KUEHNE+NAGEL



KN Login » Shipment



USER MANUAL

KN LOGIN » REPORTING

VERSION 3.8 / JULY 2012



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1. Reporting

Reporting allows you to access within KN Login the Global and Regional Standard and Customised Reports across carriers and modes.

Please discuss your reporting needs with the KN account representative to determine, which reporting solution will be suitable for you.

The following describes the process of calling off a standard report, both ad hoc and scheduled.

To access the "Reporting" function, move your mouse over "Report" in the header menu ...

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KN Portal Services	View	Interact	Report	Configure	Support 🔀
			Reporting		
			Dashboard		
			Image Archiving		
			Data Extract		

... and then click on <Reporting> in the drop-down menu.

The standard reports are provided in Business Objects[™] InfoView, which opens in a new Browser Window / Tab.

You will be taken directly to the list of available reports in Business Objects[™] InfoView.

KUEHNE+NAGEL (P) Welcome: judith.guthoff							
🎸 Home Document List Open 🖌 Send To 🐳 Help Preferences About Log Out							
						∓×	
💼 🛜 🔗 New 🔹 Add 🍬 Organize 📲 Actions 🔹 👘 Search title 🔹 👘 🖓 K. 🔍 1. of 1. 🕨					f1 ▶ 🗏		
Ė- All		Title	Last Run	🍸 Type	Owner	Instances	
🔤 🛤 Personal Categories	8	Regional Standard Reports		Category	administrator		
🖻 陓 Corporate Categories	2	00_User_Manual_Global_Volume_Statistics		Adobe Acrobat	csr_global.publisher		
🖻" 🌁 KN Login Reporting	-	Global_Air_Volume_Statistics_by_Arrival_Date_V1	04-Jun-2012 07:01	Web Intelligence Report	csr_global.publisher	70	
	9	Global_Air_Volume_Statistics_by_Shipment_Date_V1	25-Jun-2012 07:16	Web Intelligence Report	csr_global.publisher	110	
	9	Global_Combined_Volume_Statistics_by_Arrival_Date_V1	05-Jun-2012 10:27	Web Intelligence Report	csr_global.publisher	100	

Before you start with the creation of a report, you can adapt your personal settings in "Preferences".

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1.1. Preference settings

KUEHNE+NAGEL	Ĵ	Welco	me: csr_ce_k	m_comb.viewer
🍪 Home Document List Open 🖌 Send To 🕞		Help	Preferences	About Log Out

The click on <Preferences> leads you to the following screen:

Preferences - csr_ce_kn_comb.vlewer	¥ X
General	
InfoView Start Page:	
C Home	
C My InfoView	
O Favorites	
O Inbox	
C Folder: (unspecified) Browse Folder	
Category: KN Login Reporting Browse Category	
Document Navigation View:	
Folder	
C Category	
Set the number of objects (max.) per page: 10	
Document List Display :	
☑ description	
✓ owner	
🗹 date	
☑ Instance count	
Document Viewing:	
In the InfoView portal	
C In a single fullscreen browser window, one document at a time	
In multiple fullscreen browser windows, one window for each document	
Product Locale:	
Use browser locale 💌	
Current Time Zone:	
Local to web server	
Preferred Viewing Locale:	
Use browser locale	
Change Password	
Web Intelligence	
Desktop Intelligence	
Crystal Reports	
OK	Cancel
	- a toos

InfoView Start Page: You will see the standard reports by default.

Document Navigation View: As long as the "Category" is chosen as the "InfoView Start Page", the selection in "Document Navigation View" has not an impact. This will be the same when "Folder" is specified as "InfoView Start Page".

Set the number of objects (max.) per page: Use this option to define the number of reports or folders per page to be displayed on the "InfoView Start Page".

Document List Display: Select which kind of information you want to see on the "InfoView Start Page".

💼 🔯 🕸 New 🔹 Add 👻 O	rgan	ize - Actions -		Search title 🔹	
Ė- AI		Title	Last Run	Type Owner	Instances
- Dersonal Categories		Regional Stap de d Benede			
🖻 睯 Corporate Categories		description	date	owner	instance count
🖻 🖹 KN Login Reporting	۲Ľ	00_User_Manue accea_volume	_		
		Manual how to use the Global Vo			
	-	Global_Air_yolume_Statistics_by			
		Content: Summary View # Volu	r		

Language specific settings

Change "Product Locale" and "Preferred Viewing Locale" in case you want to customise your language specific settings.



Product Locale: The menu header of the "Reporting" application will be translated in the selected language.



All reports will always be generated in English.



Preferred Viewing Locale: Define the format of dates and figures in your report.

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For Example:

	Date (e.g. 31 st March 2012)	Number
English (United Kingdom)	31/03/2012 23:14	9,076.00 kgs
English (United States)	3/31/12 11:14 PM	9,076.00 kgs
German (Germany)	31.03.12 23:14	9.076,00 kgs



"Change Password", "Web Intelligence", "Desktop Intelligence" and "Crystal Reports" must not be changed. This options are listed by default of Business Objects.

Close the "Preferences" screen with a click on <OK> on the right bottom of the page.

1.2. Ad hoc Report

1.2.1. Step 1 - Select your Report

To access the "Reporting" function, move your mouse over "Report" in the header menu ...

upport	(

... and then click on <Reporting> in the drop-down menu.

The standard reports are provided in Business Objects[™] InfoView, which opens in a new Browser Window / Tab.

You will be taken directly to the list of available reports in Business Objects™ InfoView.

KUEHNE+NAGEL (P) Welcome: judith.guthoff								
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💼 📴 🕫 New 🔹 Add 🔹 Organize 🔹 Actions 🔹 Search title 🔹 🔎 K 🔍 1] of 1 🕨					f1 🕨 🕅			
ė- All		Title	Last Run	<mark>ү</mark> Туре	Owner	Instances		
🔤 🗟 Personal Categories	8	Regional Standard Reports		Category	administrator			
🖻 管 Corporate Categories	7	00_User_Manual_Global_Volume_Statistics		Adobe Acrobat	csr_global.publisher			
🖻 🎬 KN Login Reporting	-	Global_Air_Volume_Statistics_by_Arrival_Date_V1	04-Jun-2012 07:01	Web Intelligence Report	csr_global.publisher	70		
	9	Global_Air_Volume_Statistics_by_Shipment_Date_V1	25-Jun-2012 07:16	Web Intelligence Report	csr_global.publisher	110		
	9	Global_Combined_Volume_Statistics_by_Arrival_Date_V	1 05-Jun-2012 10:27	Web Intelligence Report	csr_global.publisher	100		

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If you have personalised reports you will find them in the "My Favorites" folder.

🍪 Home Document List Open	• 9	Send To 👻
	ganize	e 🗸 Actions 🗸
E Switch to Folders		Title
🕂 🖻 Personal Categories		Regional Standard Reports
È- E Corporate Categories È- E KN Login Reporting	Þ	01_User_Manual_Global_Volume_Statistics Manual how to use the Global Volume Statistics

Click on the folder symbol in header menu and you will be presented with the folder view.

🗞 Home Document List Open 🖌 Send To 🕞							
🔽 📚 🛛 📚 🗍 New 🗸 Add 🗸	Organize - Actions -						
⊟- All	Title						
🏁 My Favorites							
 Public Folders 							

Select "My Favorites" and your reports will appear. The "All" folder tree contains also the inbox, where reports can be stored.

There are two ways to open your report, just double-click on the report name...

KUEHNE+NAGEL								
🍪 Home Document List Open 🖌 Send To 👻								
📔 💽 🍣 New 🗸 Add 🗸 Or	💼 😂 🛛 New 👻 Add 🖌 Organize 🗸 🛛 Actions 🗸							
Ė- All		Title	Properties					
🗝 🗟 Personal Categories		01_4	View	plume_Statistics				
🖻 👺 Corporate Categories		Mani	Categories	pal Volume Statistics				
🗄 😂 KN Login Reporting	-	Glob	Schedule	cs_by_Arrival_Date_V1				

...or mark the report name with one click and select in <Actions> the option <View>.

1.2.2. Step 2 - Fill out your Report Criteria (Prompts) and Start Refresh

Once a report is selected, the report criteria need to be defined in "Prompts". This dialog automatically opens after selection of the report.

1.2.2.1. Select Customer – first Filter Criteria – mandatory

rompts ×
eply to prompts before running the query.
1. Please select Customer from List:
2. Start: Please enter number of months prior to current month: -6
3. End: Please enter number of months prior to current month: -1
Refresh Values 2 1, Please select Customer from List: KN Login Code / Customer Name DEHAM60 / KN LOGIN TEST
23 April 2012 13:15:39 OMT+00:00 DEHAMB0 A - 1
More Information
Select or type the values you want to return to reports for each prompt displayed here.
Run Query Cancel

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search field and click on the look-up icon.
(2) Double click on the customer line in the window on the left

(1) Enter the KN Login Code or the Customer name into the

(2) Double click on the customer line in the window on the left hand side or click on it once and use the button, so that it appears under "Please select customer from list".



The first prompt line will contain the selected KN Login Code / Customer name.

✓ 1. Please select	customer from list: DEHAM60 / KN LOGIN TEST
	If there is a red arrow in front of one prompt, you need to answer this prompt to run the query. By default you will be asked for the customer code before running any query.

1.2.2.2. Select Date Range

The date range is selected relative to the execution date. It is predefined for a half-year report, which means that all shipments will be shown, which have a shipment / arrival date within the last six months prior to the month, in which the report is executed.

Prompts	<
Reply to prompts before running the query.	
1. Please select customer from list: DEHAM60 / KN LOGIN TEST	
 Start: Please enter number of months prior to current month: -6 	1
3. End: Please enter number of months prior to current month: -1	1
2. Start: Please enter number of months prior to current month:	
-6	
Ourrently-selected values in listbox	
]
Run Query Cancel	

To change the date range, click into the line you want to change and type the new value into the window shown below the prompt field.

The figure "0" relates to the current month = Report will include shipments with a Shipment (Departure) respectively Arrival date in the current month (starting or ending)



Negative figures relate to previous months = Report will cover shipments with a Shipment (Departure) respectively Arrival date in the past

Positive figures relate to upcoming months = Report will cover shipments with a Shipment (Departure) respectively Arrival date in the future

The Shipment / Arrival date is the status date of the ACTUAL event (shipped, arrived), if it is available; otherwise it is the last update of the planned event (expected departure / expected arrival).



Start Refresh

After all prompt lines are filled -all prompt lines should show the V symbol-, click on <Run Query>.



While the report is refreshed (meaning "compiled"), this message is shown.

When this message disappears, the refresh is finished, and your report is ready.



We suggest exporting the reports, because they are optimised for the view in $\ensuremath{\mathsf{MS}}\xspace^{\ensuremath{\mathsf{R}}}$ excel{aligned}.



1.2.3. Step 3 - Save Report to MS® Excel®

After the refresh is finished, the report can quite easily be saved to MS® Excel®.

😼 Document 🗸 View 🖌 📇 👫 🛛 🍠	(≥ H < 1 / ► H
Close	
Save as	
Save to my computer as	Excel
Save report to my computer as Details by Port of Loading Details by Port of Discharge Shipment Details	PDF CSV CSV (with options)

Click on the <Document> button on the top left of the browser window, in which the report is displayed. Navigate to "Save to my computer as", click on <Excel> and the whole report will be saved. "Save report to my computer as" saves only the actual visible sheet.

After a few seconds (large reports will take a bit longer) the browser standard dialog opens for downloading.



Do not click anything else within the browser window, in which the report is displayed, because this terminates the preparation of the MS® Excel® file.

Opening Global_Sea_Volume_Statistics_by_Arrival_Date_V1.xls				
You have chosen to open				
Global_Sea_Volume_Statistics_by_Arrival_Date_V1.xls				
which is a: Microsoft Excel-Arbeitsblatt (82,5 kB) from: https://boxi-extra-cluster.int.kn				
What should Firefox do with this file?				
O Open with Microsoft Office Excel (default)				
Do this automatically for files like this from now on.				
OK Cancel				

In this dialog click on the "Save File" radio button. In the next dialog the folder can be selected, which the MS® Excel® file shall be saved in. From there the report can be opened with MS® Excel®.

Once the report is saved to MS® Excel®, the report can be refreshed for another customer / time period by clicking on the <Refresh Data> button on the top right of the report.

To exit *KN Login Reporting*, just close by clicking on <Log Out>.



1.3. Scheduled Report

In this chapter we will show you, how to schedule your reports. Scheduling means setting up the report to run automatically at a specific time and in specific time intervals.

These personalised settings will be registered in KN Login Reporting as so-called "Instances".

KUEHNE+NAGEL (P) Welcome: judith.guthoff						
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🛅 🛜 🍣 New 🔹 Add 👻 Or	ganize	Actions	i title 👻		🔎 🛛 🕷 🔺 🚺 of	1 🕨 🕅
ė- Al		Title	Last Run	<mark>- ү</mark> Туре	Owner	Instances
🏁 Personal Categories	2	Regional Standard Reports		Category	administrator	
🖻 管 Corporate Categories	7	00_User_Manual_Global_Volume_Statistics		Adobe Acrobat	csr_global.publisher	
🕀 🔄 KN Login Reporting	-	Global_Air_Volume_Statistics_by_Arrival_Date_V1	04-Jun-2012 07:01	Web Intelligence Report	csr_global.publisher	70
	÷	Global_Air_Volume_Statistics_by_Shipment_Date_V1	25-Jun-2012 07:16	Web Intelligence Report	csr_global.publisher	110
	P	Global_Combined_Volume_Statistics_by_Arrival_Date_V1	05-Jun-2012 10:27	Web Intelligence Report	csr_global.publisher	100

Choose your report and click on it.



The "Actions" button changes the colour to black, what indicates that it is usable. Choose in the "Actions" menu <Schedule>.

This window will open up.

By clicking on the headers under Schedule you can open the individual settings to define them in detail.

In case you want to rename the report for the export, just change the name shown in the "Instance Title" box.

By default this field will show the name of the report you are working with.

Schedule - Global_Air_Volume	_Statistics_by_Arrival_Date_V1 *	×
▼ Schedule	Instance Title	
Instance Title	Global_Air_Volume_Statistics_by_Arrival_Date_V1	
Recurrence	· · · · · · · · · · · · · · · · · · ·	
Prompts		
Formats and Destinations		
Caching		
Events		
Scheduling Server Group		
	Schedule Cancel	
Discussions		-
010000010		

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1.3.1. Timer Settings

Schedule - Global_Air_Volum	ie_Statistics_by_Arrival_Date_V1
Schedule - Global_Air_Volum Schedule Instance Title Recurrence Prompts Formats and Destinations Caching Events Scheduling Server Group	e_statistics_by_Arrival_Date_V1 * × Recurrence Run object: Nth Day of Month Now Once Hourly Daily Weekly Monthly Nth Day of Month Ist Monday of Month Last Day of Month Last Day of Month Last Day of Month Calendar Object will run on the Nth day of each month. Day(N) = 4 • Start Date/Time: 11 • 04 • 18/4/2012 18 End Date/Time: 11 • 04 • 30/5/2012 18
liscussions	Schedule Cancel

The values shown are default settings.

The default "Instance Title" (instance = report with your personalised settings) is always the report name.

Under "Recurrence" you need to select the interval, in which the report shall run ("Run object").

Some selections require an additional entry of details.

Example: The default "Nth Day of Month" needs an entry in the "Day(N)" field to run. Default for the "Day(N)" is "4". The report will run on "4th Day of Month" (by default).

Further you have to define the time frame for the recurring call-off. Click on the calendar symbol (¹⁰) to the right of the "Start Time" / "End Time" fields:

						ж
		Apr	il 20	12		
Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	1	2	3	4	5
6	7	8	9	10	11	12

Choose your Start and End Date and Time.

In this example the report will run every month between 18th April 2012 and 31st May 2012 (on the 4th day of each month, as we kept the default settings).



1.3.2. Prompts

Clicking on <Prompts> and then <Modify Values> will take you to the prompt dialog again. Please handle entries as explained in the above chapter on calling off Ad hoc Reports.

🔻 Schedule	Prompts
Instance Title Recurrence Prompts	Modify values - for Global_Air_Volume_Statistics_by_Arrival_Date_V1
Formats and Destinations	2. Start: Please enter number of -6 months prior to current month:
Events Scheduling Server Group	3. End: Please enter number of -1 months prior to current month:

To finally save the values for the scheduled refresh and close the "Prompts", ...

Prompts				
npts before running the query.	-			
ase select customer from list: : DEHAM60 / KN LOGIN TEST	Apply			
art: Please enter number of months prior to current month: :-6				
d: Please enter number of months prior to current month: : -1	Cancel			
1	ipts before running the query. ase select customer from list: : DEHAIM60 / KN LOGIN TEST irt: Please enter number of months prior to current month: : -6 d: Please enter number of months prior to current month: : -1			

... select a customer...

Prompts	×
Reply to prompts before running the query.	
1. Please select customer from list: DEHAM60 /	KN LOGIN TEST
 2. Start: Please enter number of months prior to c 	urrent month: -6
3. End: Please enter number of months prior to c	urrent month: -1
Refresh Values 😎	1. Please select customer from list:
KN Login Code / Customer Name	DEHAM60 / KN LOGIN TEST
DEHAM60 / KN LOGIN TEST]
April 18, 2012 11:48:20 AM GMT+00:00	
Enter your search pattern here 🏦 👻	
Currently-selected values in listbox	
DEHAM60 / KN LOGIN TEST	
	Apply Cancel

... and click on the <Apply> button.

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1.3.3. Output Formats and E-mail Recipients



Output Format: The default setting is Microsoft® Excel®, which we <u>recommend to keep</u>. Receiving the report in the format "Web Intelligence", "Adobe Acrobat" PDF or "Comma Separated Values (CSV)" is also possible.

Output Format Details: E-mail recipient is the default setting, please do not change it!

Define the E-mail recipient by clicking on "Destinations Options and Settings".



From/To/Cc: Please enter the applicable e-mail addresses ("From" and "To" are mandatory).

Subject: %SI_Name% is set by default. It results in the report name to be shown in the "Instance Title" box. You are free to choose your own e-mail subject title, also by means of the placeholders.

Message: You can enter a free text, or use the contents of the placeholder drop-down list.

Specific name: This is the name of the report. In the above example the name would be the "Instance title" plus the extension XLS. You can also extend the name by using the placeholder menu.



Explanation of Placeholders:

Title	Instance Title as shown in the initial screen
ID	Do not use
Owner	Your KN Login User ID
DateTime	Date and Time of the report refresh
E-mail Address	Do not use
User Full Name	Do not use
Viewer Hyperlink	Do not use (only for the message field)

Once you have selected a placeholder, it will be shown in "code format" (e.g. %SI_OWNER% for placeholder "Owner").





The settings in "Caching", "Scheduling Server Group" and "Events" should not be changed !

Then click on <Schedule> to activate the report definition.



1.4. Rescheduling Reports

Rescheduling is a helpful tool, if you want to change the e-mail recipients of a report, or if you want to send the same report to the same recipients with other prompt values (e.g. another KN Login Code).

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🗞 Home Document List Open 🔹 Send To 👻											
💼 💽 🎯 New 🗸 Add - Organize - 🛛 Actions -											
Ė- All		Title	-	Properties							
- 🗟 Personal Categories	1	01_		View	e_Statistics						
😑 🖻 Corporate Categories		Mar		Categories	olume Statistics						
🗄 🖹 KN Login Reporting	-	Glot		View Latest Instance	y_Arrival_Date_V1						
		Cor Airp		Schedule	umes by Arrival Mon Detailed View on Ex						
	-	Glot		History	y_Shipment_Date_V						
		Con Airp	tent ort "	: Summary View # Vo Fransit Time in hours #	lumes by Arrival Mon Detailed View on Ex						

Choose your report, click on <Actions> and <History> to see the additional details.

You can now see the so-called instances (reports with your personalised settings), which are available for you.

History	History - Global_Sea_Volume_Statistics_by_Shipment_Date_V1 *											
Show	Show All C Show Completed □ Show only instances owned by me											
🗆 Filter	E Filter Instances By Time											
Actions	🕶 Organize 👻											
📱 Pau	lse					😂 н 🖣 1	of1 ▶ N					
Re:	sume	Ŧ	Title	Run By	Parameters	Format	Status					
Re	schedule	2:10	Global_Sea_Volume_Statistics_by_Shipmer	n csr_ce_kn_comb.viewer	DEHAM60 / KN LOGIN TEST;-6;-1	Microsoft Excel	Success					
19-Apr-2012 12:03		2:03	Global_Sea_Volume_Statistics_by_Shipmer	csr_ce_kn_comb.viewer	DEHAM60 / KN LOGIN TEST;-6;-1	Microsoft Excel	Success					
	19-Apr-2012 1	2:03	Global_Sea_Volume_Statistics_by_Shipmer	csr_ce_kn_comb.viewer	DEHAM60 / KN LOGIN TEST;-6;-1	Microsoft Excel	Recurring					
2	19-Apr-2012 1	1:54	Global_Sea_Volume_Statistics_by_Shipmen	n csr_ce_kn_comb.viewer	DEHAM60 / KN LOGIN TEST;-6;-1	Microsoft Excel	Failed					

To reschedule a report, mark a recurring report, select <Actions> and <Reschedule>.

History - Global Sea Volume Statistics by Shipment Date V1 The Show All C Show Completed Show Completed Show convicted Show convicted Show Completed Show Co											
□ Filter Instances By Time											
Actio	ons - Organize -										
					😂 н	4 1 of1 → H					
	Instance Time 👗	Title	Run By	Parameters	Format	Status					
2	19-Apr-2012 12:10	Global_Sea_Volume_Statistics_by_Shipment_Date_V1	csr_ce_kn_comb.viewer	DEHAM60 / KN LOGIN TEST;-6;-1	Microsoft Excel	Pending					
2	19-Apr-2012 12:03	Global_Sea_Volume_Statistics_by_Shipment_Date_V1	csr_ce_kn_comb.viewer	DEHAM60 / KN LOGIN TEST;-6;-1	Microsoft Excel	Success					
.0	19-Apr-2012 12:03	Global_Sea_Volume_Statistics_by_Shipment_Date_V1	csr_ce_kn_comb.viewer	DEHAM60 / KN LOGIN TEST;-6;-1	Microsoft Excel	Recurring					
2	19-Apr-2012 11:54	Global_Sea_Volume_Statistics_by_Shipment_Date_V1	csr_ce_kn_comb.viewer	DEHAM60 / KN LOGIN TEST;-6;-1	Microsoft Excel	Faled					

Click on <Recurring> to receive additional information about a scheduled instance.

HistoryStatus - Glob	al_Sea_Volume_Statistics_by_Shipment_Date_V1 👎 🗙
Title:	Global_Sea_Volume_Statistics_by_Shipment_Date_V1
Document Type:	Microsoft Excel
Status	Recurring
Destination:	INDOX
Owner:	csr_ce_kn_comb.viewer
Creation Time:	23/04/2012 09:42
Next Run Time:	23/04/2012 12:41
Recurrence Type:	Object runs every 0 days, 3 hours and 0 minutes.
Parent Object Path:	KN Login Reporting/Global Standard Reports/Seafreight
Expiry:	26/04/2012 09:41
Formats:	Microsoft Excel
Parameters:	DEHAM60 / KN LOGIN TEST;-6;-1 Back

You can now see when the report will run next time, and the interval is shown.



The "Replace" section offers you the possibility to replace or to create a new schedule from an already existing report.

"Replace existing schedule":

This option replaces the existing schedule.

The origin Instance will be deleted and substituted by the new one.

You can change all the parameters like you require them.

This is for example useful, if you want to change the e-mail recipients or change the reporting period of an existing instance.

"Create new schedule from existing schedule":

The parameters of the origin report can get modified, e.g. you need a report just for another KN Login customer (Active Customer Profile), but the same time interval and receivers should be applied. This option creates a new recurring instance.

Reschedule, if the Report status is shown as "Success" (at least one successful run of the "Instance" is shown in the History table):

	Actions - Organize -												
1	P	Pause	3					🍣 🛛 🕷 🔺 🔳	of1 🕨 🕅				
	Resume		me	-	Title	Run By	Parameters	Format	Status				
		Resch	nedule	09:42	Global_Sea_Volume_Statistics_by_	csr_ce_kn_comb.viewer	DEHAM60 / KN LOGIN TEST;-6;-1	Microsoft Excel	Success				
I	Ċ		23-Apr-2012	09:42	Global_Sea_Volume_Statistics_by_	csr_ce_kn_comb.viewer	DEHAM60 / KN LOGIN TEST;-6;-1	Microsoft Excel	Recurring				

The option to set up a Reschedule based on a successfully transmitted version is quite useful, if you wish to keep the underlying report schedule ("Recurring") unchanged and create a copy version with slightly different settings.

It cannot happen that you "accidentally" change the settings of your original Schedule (Instance), because the creation of a new schedule will be done by default.



1.5. Deleting Reports

KUEHNE+NAGEL											
Home Document List Open + Send To +											
All Personal Categories Corporate Categories Brite Structure Categories	•	Title 01_ Mar Glot Cor Airp Glot Cont	Properties View Categories View Latest Instance Schedule History ent: Summary View # Vol	e_Statistics olume Statistics y_Arrival_Date_V1 umes by Arrival Mon Detailed View on Ex y_Shipment_Date_V umes by Arrival Mon							

Actions - Organize -									
	Instance Time 👗	Title							
2	23-Apr-2012 09:42	Global_Sea_Volume_Statistics_by_							
1	23-Apr-2012 09:42	Global_Sea_Volume_Statistics_by_							

Choose your report, click on <Actions> and then on <History>.

Mark the respective report. This will change the colour of "Organize" and activates it.



If you want to control that this is the right report to delete, click on <Instance details> and check the presented information.

History -	History - Global_Sea_Volume_Statistics_by_Shipment_Date_V1 The second seco											
● Show All C Show Completed 🛛 🗖 Show only instances owned by me												
🗆 Filter In	Filter Instances By Time											
Actions +	Organize -											
P P	X Delete				a i i	of1 🕨 H						
-	Instance Time *	Title	Run By	Parameters	Format	Status						
	23-Apr-2012 09:42	Global_Sea_Volume_Statistics_by_Shipment_Dat	csr_ce_kn_comb.viewer	DEHAM60 / KN LOGIN TEST;-6;-1	Microsoft Excel	Success						
2	23-Apr-2012 09:42	Global_Sea_Volume_Statistics_by_Shipment_Dat	csr_ce_kn_comb.viewer	DEHAM60 / KN LOGIN TEST;-6;-1	Microsoft Excel	Recurring						

Select <Organize> and click on <Delete>.



1.6. Useful Hints for Printing Reports from MS® Excel®

It may happen that the page break is not properly transferred from InfoView to MS® Excel®. In this case the layout can be adjusted in MS® Excel®.

: 🛃 Eile	<u>E</u> dit	⊻iew	Insert	F <u>o</u> rmat	<u>T</u> ools	<u>D</u> ata	<u>W</u> indow	<u>H</u> elp
			<u>N</u> ormal					
			<u>P</u> age Brea	k Preview				
_								

Click on $\langle View \rangle \rightarrow \langle Page Break Preview \rangle$. The View now changes to the page break preview.

	A	В	С	D	E	F	G		н		J	К	L
	Г	Notail	~		on Evn	ort Tr	ado Lanod	H					
1	L	Jelan	e	u view	on Exh	on n	aue Lanes	i.					
2		Airport of Departure		Airport of Arrival	Shipper Name	HAWB	Shipment Type		Departure Date	Piece s	Chargeab le Weight (kgs)	Volume (cbm)	Transit Time (hours)
3	AE	Al-Fujairah	SO	Mogadishu	UNICEF	00000003603	Single Consignment (IATA / Direct Ai	1	108/2008	2	8.000,0	32,749	9
4	Sue	AE/AI-Fujaira	to:	SO/Mogadishu	Shipments	1		1		2	8.000,0	32,749	
5	Sue	AE/AI-Fujaira	to:	All Destinations	Shipments	1		1		2	8.000,0	32,749	
6	AE	Dubai	CO	Bogota	UNICEF	07431480356	Single Consignment (IATA / Direct Ai	1	12/2008	150	4.614,5	14,976	40
7	Sus	AE/Dubai	to:	CO/Bogota	Shipments	1		1		150	4.614,5	14,976	
8	AE	Dubai	LK	Colombo	UNICEF	60328026611	Single Consignment (IATA / Direct Ai	10	/11/2008	20	2.702,0	12,840	46
9	Sus	AE/Debai	to:	LK/Colombo	Shipments	1		1		20	2.702,0	12,840	
10	AE	Dubai	SY	Damascus	UNICEF	17655121065	Single Consignment (IATA / Direct Ai	1	08/2008	769	7,593,5	45,559	5
11	Sue	AE/Debai	to:	SY/Damascus 🧧	Shipments	1		1		769	7.593,5	45,559	
12	AE	Dubai	IN	Delhi	UNICEF	17655538046	Single Consignment (IATA / Direct Ai	1	1 <mark>10/2008</mark>	St	aite 30	0,134	23
13	Sus	AE/Debai	to:	IN/Delki 💦 🔪	Shipments 🛛 🗸 🤍	1		1		1	31,0	0,134	
14	AE	Dubai	Z₩	Harare	UNICEF	16802251513	Single Consignment (IATA / Direct Ai	1	01/2009	2	53,0	0,294	7
15	AE	Dubai	Z₩	Harare	UNICEF	ACI00037726	Single Consignment (IATA / Direct Ai	1	212/2008	8	2.107,0	9,932	170
16	Sue	AE/Debai	to:	ZWillarare	Shipments	2		1		10	2.160,0	10,226	
17	AE	Dubai	NP	Kathmandu	UNICEF	07260769472	Single Consignment (IATA / Direct Ai) 2	11/2008	6	534,5	3,207	22
18	Sue	AE/Debai	to:	NP/Kathmandu	Shipments	1				6	534,5	3,207	
19	AE	Dubai	IN	Kolkata	UNICEF	17655539256	Single Consignment (IATA / Direct Ai	1	10/2008	1	31,0	0,054	2
20	AE	Dubai	IN	Kolkata	UNICEF	17656951683	Single Consignment (IATA / Direct Ai	1	11/2008	1	27,0	0,133	9
21	Sus	AE/Debai	to:	IN/Kolkata	Shipments	2		1		2	58,0	0,187	
22	AE	Dubai	NG	Lagos	UNICEF	12538492075	Single Consignment (IATA / Direct Ai	10	10/2008	13	1.988,0	11,928	3
23	Sus	AE/Debai	to:	NG/Lagos	Shipments	1		1		13	1.988,0	11,928	
24	AE	Dubai	CD	Lubumbashi	UNICEF	66380011691	Single Consignment (IATA / Direct Ai	1	11/2008	5	155,0	0,640	146
25	Sus	AE/Debai	to:	CD/Lubumbashi	Shipments	1		1		5	155,0	0,640	
26	AE	Dubai	ZM	Lusaka	UNICEF	07114789224	Single Consignment (IATA / Direct Ai	1	01/2009	10	1.680,0	10,080	6
27	AE	Dubai	ZM	Lusaka	UNICEF	07114790263	Single Consignment (IATA / Direct Ai	1	01/2009	2	370,0	2,218	170
28	Sus	AE/Debai	to:	ZM/Lusaka	Shipments	2				12	2.050,0	12,298	
29	AE	Dubai	PH	Manila	UNICEF	17658295506	Single Consignment (IATA / Direct Ai	1 2	/12/2008	3	77,0	0,379	

The dotted blue lines can now be moved to create the desired page break.



In this case the vertical line needs to be moved to the right. Therefore the mouse pointer needs to be positioned on this line (until it looks like this \leftrightarrow), and then it needs to be pulled to the desired position (in this case to the next blue line to the right).



G	H		J	K	L	
ade Lanes						
Shipment Type	Departure Date	Piece s	Chargeab le Weight (kgs)	Yolume (cbm)	Trans Time (hour	t J
Single Consignment (IATA / Direct Air)	07/08/2008	2	8.000,0	32,749		э
		2	8.000,0	32,749		
		2	8.000,0	32,749		
Single Consignment (IATA / Direct Air)	19/12/2008	150	4.614,5	14,976		0
		150	4.614,5	14,976		
Single Consignment (IATA / Direct Air)	06/11/2008	20	2.702,0	12,840		6
		20	2.702,0	12,840		
Single Consignment (IATA / Direct Air)	18/08/2008	769	7.593,5	45,559		5
		769	7.593,5	45,559		
Single Consignment (IATA / Direct Air)	11/10/2008	1	31,0	0,134		3
		1	31,0	0,134		

In the print-out all columns will now be on one sheet. The horizontal alignment is automatically done by MS® Excel®.

1.7. Logout of Business Objects™

KUEHNE+NAGEL	Welcome: csr_ce_kn_comb.viewer
🍪 Home Document List Open 🖌 Send To 🕞	Help Preferences About Log Out
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📔 💽 🍣 New 🗸 Add 🤟 Organize 🤟 Actions 🗸	Search title 🗸 🚺 of 1 🕨 🕅

You can securely log out of Business Objects[™] by clicking on <Log Out>. This will take you to the Business Objects[™] log on screen, just close the browser window or browser tab.

If you want to log in again, select "Report/Reporting" from the KN Login menu.