

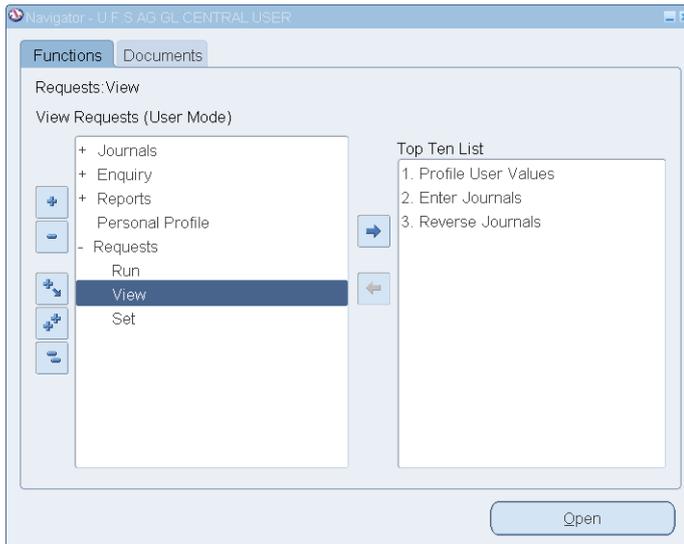


Reprint/Republish Report

These procedures are for reprinting a report that has been run in all modules other than iProcurement.

Find the report output

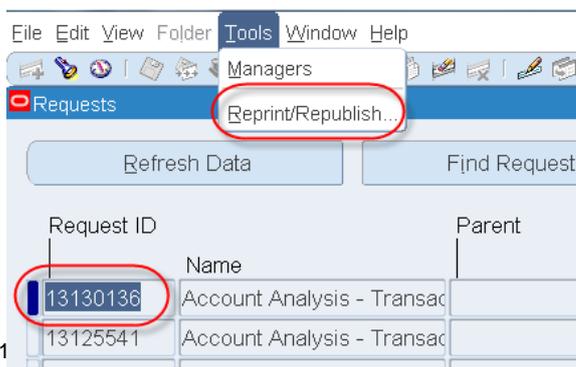
- a) Navigate to the requests screen :**Requests** → **View**



- b) Click **OK** to accept the default “*My Completed Requests*” (or alternatively tick “*All My Requests*” to see everything).



- c) Select the required report and click **Reprint/Republish** from the **Tool** menu.



- d) Select the printer by clicking on the magnifying glass.
- e) Enter % to search for all printers

The screenshot shows the 'Republish and Reprint Request' form. At the top, there is a blue header with the University of Cambridge logo and 'Concurrent Processing' text. Below the header, there are navigation links: 'Navigator', 'Favorites', 'Preferences', 'Help', and 'Close Window'. The main form area contains the following information:

Program Name: Account Analysis - Transaction Detail 1 (UFS)
Request ID: 13130136
Request Name: Account Analysis - Transaction Detail 1 (UFS)
Completion Date: 27-Mar-2014 17:01:49

The 'Republish' section has the following fields:

- Printer: noprint (with a magnifying glass icon)
- Print Style: Landwide (with a magnifying glass icon)
- Copies: 1

Buttons for 'Apply' and 'Cancel' are located at the bottom right of the form.

Search and Select: Printer

The 'Search and Select: Printer' interface is divided into two main sections: 'Search' and 'Results'.

Search Section:

To find your item, select a filter item in the pulldown list and enter a value.

Search By: Printer [▼] % [] [Go]

Results Section:

Select	Quick Select	Printer
<input type="radio"/>		AG_PR005101
<input type="radio"/>		ZZ_PR002697
<input type="radio"/>		noprint

- f) **Quick Select** the required printer.
- g) Ensure that you have the number of copies set to 1 and then click on **APPLY**.