

# Section 6 Retrieve Report/Data Files

In a future release of IPAC, reports and data files generated in IPAC will be able to be retrieved for viewing or printing through this function. For report deletions, use the **Report Retention Management** function discussed in *Section 7*.

## Accessing the Retrieve Report/Data Files Function

To access the Retrieve Report/Data Files function, log on to the IPAC System and choose the IPAC option from the **IPAC System Main Menu** as explained in the *Introduction*. The **IPAC Main Menu** is shown in Figure 6.1.

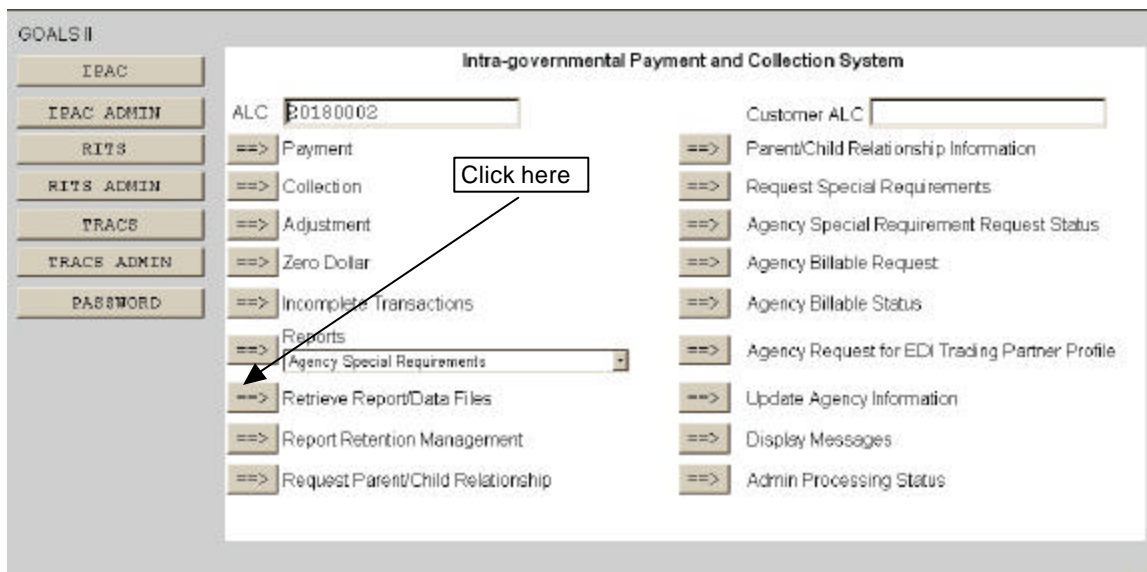


Figure 6.1 IPAC Main Menu

## ALC

The first field on this screen is the **Agency Location Code (ALC)**. This is the ALC of your agency or of the agency for which you are doing business. Your Logon ID will determine the ALC(s) for which you are authorized to do business within IPAC.

If you are only authorized to act on behalf of **one ALC**, that ALC will display in the ALC data entry box.

If you are authorized to do business for **multiple ALCs**, those ALCs will display in a drop-down list box for the ALC.

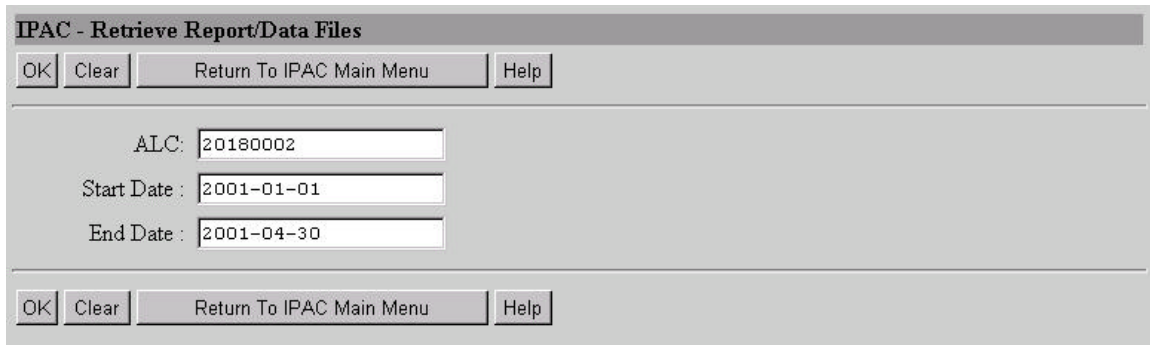
If you are authorized to do business for **more than 25 ALCs**, the ALC field will display as a blank data entry box.

The ALC field is required and you must accept the ALC shown as a default, choose an ALC from the drop-down menu or enter an ALC in this field.

## Customer ALC

No entry is required in the Customer ALC field.

Click “Retrieve Report/Data Files” as shown in Figure 6.1. This will bring up the **Retrieve Report/Data Files** screen shown in Figure 6.2.



**Figure 6.2 Retrieve Report/Data Files**

## Retrieve Report/Data Files Fields

### ALC

The ALC for which the reports/data files are stored. If you entered an ALC on the **IPAC Main Menu**, it will display in the ALC data entry box. You may enter an ALC if none displays, you may change the ALC already in the box, or you can leave it blank. Reports that include more than one ALC will be stored with an ALC of 00000000 as shown in Figure 6.3.

### Report Dates

Enter a Start Date and an End Date for the report in YYYY-MM-DD format. These fields are required.

The start date and end dates refer to the dates the reports were originally generated, not the dates covered by the reports.

## Retrieve Report/Data Files Buttons

### “OK”

Accepts the parameters you have entered and retrieves a list of report/data files satisfying the selection criteria, five to a screen, as shown in Figure 6.3. Only report/data files that you created can be retrieved.

### “Clear”

Resets the data entry fields to their values the last time the screen was displayed. No data is submitted to the IPAC database.

### “Return to IPAC Main Menu”

Returns to the **IPAC Main Menu** without processing any information.

### “Help”

Displays help information for this screen.

The screenshot shows a window titled "Report/Data File List". At the top, there are five buttons: "Select", "Clear", "Next", "Return To IPAC Main Menu", and "Help". Below the buttons is a table with five columns: "Select", "ALC", "No. Of Pages", "Description", and "Date". The table contains five rows of data. Each row has a radio button in the "Select" column. The "ALC" column contains the value "00000000" for all rows. The "No. Of Pages" column contains values 3, 0, 1, 1, and 1. The "Description" column contains text descriptions of the reports. The "Date" column contains dates from 2001-04-18 to 2001-04-24. At the bottom of the window, there are the same five buttons as at the top.

Select	ALC	No. Of Pages	Description	Date
<input type="radio"/>	00000000	3	This is a sample of a payment transaction for documentation purposes.	2001-04-18
<input type="radio"/>	00000000	0	Sample Zero Dollar transaction	2001-04-19
<input type="radio"/>	00000000	1		2001-04-23
<input type="radio"/>	00000000	1	Sample Parent/Child Relationship Report for All ALCs run 4/18/01	2001-04-19
<input type="radio"/>	00000000	1	Sample Predecessor/Successor ALC Report	2001-04-24

Figure 6.3 Report/Data File List

## Retrieving Reports and Data Files

Clicking “OK” on the Retrieve Report/Data Files screen (Figure 6.2) after completing the ALC, Start Date and End Date fields will display the **Report/Data File List** screen. The reports will be displayed five at a time. If there are more than five reports meeting the criteria, they may be accessed by clicking the appropriate “Next” or “Prior” button.

## Report/Data File List Fields

### Select

Click the option button to toggle selection for the desired report. Clicking on an already selected report will deselect that report. These fields are mutually exclusive and only one report may be selected at a time. This is the only field that you can change on this screen.

**ALC**

The ALC entered on the **Retrieve Report/Data Files** screen.

**No. of Pages**

The number of pages in the printed report.

**Description**

The report description that was entered at the time the report was generated.

**Date**

The date the report was generated.

## **Report/Data File List Buttons**

**“Select”**

Submits the request to retrieve the selected report.

**“Clear”**

Resets the option buttons to their values the last time the screen was displayed. No data is submitted to the IPAC database.

**“Next”/“Prior”**

If there are more than five report/data files, a “Next” button will display and it will bring up the next five report/data files, or as many as have not yet been shown. A “Prior” button will display as needed.

**“Return to IPAC Main Menu”**

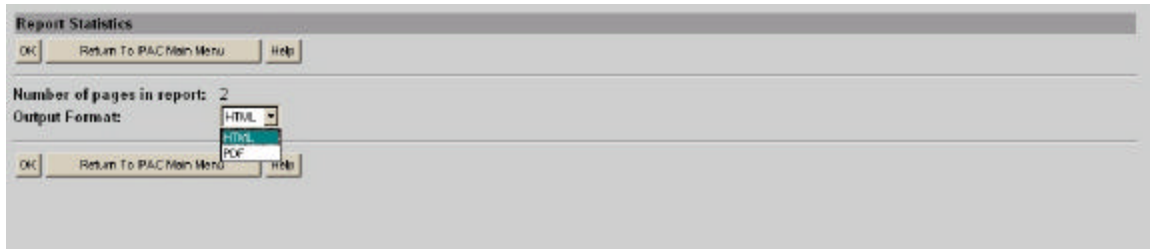
Returns to the **IPAC Main Menu** without processing any information.

**“Help”**

Displays help information for this screen.

Select the report you want to retrieve by clicking the option button to its left, then click the “Select” button to display the **Report Statistics** screen for this report as shown in Figure 6.4.

## **Report Statistics Function Buttons**



**Figure 6.4 Report Statistics**

The **Report Statistics** is described in the Viewing and Printing Documents segment of the *Introduction*.

**“OK”**

Accepts the Output Format you have selected and displays the report.

**“Return to IPAC Main Menu”**

Returns to the **IPAC Main Menu** without displaying the report.

**“Help”**

Displays help information for this screen.

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