***Notes for Rejection Report*** - User Guide

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# Installation and configuration

## Prerequisites

1. Internet Explorer 8.0 or higher is running on user machine
2. User has acces to reporting services : [***http://ReportServerName/Reports***](http://ReportServerName/Reports) ***(http://*** ***CAMCLYSQ01/reports)***

## Installation

Installation package consists of a .***rdl*** file containing:

1. SQL Script to retrieve report data
2. Report design specification

The file has to be uploaded on the reporting server.

## Configuration

Once the report is uploaded on the server please check the following:

1. The connection to the database is properly set
   1. The report points to the correct SQL server instance and OnBase database
   2. The user set for the databse connection has read acces to the OnBase database
2. The report is accesible to all desidered users
   1. Using a user from the group desired to have access to the report try to access and run the report
3. The report runs and returns data

The default parameters will be loaded for the report.

# Notes for Rejection Report - Objective

The purpose of this report is to retrieve a list of available notes for a given serial number, attached to the FL 4014 – PB Approval e-form, in OnBase.

# How to use the report?

In order to use the report make sure to follow the steps described below:

1. Acces the report on reporting services
   1. Open browser and type in the address section [http:// CAMCLYSQ01/reports](http://camqasq01/reports)
   2. Access the OnBase Reports Folder
   3. Click on the Notes for Rejection report
2. Fill in report parameters:

C:\Users\Ana-Maria.Ignat\Desktop\COS\Parameters.JPG

* 1. ***Serial #*** - represents the serial number(s) that will be retrieved by the report
     1. Multiple serial number values can be used
     2. The values must be sepated by comma (,)
  2. ***Only Rejected Notes*** – specifies if the notes retrieved have to be of type Note or Rejected by PB
     1. If ***Only Rejected Notes = False***, all note types will be displayed in report
     2. If ***Only Rejected Notes = True***, only Rejected by PB note type will be displayed in report

1. Run the report – click the ***View Report*** button on the top right corner of the screen. A table similar to the one presented in the picture below, will be displayed on the screen.

