Reports Job Aid

Version 1.0 ● July 19, 2012

Table of Contents

1 OVERVIEW 3

2 GETTING STARTED WITH MEBS AND REPORTS 4

2.1 LOGIN INTO MEBS AND THE REPORTS SEARCH PAGE 4

1 Overview

The Mapping Enterprise Business System (MEBS) Reports Process module is assigned to MEBS roles and the list of reports (on the report page) is filtered by the logged in user's roles.

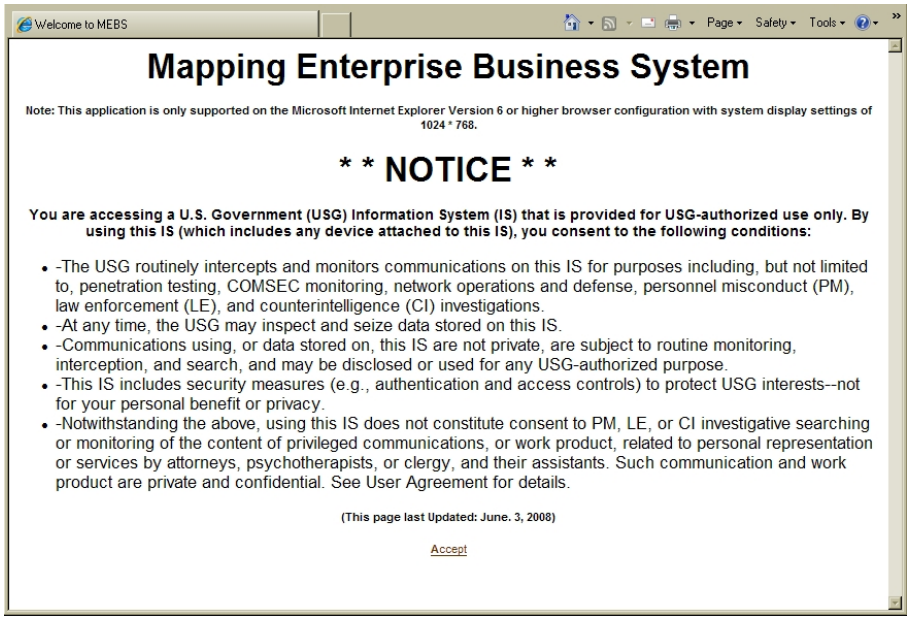
2 Getting Started With MEBS and Reports

This section describes basic functionality of the MEBS application and the Reports application module page.

2.1 Login into MEBS and the Reports Search Page

To login into MEBS directly from the browser type https://mebs.dla.mil

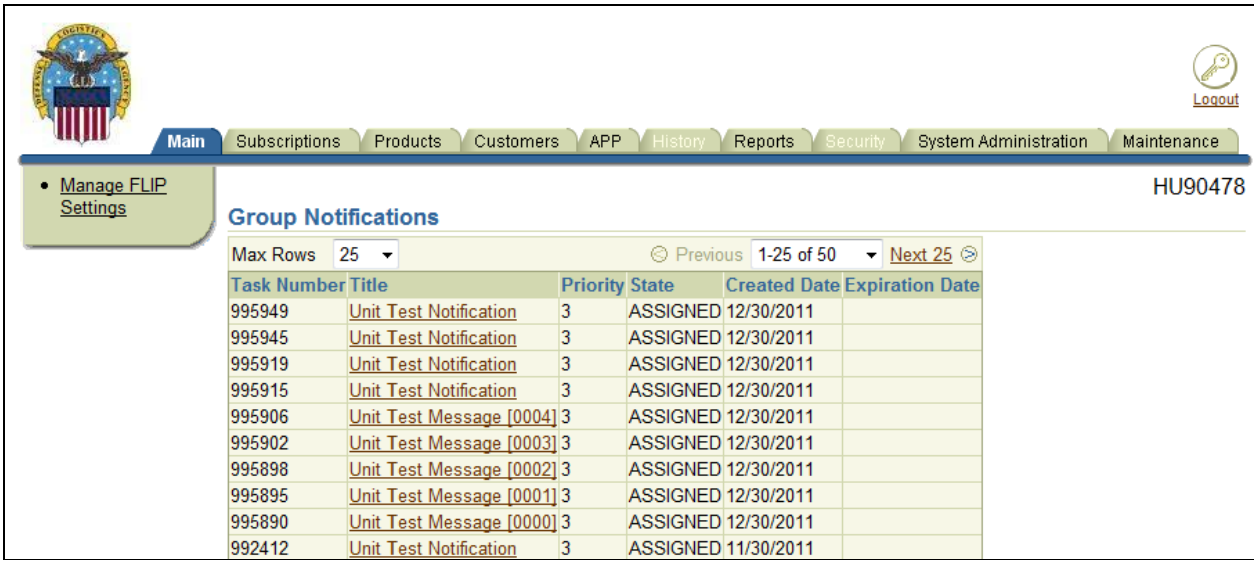
1. The first screen displayed is the DoD access notification page.
2. Read the **Notice** and Click the **"Accept"** link at the bottom of the page.



3. A new window will open in the background and a pop up window will appear.

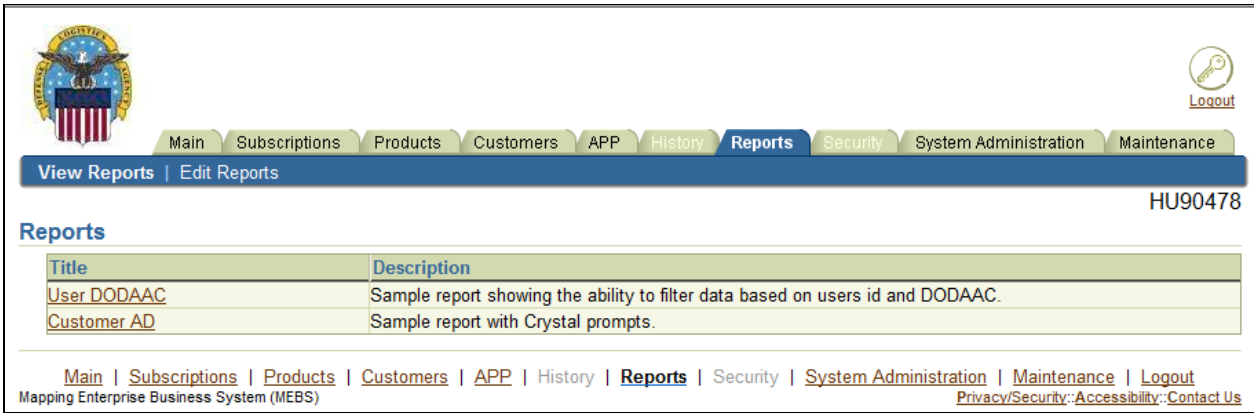
4. Click the **"Yes"** button.

5. The **MEBS Main** page will display.



6. Click the **Reports** tab. The **Reports** screen will appear. Notice for this example there are two reports listed under the Title column along with a brief description of each report.

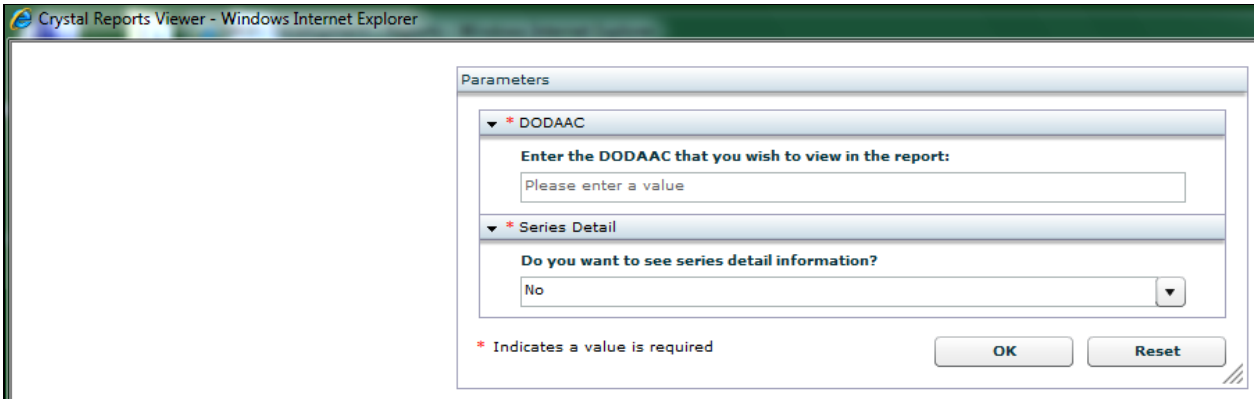
   Note: There are two available functions **View Reports** and **Edit Reports.**



7. Select **View Reports** tab and click desired Report.

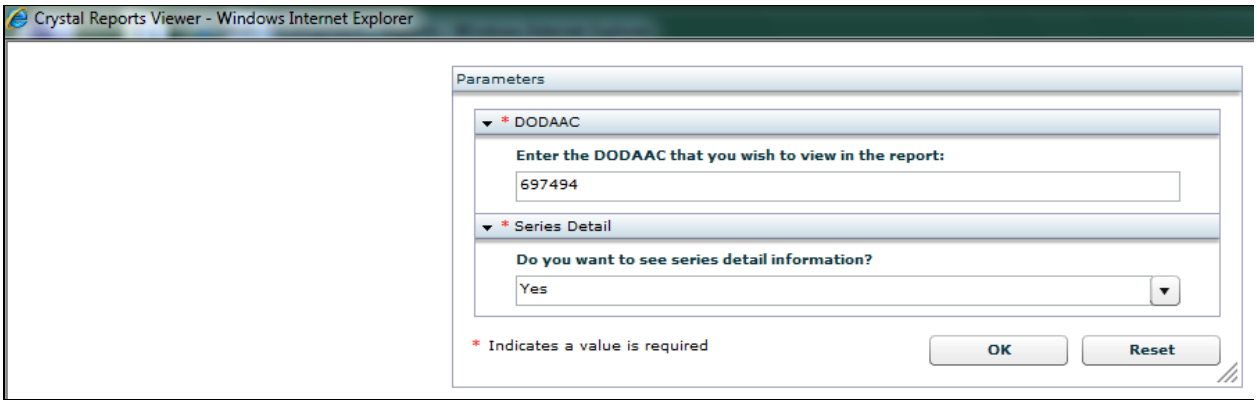
   Note: For this example the **Customer AD** report was selected. Additional reports may be added in the future, however, the general instructions for generating the reports would be the same.

8. The **Crystal Reports Viewer** screen will display.



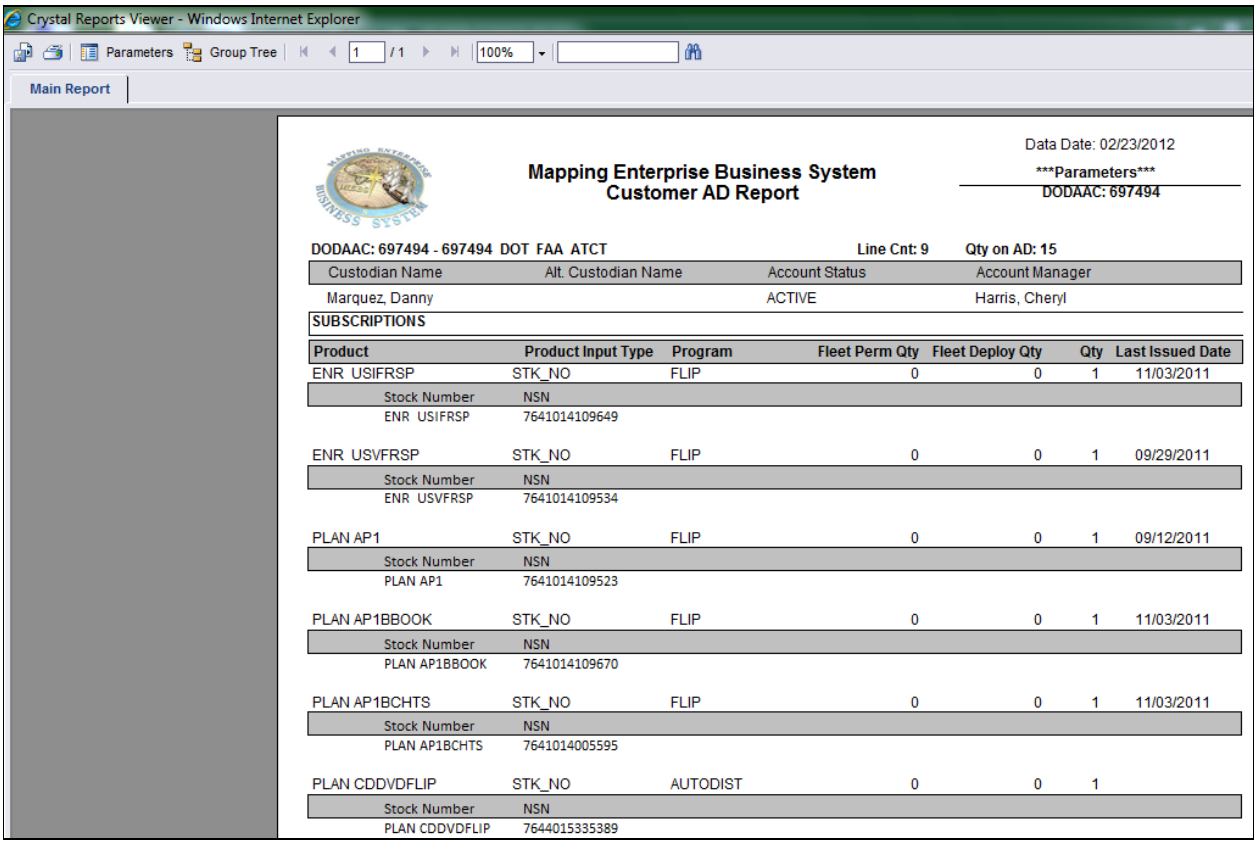
9. Enter a valid **DODAAC** and select from the drop down list **Yes** or **No** to view series detail information. Click **OK** button to proceed or **Reset** button to return to previous page.

   Note: *DODAAC and ***Series Detail** fields indicate a value is required for both fields.



10. The Customer AD Report displays for the **DODAAC** selected. In the upper top right hand corner will display the **Data Date** (day report was ran) and **DODAAC** that was selected.

    Note: Users can **Minimize**, **Maximize** and **Close** the screen by clicking on the following icons located in the upper top right hand corner of the screen.



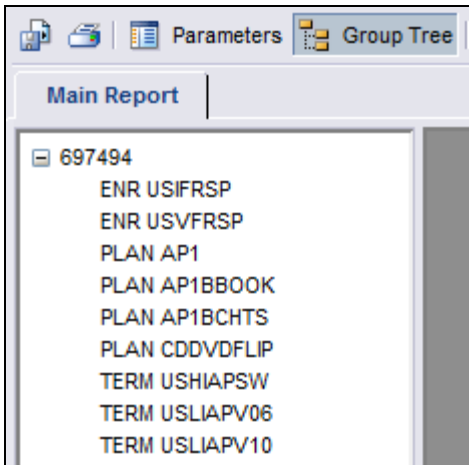
11. In the upper top left hand corner of the screen will display the following options:

Export Report - Users can Export all pages of Report or just selected pages.

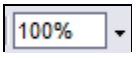
Print Report – Users can Print all pages of Report or just selected pages.

Show Parameter Panel – When selected "Do you want to see series detail?" Select **Yes** or **No** from drop down list.

Group Tree – When selected displays +DODAAC . Click the **+ plus sign** and product list will appear for the report. Click the **– minus sign** and the product list collapses. Example below under Main Report tab DODAAC 697494 and all products that are listed on the report.



Displays **number of pages** in report. Users can click arrows to scroll top to bottom of report, etc.



Zoom option used to increase or decrease view of report.

Search for text. Click the icon. If there are any matches to the text selected they will appear in orange highlight on the report.