Running reports in Themis

Every Themis module contains reports that are specific to that module. Additional reporting options are available via the Discoverer Reporting function. The reports to which you have access are defined by the Themis responsibilities you have (e.g.: UOM Data Entry enables you to run Financial reports, while UOM Training Administrator provides access to reports relating to the Themis Training module).

Submitting a request

Submit a request is the term used in Themis when you create/submit a report. The navigation path for the Report/Request function will vary depending on the responsibility you have selected. For example: if you log in via the UOM Data Entry responsibility you can select Reports > Run, whereas if you log in via UOM Training Administrator you can select Processes and Reports > Submit Reports.

In addition, the submit requests function may be accessed via an individual function (such as the General Ledger Reports function within Themis Financials).

Regardless of the navigation path you have used, the sections and fields that display on the Submit Request screen will be consistent.

To submit a request

1. Navigate to the Report/Requests function.
   The Submit a New Request screen will display.

2. Ensure the Single Request option is selected, and click the OK button.
   The Submit Request screen will display.

3. In the Name field, select the report you wish to run from the List of Values. Alternatively, if you know the name of the report, you may type a portion of the report name and press Tab to display a list of reports beginning with the value you typed (e.g.: if you type UOM and press Tab, all reports beginning with UOM will display).

4. Enter the appropriate parameters for the selected report and click the OK button.
   Note: The parameters displayed will vary depending on the report you select. Compulsory fields will be highlighted in yellow.

5. Click on the Schedule and/or Options buttons and enter appropriate details, if required.
   Refer to the Scheduling a report reference card for further details on scheduling reports to run automatically and completion options (e.g.: print copies, notification of completion, etc).

6. Click on the Submit button to run the report.
   The View Request screen will display automatically to show the progress of your request.

   - Click on the Refresh Data button to update the progress of your report.
Viewing report results
Once you have submitted your request/report, the view screen will display automatically. You may also navigate to this screen at any time if you wish during your Themis session to retrieve previous report results.

To view your report results
1. Select View > Requests from the Menu bar.
   The Find Request screen will display.
2. Ensure the All My Requests option is selected, and specify the number of days for which you wish to retrieve requests.
   Note: Themis will default to retrieve the last 7 days of your requests unless you specify otherwise.
3. Click on the Find button to retrieve the requests for the period specified.
   The Requests screen will display all reports you have run for the period specified and their status (e.g.: completed, etc).
4. Select the report you would like to view, then click on the View Output button.
   The report results/output will display in the requested format.

Printing your report results
The report/request results will print to your default Themis printer automatically if you have set your Concurrent Report Copies to 1 in your Themis profile/preferences (refer to the Setting your user profiles reference card for details).
However, if you have set your print preference to 0 you will need to print the results manually.

To reprint your report results
1. Navigate to the Requests screen and ensure the appropriate request/report is selected.
2. Select Tools > Reprint/Republish from the Menu bar.
   A Republish and Reprint screen will display.
3. Enter the number of copies required.
   The printer will default from your profile settings, if you wish to change this use the Torch icon to select the appropriate printer.
4. Click on the Apply button.
   A confirmation message will display.
5. Click OK to close this message.
   Refer to the Reprinting a document reference card for further details.