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 in Themis

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 have selected. 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 request* section below 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.

Refer to the *Viewing your request results* section below for details on viewing the report output.
Viewing your request 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.

Printing your request 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.
However, if you have set your print preference to 0 you will need to print the results manually. Refer to the Reprinting your request results section below for further details.

Exporting your request results

All report/request results and data in Themis may be exported to Excel.

1. Navigate to your report results/output screen.
   Refer to steps 1 to 4 in the Viewing your request results section above for further details.
2. Select Tools > Copy File from the Menu bar.
3. Ensure MS Excel format is specified and click the OK button.
   A File Download dialog box will display, asking whether you wish to Open or Save the results.
4. Select Open to view the report/request results in an Excel worksheet.
Reprinting your request results

If your print preferences are set to 0, or you wish to print an additional copy of your report results, you can use the **Reprint** function in Themis.

**To reprint your report results**

1. Navigate to the Requests screen and click on the report you wish to reprint.
   Refer to steps 1 to 3 in the **Viewing your request results** section above for further details.

2. Select **Tools > Reprint/Republish** from the Menu bar.
   A Republish and Reprint screen will display.

   ![Reprint and Republish Screen](image)

   ![Reprint and Republish Screen](image)

   ![Reprint and Republish Screen](image)

   ![Reprint and Republish Screen](image)

3. Check the printer and number of copies, and update them if required.
   **Note:** these fields will default from your profile settings. If you need to enter or update your printer, click on the **torch** icon to search for and select the appropriate printer from the list of values.

4. Click on the **Apply** button.
   A confirmation message will display and your results will be sent to your nominated printer.

5. Click **OK** to close this message.

Resubmitting a request

The **Copy** function in the Submit Request screen enables you to resubmit a report you have previously run.

**To resubmit 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. Click on the **Copy** button located at the top left of the screen.
   A list of reports you have previously submitted will display.

4. Select the report you wish to re-run, and click the **OK** button.
   The Submit Request screen will populate with the name and parameter details of the report selected.

5. Click in the Parameters field and make any changes, if necessary.

6. Enter any scheduling or output details if required, then click the **Submit** button to run the report.
   Refer to the **Scheduling a request** section below for further details.
**Scheduling a request**

The request scheduling feature in Themis allows you to program reports to run automatically when required (e.g.: weekly, monthly, every Tuesday, on the last day of the month, etc). **Important:** when scheduling a report to run automatically, you should only schedule them to run outside of peak usage hours (i.e.: between 8pm and 6am nightly or alternatively, on weekends where possible).

**To schedule 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 schedule. 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 have selected. Compulsory fields will be highlighted in yellow.
5. Click on the Schedule button, located in the At these Times section. The Schedule screen will display. The default schedule will be As Soon as Possible.
6. Specify the report schedule required in the Run the Job section of the screen and click OK.

<table>
<thead>
<tr>
<th>Schedule option</th>
<th>Action</th>
</tr>
</thead>
</table>
| Once            | Run the report one time only at the date/time specified.  
- Ensure the date/time in the Run At field is outside peak hours. |
| Periodically    | Schedule the report to repeat at selected intervals (e.g.: every 5 days, 1 week, or 1 month) from the nominated start date and time.  
- Ensure the date/time in the Start At field is outside peak hours.  
- Enter an end date/time in the End At field - do not leave this field blank as the report will run indefinitely.  
- Specify the interval you wish the report to be re-run. |
| Specific        | Schedule the report to repeat on the day of the month specified (e.g.: 1st, 5th, last day, etc) or on the day of the week specified (e.g.: Monday, Thursday, etc).  
- Ensure the date/time in the Start At field is outside peak hours.  
- Enter an end date/time in the End At field - do not leave this field blank as the report will run indefinitely.  
- Use the calendar to select the date or day you wish the report to run. |

- **Tick the Save this schedule checkbox** if you wish to make the report schedule re-useable for other reports. You will need to enter a Name and Description in the Save Schedule screen that displays.
7. Click on the Options button, located in the Upon Completion section and set your output options.

<table>
<thead>
<tr>
<th>Field</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>Printer</td>
<td>Select your Themis printer from the List of Values. This field will default from your profile settings but may be updated if required.</td>
</tr>
<tr>
<td>Copies</td>
<td>Enter 1 if you would like a hardcopy of your report to print automatically.</td>
</tr>
</tbody>
</table>
8. Click on the Submit button to queue the report for the scheduled run time. **Note:** if you wish to view the report output, navigate to the Requests screen (refer to Viewing your request results section above for further details.)