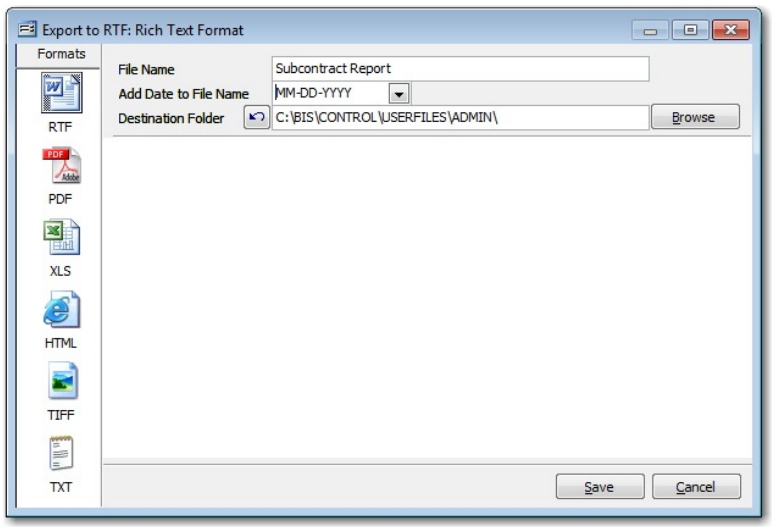
Figure: RS-35
Report Server – Print Options selection screen.



Export

Check this box if the selected report is to be exported. When the box is checked a button with 3 dots appears; clicking on the button opens the Export Options window to allow selecting the preferred export format and other options for the selected report.

Figure: RS-36
Report Server – Export screen showing the Export to RTF: Rich Text Format options.



Expand the Reports Menu items in the right pane. Double-click each report desired in the group. In the left pane, the order of the reports can be modified by highlighting and dragging them. The content of a report can be changed by highlighting the report and clicking Query. Report Queue retains these settings and will use the query for all reports.

Select the output format for each report. Highlight the report and check a format (Print, Export, or Email). Click the selection button next to the checkbox and select the output options for the format. Click Run to send a current copy of each report in the group to the output location selected.

File Name

Accept or modify the suggested file name for the exported file.

Add Date to File Name

This option allows the user to add the current production date to the file name. The down arrow button allows the user to choose between four options: None, MM-DD-YYYY, DD-MM-YYYY, or YYYY-MM-DD.

Destination Folder

This option allows the user to select the default folder location for the exported file, or to use a different one.

Reset to Default Folder
Use this option to change the export folder back to the default setting.

Browse
Use the Browse button to select a different folder location for the exported file.

Export Types
Depending on the BIS® edition, up to six export types are available:

Report Type	Description	Compatibility	BIS® Standard	BIS® Professional	BIS® Enterprise
RTF	Rich Text File	MS Word®		√	√
PDF	Portable Document File	Adobe® Acrobat®	√	√	√
XLS	Spreadsheet	MS Excel®	√	√	√
HTML	Hypertext Markup Language	Internet Browsers			√
TIFF	Graphic	Graphics		√	√
TXT	Text	Text Editors	√	√	√

Other than the RTF and TIFF formats, each export type has its own set of features.

RTF
The Microsoft® Word® RTF (Rich Text Format) has no special settings.

PDF
The Adobe® Acrobat® PDF (Portable Document Format) include three settings:
1. Acrobat version: It is generally recommended to latest possible release version.
2. JPEG Quality: The Quality setting may affect the final file size.
3. No Embedding Fonts: The checked font styles will not be embedded in the final document.

XLS
The Microsoft® Excel® XLS (spreadsheet format) include four settings and six options:
1. Microsoft® Excel® version: It is generally recommended to latest possible release version.
2. Border Space: Although the default setting should be correct for the report, it can be changed.
3. Min Column Width: Although the default setting should be correct for the report, it can be changed.
4. Min Row Height: Although the default setting should be correct for the report, it can be changed.
5. Options
   - Auto Row Height
   - Double Boundaries
   - Generate Page Breaks
   - Generate Multiple Sheet Workbook
   - Show Margin Space
   - Trim Empty Space

HTML
The Hypertext Markup Language format) include five settings and three options:
1. Images Folder: This is generally left to replicate the selection made above.
2. Title: This is generally left to replicate the selection made above.
3. Character Set: This is generally left to default selection, but it can be changed to one of those offered
4. HTML Version: It is generally recommended to latest possible release version.

5. Table of Contents: None, Simple HTML, Dynamic HTML
6. Options
   - Create CSS File
   - Create Frameset Page
   - Create a MHT Archive

TIFF

The graphic TIFF format has no special settings.

TXT

The Text format) include two settings and two options:

1. Text Delimiter: This setting is usually left to the default.
2. Page Delimiter: This setting is usually left to the default.
3. Options
   - Suppress empty Line
   - Unicode

Save

Click on the Save button to save the selected options.

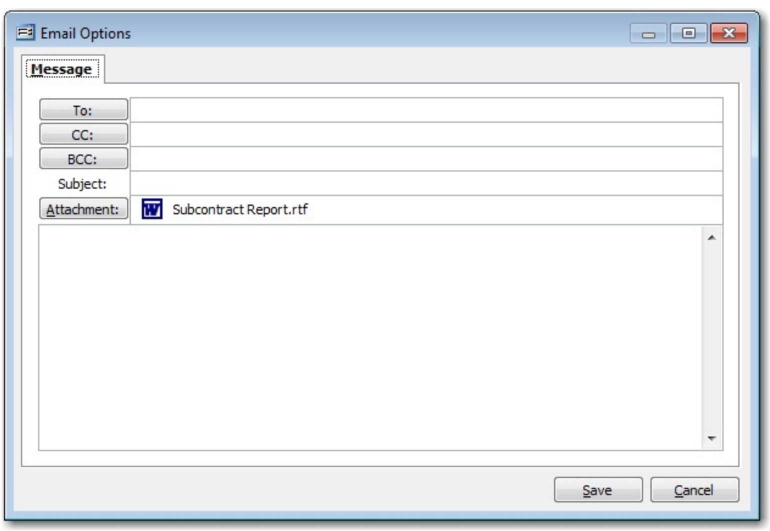
Cancel

Click on the Cancel button to not save the selected options.

Email

Check this box if the selected report is to be emailed. When the box is checked a button with 3 dots appears; clicking on the button opens the Email Options window to allow setting To, CC (Carbon Copy),

Figure: RS-37
Report Server – Email Options screen.

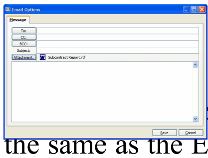


BCC (Blind Carbon Copy), and Subject, and selecting the preferred emailed export format and other options for the selected report.

To, CC, BCC

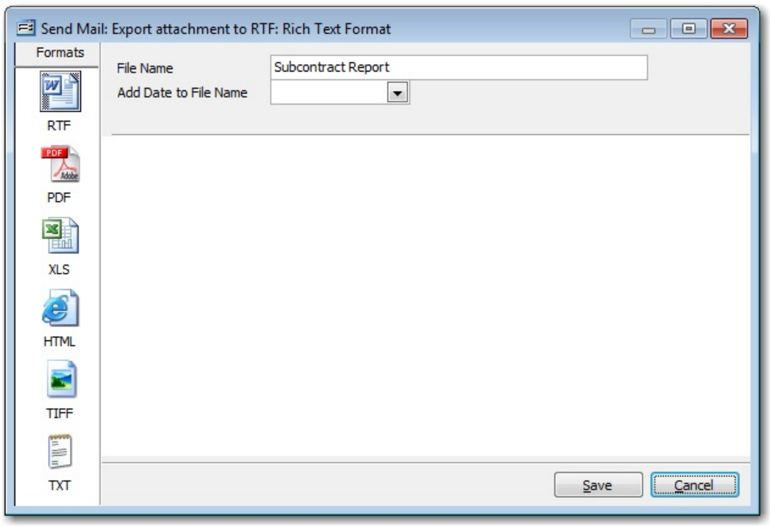
Click on the To, CC, and/or BCC button to search for a recipient's email address, or enter an email address manually.

Figure: RS-38
Email address lists from which the user may choose.



hment button to open the Send Mail: Export attachment sub-screen. This screen is virtually the same as the Export screen shown previously, but does not include the export file location. Refer to the previous pages for details about the email export file formats.

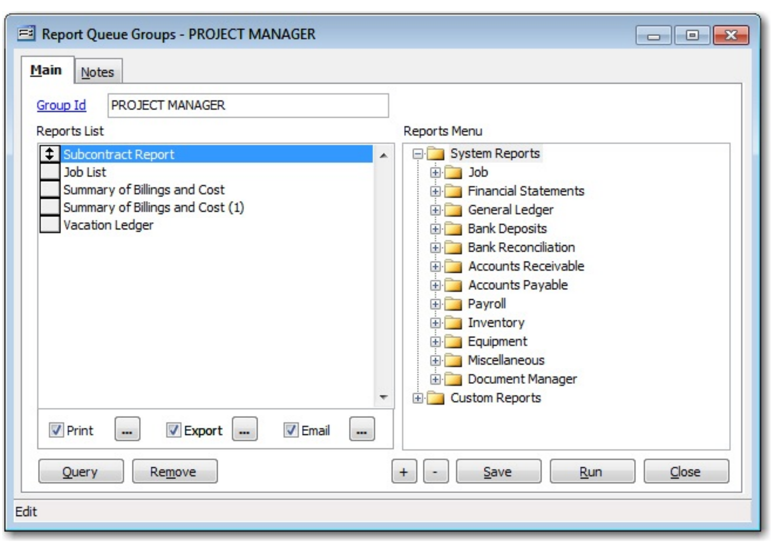
Figure: RS-39
Report Server – Send mail Export screen showing the Export to RTF: Rich Text Format options.



Other Buttons

Other buttons on the Report Queue screen offer shortcuts to modifying a report's Query conditions, removing the report from the queue group, expanding or shrinking the reports' list, saving the selection, running the selection, or closing the window.

Figure: RS-40
Report Server / Report Queue screen form sample showing other buttons.



Query Button

When a report in a group is selected, clicking on the Query button opens a slightly modified Query screen for the report.

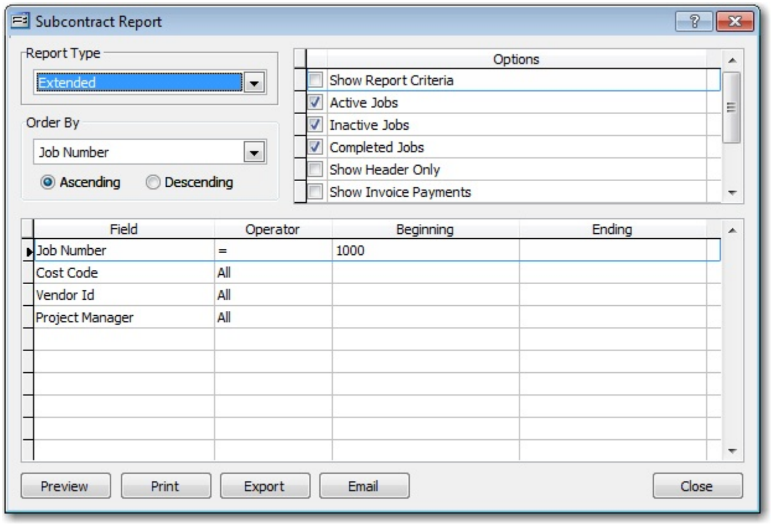
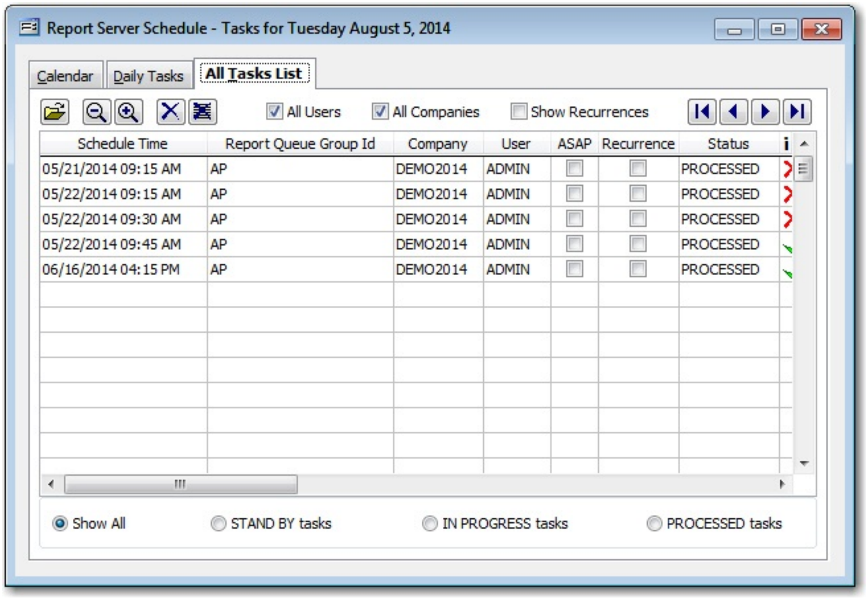


Figure: RS-41
Subcontract Report Query screen opened from the Report Server.

All Tasks List Tab

The All Tasks List Tasks tab is used to view the schedule of report groups.

Figure: RS-42
Report Server Schedule – All Tasks List tab.



Edit a Selected Task

 After selecting an existing task, either click on the Edit button or double-click on the task itself. The system opens the Daily Tasks tab described previously.

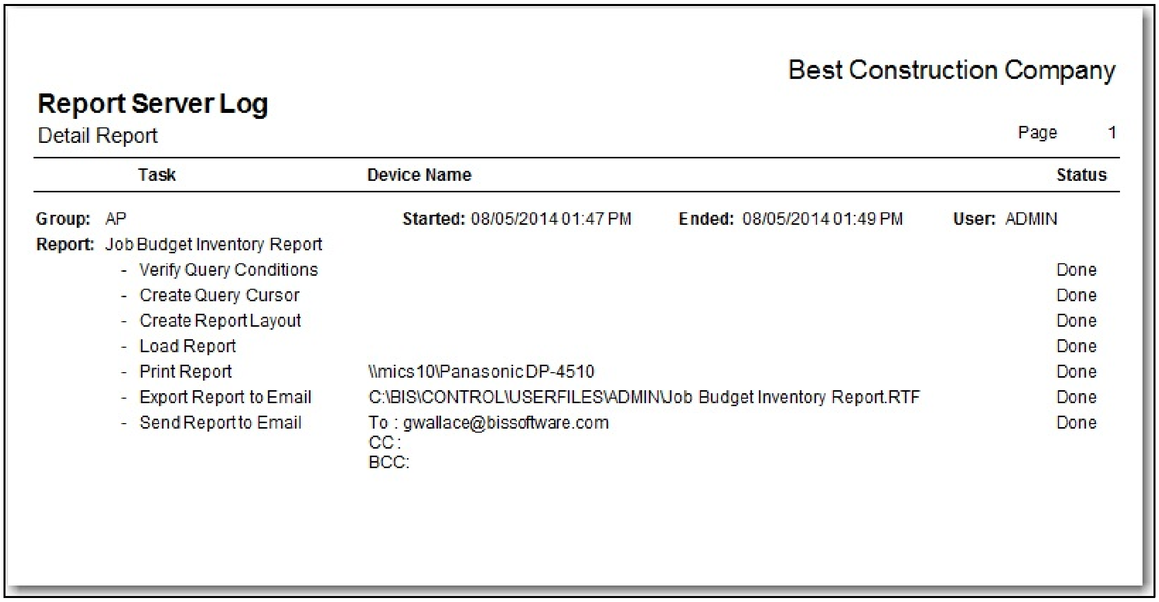
View Summary Log List

 Click on the magnifying glass with the minus sign icon to open the Report Server Summary Log.

Figure: RS-43 Report Server Log – Summary Report.

View Detail Log List

 Click on the magnifying glass with the plus sign icon to open the Report Server Detail Log.



Best Construction Company

Report Server Log

Detail Report

Page 1

Task	Device Name	Status
Group: AP	**Started:** 08/05/2014 01:47 PM **Ended:** 08/05/2014 01:49 PM	**User:** ADMIN
Report: Job Budget Inventory Report		
- Verify Query Conditions		Done
- Create Query Cursor		Done
- Create Report Layout		Done
- Load Report		Done
- Print Report	\\mics10\Panasonic DP-4510	Done
- Export Report to Email	C:\BIS\CONTROL\USERFILES\ADMIN\Job Budget Inventory Report.RTF	Done
- Send Report to Email	To : gwallace@bissoftware.com CC : BCC:	Done

Figure: RS-44 Report Server Log – Detail Report, page 1 of 5.

Remove an Existing Task

Existing Report Queue Groups in the schedule can be removed. Select the task, and click on the Delete icon. The system will ask, "Do you want to remove this selected task? Click on the Yes button to delete it, or click on the No button to leave the process.

Remove All Processed Tasks

Processed Report Queue Groups in the schedule can be removed. Select the task, and click on the Delete icon. The system will ask, "Do you want to remove all processed tasks? Click on the Yes button to delete it, or click on the No button to leave the process.

All Users

Select this option to show tasks for all users.

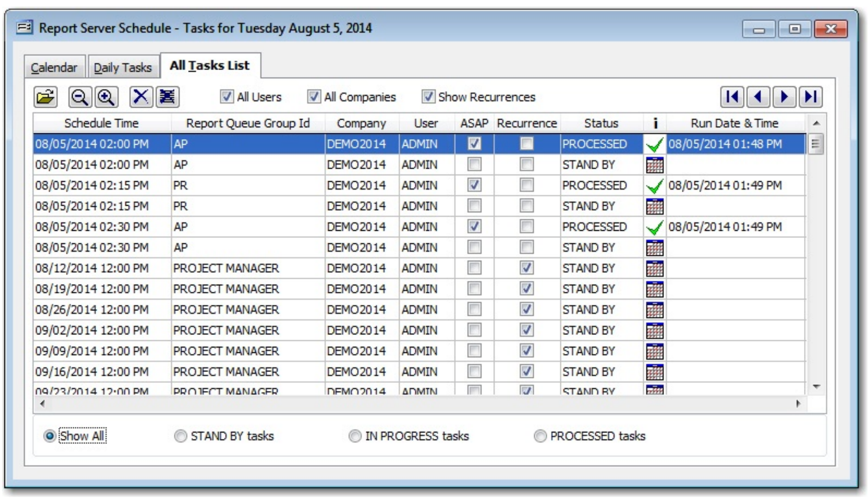
All Companies

Select this option to show tasks for all companies.

Show Recurrences

Select this option to show the recurrences for the tasks.

Figure: RS-45
Report Server Schedule – All Tasks List tab, showing All Users, All Companies, and All Recurrences.



"VCR" Buttons

The VCR button icons provides tools to move through the All Tasks List. In sequence, they are: the first record, the previous record, the next record, and the last record.

Radio Buttons

These radio buttons further control the items that appear on the list.

Show All

Select this option to show all items.

STAND BY tasks

Select this option to show only the Standby tasks.

IN PROGRESS tasks

Select this option to show only the In Progress tasks.

PROCESSED tasks

Select this option to show only the Processed tasks.

Appendix

New Installation Walk-Through

Please look over the following pages carefully prior to installing Report Server™.

1. Be sure to follow Step 1 of the Installation Scenario before using this walk-through. This walkthrough should be used in conjunction with Step 2 of the Installation Scenario and is designed proceed screen by screen through the decisions encountered when installing RS on any computer.

⚠ **Caution**

> Installation of Report Server should *only* be completed after installation of BIS®.

2. Place the Report Server™ CD in the CD-ROM drive. The following screens should appear in succession. Please refer to the Installation Scenario if the installation process does not start automatically.

Figure RS-:
Press the Next button to continue.

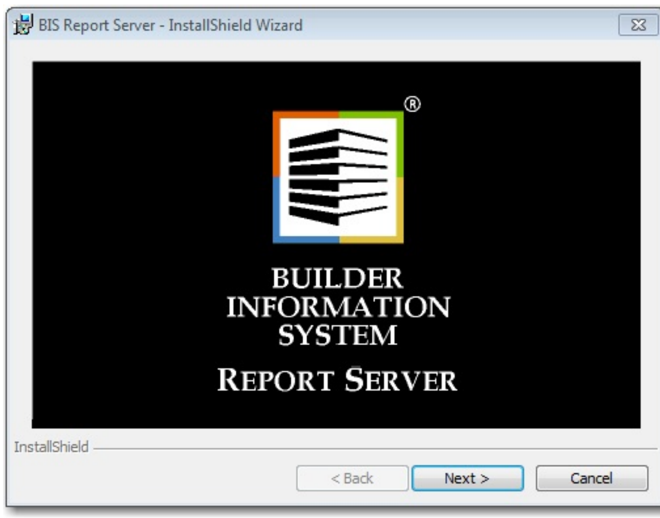


Figure: RS-46
Press the Next button to continue.

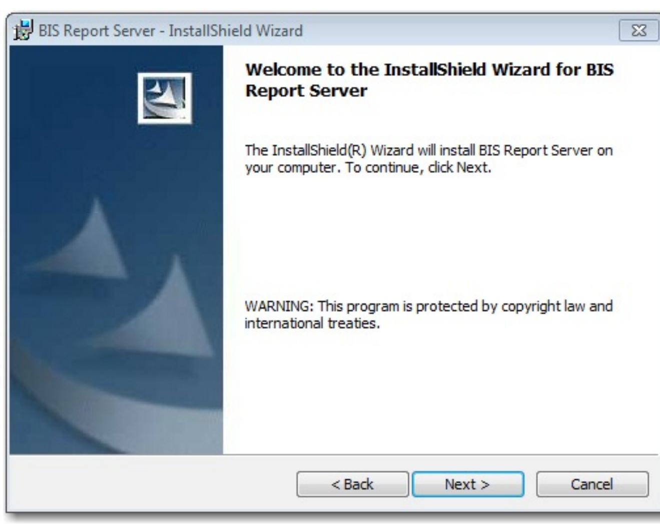


Figure: RS-47
Click on the Next button to accept the License Agreement.

Figure: RS-48
Accept or set user data, and click on the Next button.

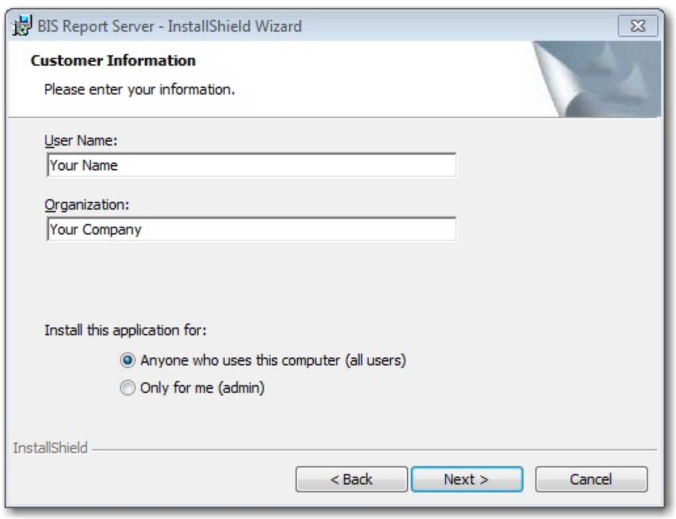


Figure: RS-49
After changing or accepting the RS program folder, click on the Next button.

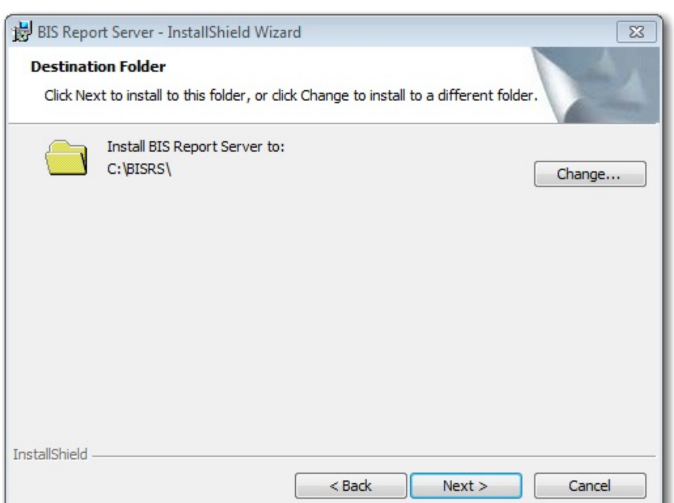


Figure: RS-50
Unless there is a reason to modify any settings, click on the the Install button.

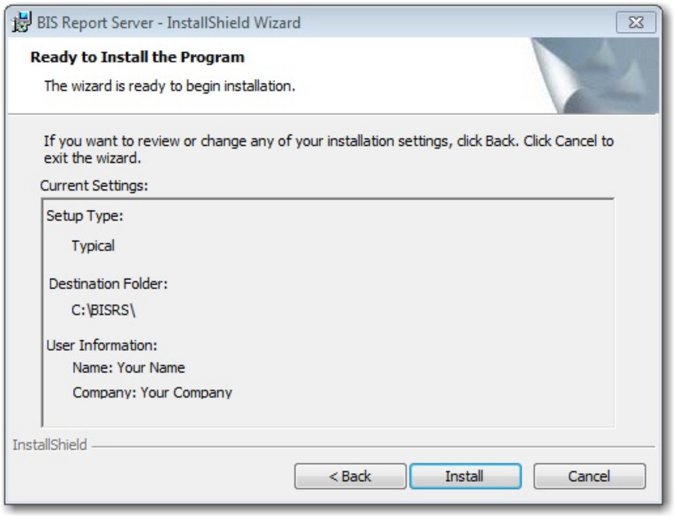


Figure: RS-51
A progress bar will be displayed.

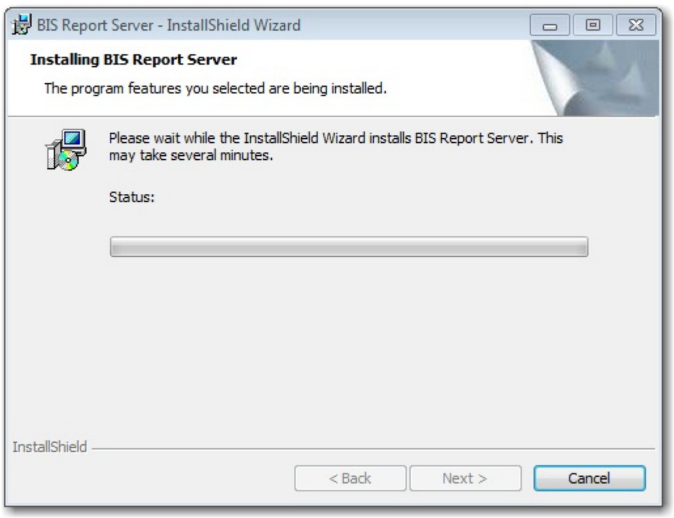
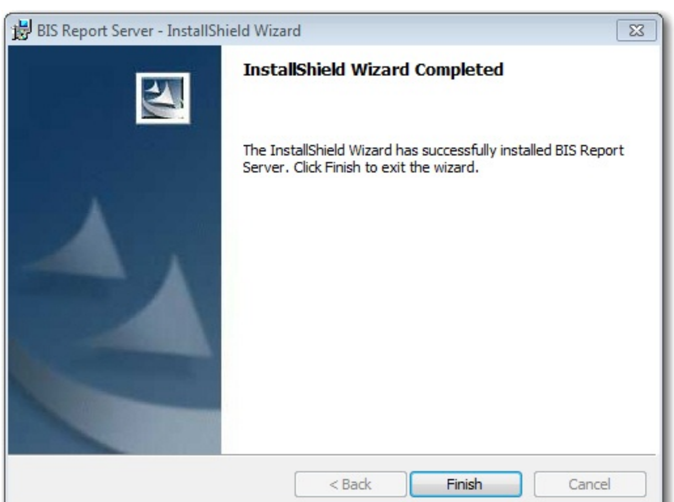


Figure: RS-52
Confirmation of installation.



Automatic Update Walk-Through

If the Report Server™ CD includes an incremental update, the system will show a few very brief screens in preparation for applying that update. If there are no incremental updates, return to the Installation Scenario for instructions on what to do after installing Report Server™.

Figure: RS-53
Press on the Update button to continue.

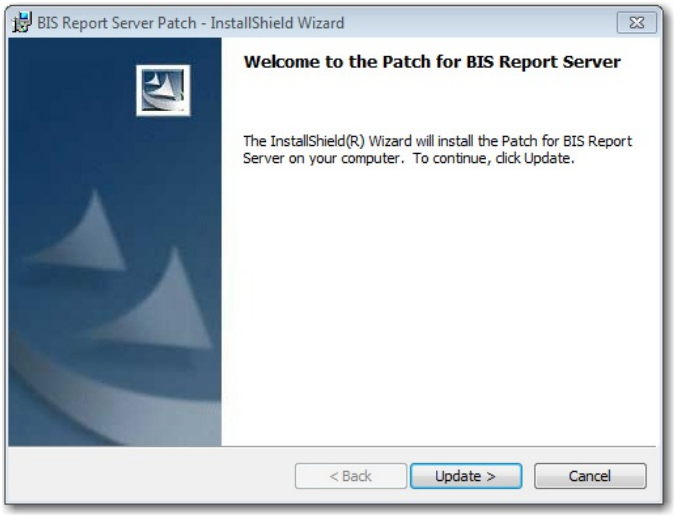


Figure: RS-54
The progress will be displayed.

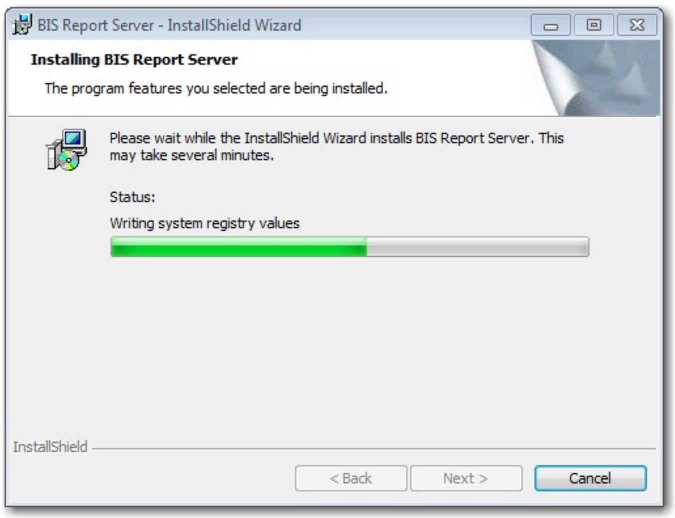
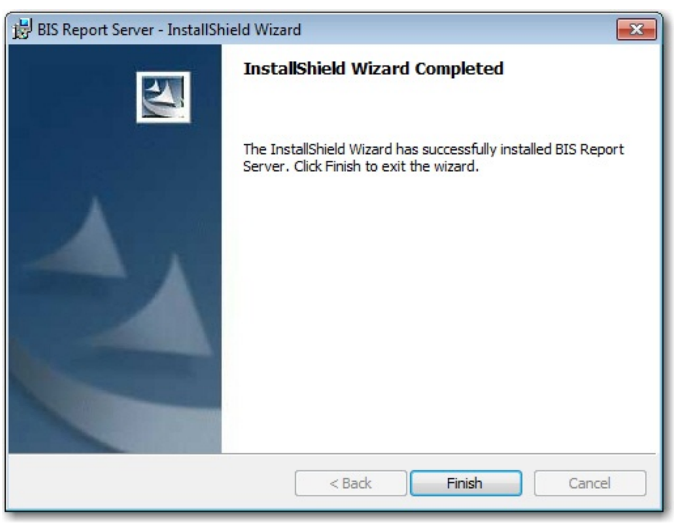


Figure: RS-55
Click on the Finish button after the confirmation of installation.



If there are any questions regarding this Installation Walkthrough, please don't hesitate to call the MICS Technical Support Department at (805) 543-7000.

Report Server Console

When the Report Server "engine" program is loaded on its server computer, the program is loaded each time that computer starts up.

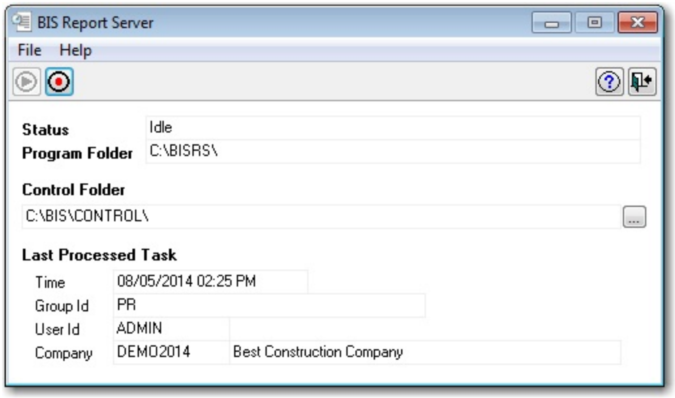
Caution

> If Report Server does not load when the computer on which the "engine" is loaded, check the Startup Folder that can be found at Start | Programs |Startup. If Report server is not list, add it.

Report Server Icon

When Report Server is running on its server, its icon shows in the operating programs. Clicking on the Report Server icon on its server opens its simple console screen.

Figure: RS-56
Report Server console screen on its server.



Run Button

If Report Server has been stopped, the Run button will start it.

Stop Button

If Report Server is running, the Stop button will stop it.

Help Button

Click on this button to open the Help file.

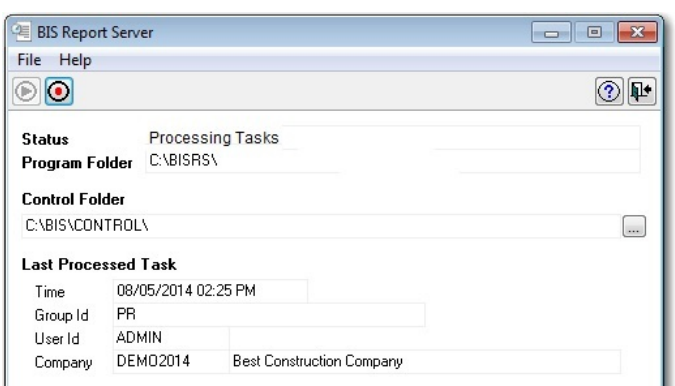
Close Screen Button

Click on this button to close the Report Server console screen..

Status

The Status line shows the current status of the Report Server engine. The status could be Stopped, Idle, and Processing.

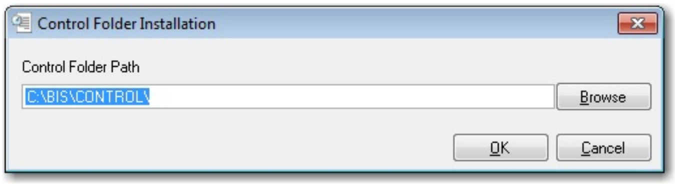
Figure: RS-57
Report Server console screen showing a status of Processing Task.



Program Folder
The Program folder will identify the location of the Report Server Engine installation folder path.

Control Folder
The Control folder will identify the location of the BIS® Control folder path. The Control Folder may be changed by using the button with 3 dots to open a sub-screen that enables the user either to enter another Control Folder path manually, or open an Explorer® applet (with the Browse button) that enables the user to choose a different Control Folder.

Figure: RS-58
Report Server console Control Folder Path sub-screen.



Last Processed Task
The data in the Last Processed Task area will identify the Time, Group Id, User Id, and Company of the last task that was processed by the Report Server Engine.

BIS® Program Status Icon
Each workstation connected to the BIS® Control Folder will display a Report Server Status icon on the status bar to the right of the system date (unless moved).

Active/Idle

If Report Server is running, each BIS® workstation will show this icon.

Stopped

If Report Server has been stopped, each BIS® workstation will show this icon.

Not Running, Not Installed, or Pointing to a Different Control Folder

If Report Server is not running, not installed, or is pointing to a different Control Folder, each BIS® workstation will show this icon.

Tip

> Even if the Report Server engine is stopped or not running, users can add or modify tasks in the Report Server Calendar and Daily Tasks. However, no task will be processed until the Report Server engine is again running.

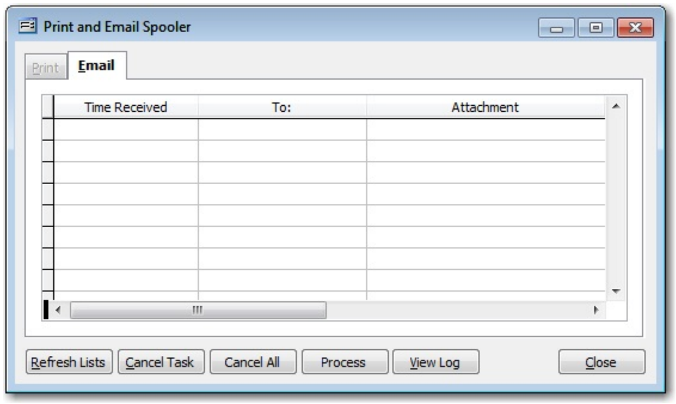
Print and Email Spooler

The option provides a list of print and email reports that have been spooled and their success or failure. Most often, the form's information will only be needed when requested by MICS Technical Support.

Menu Access

Administrator | Recover | Print and Email Spooler

Figure: RS-59
Print & Email Spooler screen form.



Time Received

The column shows the date and time that the report file was received by the spooler for distribution.

To

The column shows the email address of the recipient(s) of the email.

Attachment

The column shows the report file name attached to the outgoing email.

Buttons

Refresh Lists

Cancel Task

Click on the button to cancel the selected task.

Cancel All

Click on the button to cancel all listed tasks.

Process

Click on the button to process all tasks.

View Log

Click on the button to view the Email log.

Close

Click on the button to close the Print and Email Spooler window.

Report Queue Log – Summary Report

Best Construction Company

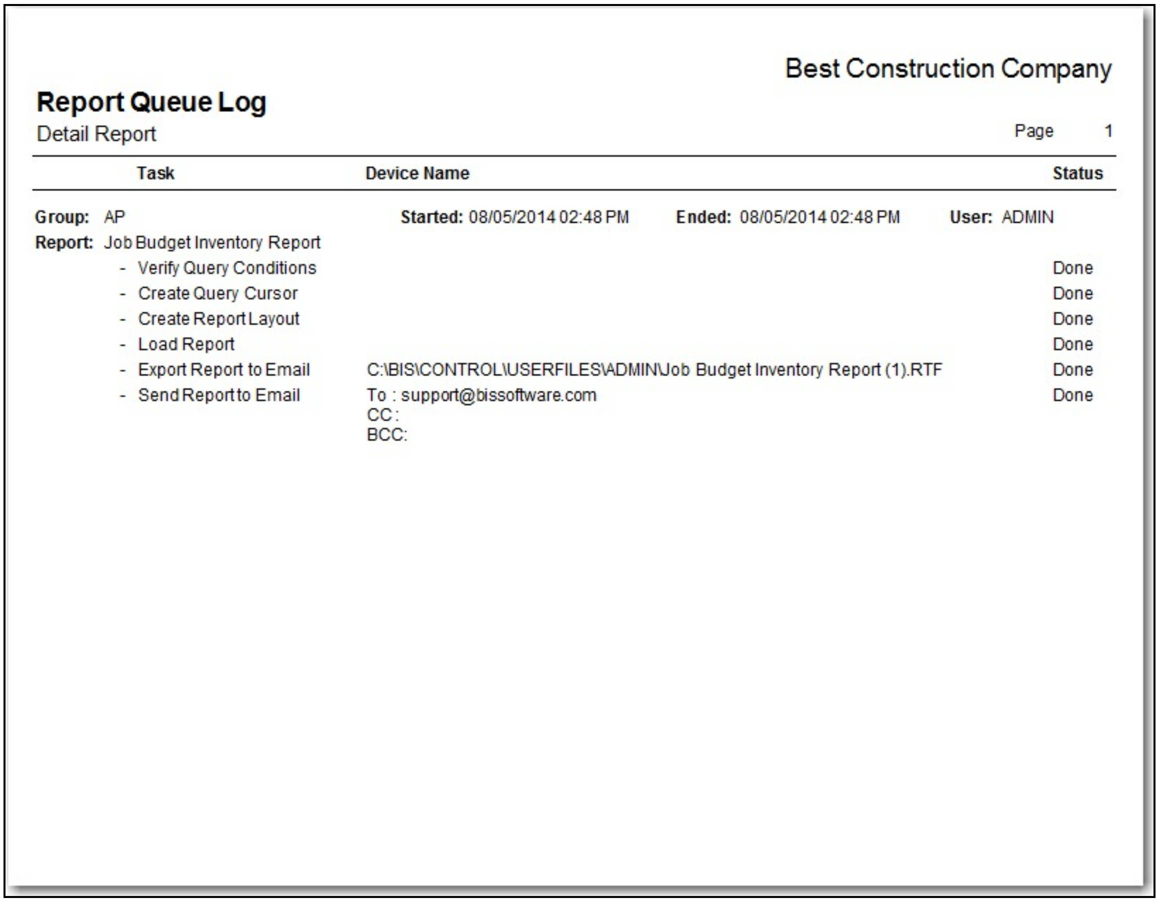
Report Queue Log
Summary Report

Page 1

Report		Status					
Group: AP		**Started:**	08/05/2014 02:48 PM	**Ended:**	08/05/2014 02:48 PM	**User:**	ADMIN
	Job Budget Inventory Report		Done				

Figure: RS-60 Report Queue Log – Summary Report.

Report Queue Log – Detail Report



Best Construction Company

Report Queue Log

Detail Report

Page 1

Task	Device Name	Status
Group: AP	**Started:** 08/05/2014 02:48 PM **Ended:** 08/05/2014 02:48 PM **User:** ADMIN	
Report: Job Budget Inventory Report		
- Verify Query Conditions		Done
- Create Query Cursor		Done
- Create Report Layout		Done
- Load Report		Done
- Export Report to Email	C:\BIS\CONTROL\USERFILES\ADMIN\Job Budget Inventory Report (1).RTF	Done
- Send Report to Email	To : support@bissoftware.com CC : BCC:	Done

Figure: RS-61 Report Queue Log – Detail Report.

Mail Account

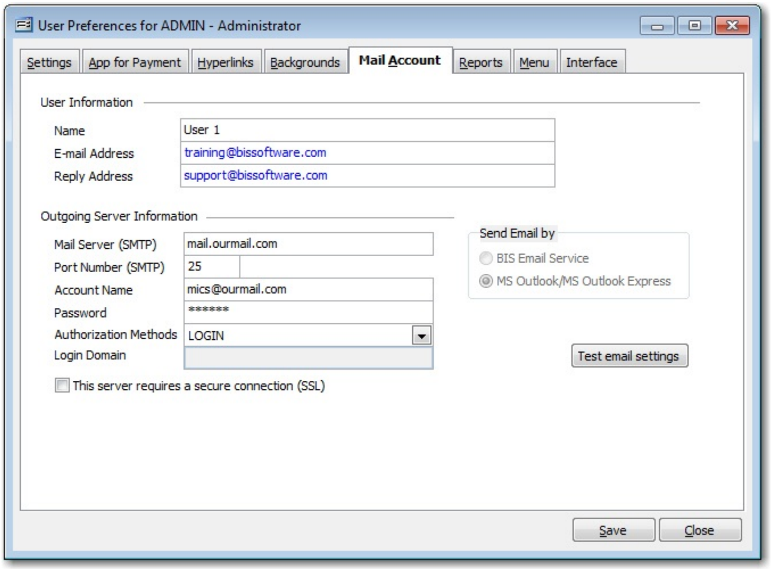
Unlike reports generated individually, the internal BIS® email server is used to send all emails from within Report Queue and Report Server. The Professional and Enterprise editions of BIS® contain two methods of sending emails from within the program: the internal program email function, or Microsoft® Outlook® or Outlook Express®.

Internal BIS® email functionality requires that information on the screen must be completed.

Menu Access

Administrator | User Preferences | Mail Account Tab

Figure: RS-62
Mail Account setup screen form.



User Information

In the appropriate fields, enter the name, email address, and reply email address.

Outgoing Server Information

Caution

Users may need the assistance of their network or computer technician or administrator to complete the Outgoing Server Information. Suffice it to say that networks with internal mail servers and fire walls will probably need special settings, if not minor changes to network settings.

Tip

In simple installations, the information needed for the form may be obtained from the pre-existing and working outgoing email program already in use.

Mail Server (SMTP)

Enter the Mail Server (SMTP) information. Often, the takes the form of: mail.(isp-server-name).com.

Port Number (SMTP)

Enter the Port Number (SMTP) information, if needed. Often, though not always, in network environments, the is number 2525.

Account Name

Enter the account number registered with the Internet Service Provider or used with the company outgoing mail server.

Password

Enter the password registered with the Internet Service Provider or used with the company outgoing mail server.

Authorization Methods
User the drop-down tool to choose the authorization method used with the Internet Service Provider or used with the company outgoing mail server from among the following:

- None
- CRAM-MDS
- Login
- NTLM
- Plain

Login Domain
The entry is only available and required when the NTLM Authorization Method is selected.

The server requires a secure connection (SSL)
Select the option if the setting is required.

Test email settings
After the appropriate settings are in place, click on the button to test them.

Save Button
Click on the button to save the settings established on the screen form.

Close Button
Click on the button to close the screen, ignoring changes made since the last use of the save button.

Email Program

The selection opens the BIS® Email program. It is used to send emails from within BIS® independent of the access to the internal or external email functionality. This feature was designed for older versions of Windows Office , subsequently may not be needed with a newer version of Outlook.

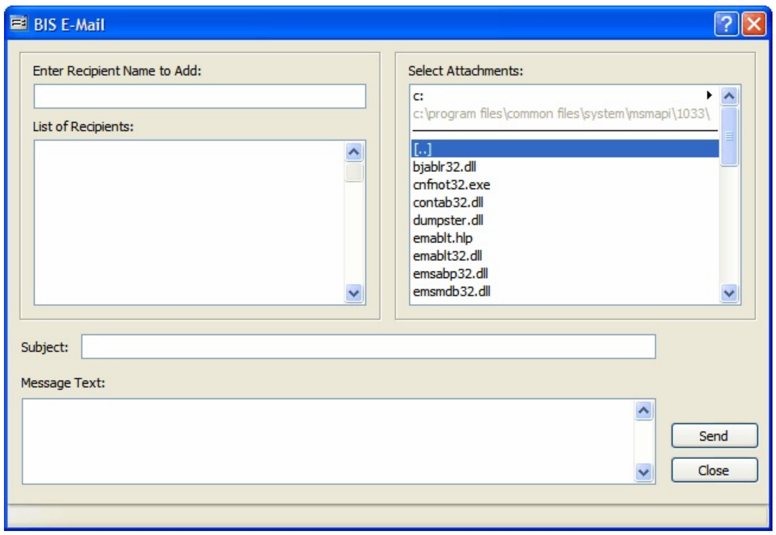
Tip

The Email Address book is available with the Professional and Enterprise Editions.

Menu Access

Administrator | Tools | Email

Figure: RS-63
Administrator, Tools, BIS® Email screen form.



Enter Recipient Name to Add

The field is used to enter the email recipient's name to add to the list.

List of Recipients

This is the list of the recipients established for the email.

Subject

The field is used to enter the subject of the email message.

Message Text

The field is used to enter the text of the email message.

Select Attachments

The Select Attachments function is used to select files to attach to the outgoing email.

Send Button

Click on the button to send the completed email message

Close Button

Click on the button to close the BIS® Email function.

Miscellaneous

Most of the elements of the List menu need to be completed in order to setup a new company. The establishment of an accounting system is a hierarchical process that begins in the List menu "from the bottom up." These Master Records contain information used in other Master Records. As the company setup process continues, the initial completion of these Master Records will allow later record entry to be much smoother. It is also true, however, that access to these fundamental Master Records is available later to add items on-the-fly.

The Miscellaneous master records include items that are sources of data used in other master records like, Employees, Vendors, Customers, and Jobs.

Modular Menu Access
Miscellaneous

Standard Menu Access
List | Miscellaneous

Email Address Book

The email addresses will be associated with the individual names throughout the program.

Tip

> The Email Address book is available with the Professional and Enterprise Editions.

Tip

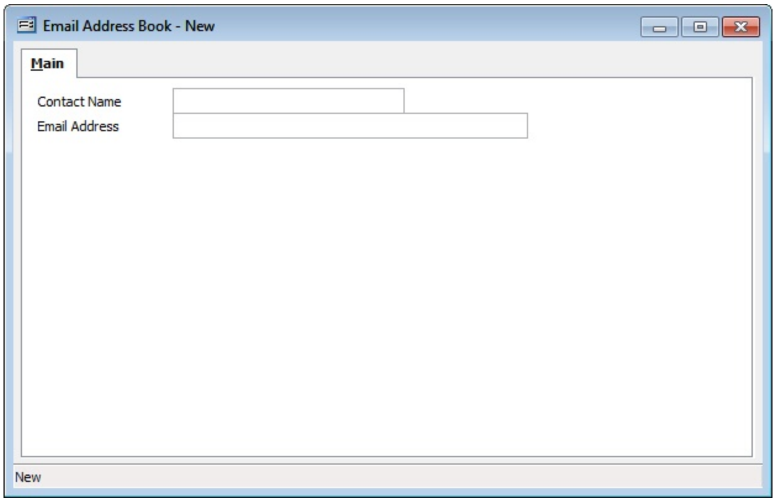
> Email addresses are contained in many Master Records, and are automatically included in the complete Email Address Book. Contact Names and Email Addresses entered in the master record are in addition to those from Master Records.

Modular Menu Access
Miscellaneous | Email Address Book

Standard Menu Access
List | Miscellaneous | Email Address Book

New Record
Initial access to the Email Address Book is from the menu opens the Email Address Book – New form. The form is used to enter new email address information. However, access to a new form when another email address record is on the screen only requires pressing the Ctrl+N or using the New icon on the toolbar. The system will ask, however, if changes to the record should be saved.

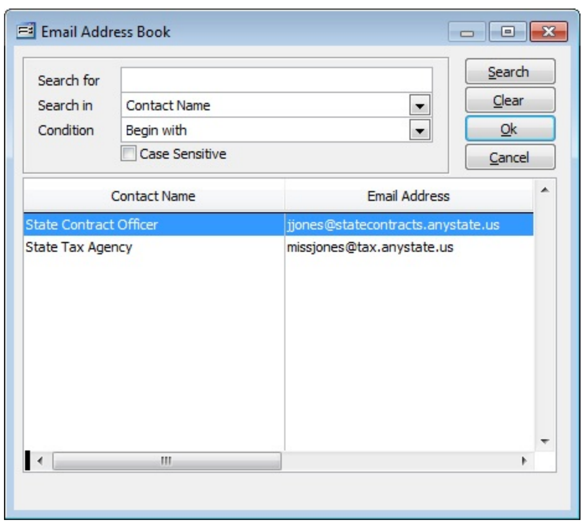
Figure: RS-64
Email Address Book – New screen form.



Editing an Existing Record

The list of email addresses may be examined by clicking on the Magnifying Glass icon (at the top of the screen) or pressing Ctrl+F, and double clicking on the item of interest. Records can be edited by either using the Search button feature or by using the mouse or cursor keys to select the record to be edited.

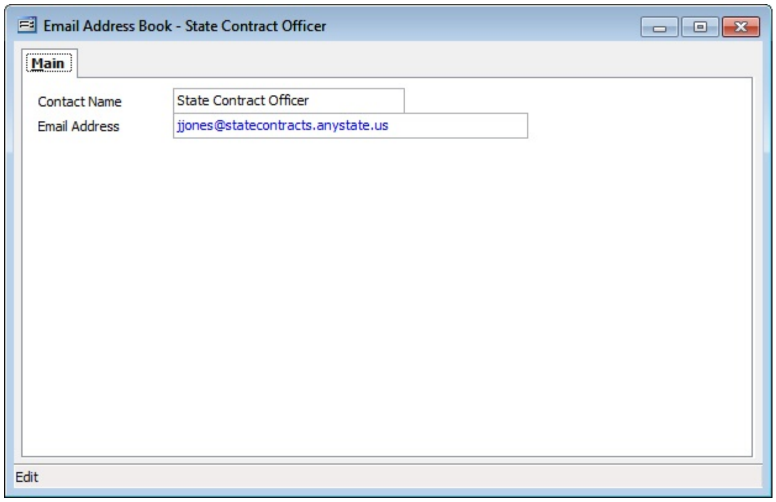
Figure: RS-65
Email Address Book Find/Search screen.



Scrolling Through Email Address Records

Users can scroll through the email address records by using the VCR buttons on the toolbar at the top of the screen. Clicking on the First icon (at the top of the screen) will open the first record of the list, according to Contact Name. Clicking on the Previous icon (at the top of the screen) will open the immediately previous record of the list, according to Contact Name. Clicking on the Next icon (at the top of the screen) will open the next record of the list, according to Contact Name. Clicking on the Last icon (at the top of the screen) will open the last record of the list, according to Contact Name.

Figure: RS-66
Sample Email Address Book master record screen form for editing.



Deleting an Existing Record
Once an email address has been saved, it cannot be deleted if it has been used in any transactions. Once the source record is brought to the screen, use the Delete icon (at the top of the screen). The system will ask, “Do you want to delete the record?” Click on the Yes button to delete it, or click on the No button to leave the process.

Main Tab
The Main tab is used to enter the contact name and email address.

Contact Name
Enter the Contact Name desired with up to 30 alphanumeric characters. BIS® checks for duplication. A warning will appear if the contact name has already been assigned.

Email Address
Enter the full email address of the contact name.

Save the Changed Record
When the record is complete or satisfactorily edited, either click on the Save button on the toolbar or press Ctrl-S to save the changes.

Report – Email Address Book

The Email Address Book report lists the email address recorded in the Email Address Book file.

Access to Email Address Book Report

Module Menu with Reports Group

Miscellaneous | Reports | Email Address Book

Module Menu with Reports List

Miscellaneous | Email Address Book

Standard Menu

Reports | Miscellaneous | Email Address Book

Report Types

Standard

The Email Address Book Standard Report displays the email addresses recorded in the Email Address Book file.

Order By

- Contact Name
- Email

Options

- Customers
- Customer Contacts
- Vendors
- Vendor Contacts
- Job Owners
- Job Architect
- Employee Business
- Employee Personal
- Other
- Show Report Criteria
- Case Sensitive

Fields

- Contact Name
- Email

Email Address Book – Standard Report

Best Construction Company

Email Address Book

Standard Report

Page 1

Contact	Email
Others	
State Contract Officer	jjones@statecontracts.anystate.us
State Tax Agency	missjones@tax.anystate.us

Figure: RS-67 Email Address Book –Summary Report showing the Other email address records.

Index

W

Y