

Department of Accounts



Reportline

User Manual

—April 25, 2007—

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Reportline Overview

Introduction The Department of Accounts (DOA) has developed a web-based system that provides access to an electronic version of reports that are not currently received via Mantissa Remote Print.

Authorized users may access **Reportline** using the internet at

<https://secure.doa.virginia.gov/reportline/>

Reportline is user-friendly and requires little intervention from outside resources. However, DOA realizes there may be some functions individuals may need assistance with and it has developed this administrative manual to aid system users.

REPORTLINE Features

Reportline provides Commonwealth of Virginia agency personnel, as well as Treasurer and Clerk of the Court locality personnel, with the means to:

- View reports **not printed remotely onsite** for **3 years** past the report run date.
 - Download multiple reports simultaneously to view, print, and/or store.
 - Store electronic versions of these reports on an agency-based server or individual personal computer.
 - Perform searches for specific verbiage found in the electronic reports.
 - Maintain agency user access internally.
 - View Help pages associated with each **Reportline** online screen.
-

Database Security

State-of-the-art security features are provided to maintain confidentiality of report information.

- **Application Security**—requires a Logon ID and password for system access. Individuals will be required to keep this information confidential to provide the utmost security to Commonwealth data.
 - **Secure Socket Layer (SSL)**—uses a 128-bit encryption routine to protect the data as it travels back and forth over the Internet.
 - **Encrypted File System (EFS)**—is an operating system feature that protects sensitive data and prevents unauthorized access to the file directory.
-

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Reportline Overview, Continued

Access

Requirements

- Browser must be enabled for Java Script.
 - Browser must be enabled for Cookies.
 - Browser must be enabled for Secure Socket Layer (SSL) Security (128-bit version).
 - If connecting to the site from behind a firewall or proxy server, it must allow SSL (port 443) communication.
 - **Internet Explorer** browser, version 4.0 or higher.
 - Designed to be viewed at a screen resolution of 800 by 600 or greater, with a minimum of 256 colors.
 - Connection speed of 56k modem (or higher) is highly recommended.
-

Reportline User Security

Security Levels Reportline has four levels of application security.

- *Application Administrator*—DOA Database Administration personnel who establish Systems Administrator security.
 - *Systems Administrator*—DOA application specific (i.e., CARS, CIPPS, FAACS) personnel who establish line agency Reportline Security Officer security.
 - *Reportline Security Officer*—Line agency security officer who establishes Individual User security.
- **Individual User**—Line agency personnel who utilizes Reportline to access electronic reports.
-

Locality User Setup

NOTE

Treasurer and Clerk of the Court personnel are established with individual user security for CARS report access by the Department of Accounts.

Locality personnel use the **REPORTLINE LOCALITY REQUEST FORM FOR CARS MONTHLY REPORT ACCESS** located at the DOA web site as follows:

http://www.doa.virginia.gov/Admin_Services/Reportline/ReportlineLocalityRequestForm.pdf

Individual AGENCY User Setup

Your **Agency Reportline Security Officer** will set up your individual security so you can access Reportline.

Reportline AGENCY USER Request Form

To access specific reports on Reportline, your Agency Reportline Security Officer will have you complete the Reportline Request Form. Return the form to your agency's Reportline Security Officer who will add you directly into the Reportline system. This form is located on DOA's Reportline website for use.

Continued on next page

Reportline User Security, Continued

Agency User Request Form The agency user **Reportline Request Form** is located as follows:
http://www.doa.virginia.gov/Admin_Services/Reportline/ReportlineRequestForm.pdf

**Department of Accounts
Reportline Request Form**

Date _____ / ____ / ____	User Type (check one)	<input type="checkbox"/> Agency User
Logon ID (7 to 9-Character/Alpha-Numeric)		<input type="checkbox"/> Agency Security Officer
Your Agency Number	Action (check one)	<input type="checkbox"/> New
		<input type="checkbox"/> Change
		<input type="checkbox"/> Delete
Name _____		
	<i>First</i>	<i>Middle</i>
		<i>Last</i>
Signature _____		
E-mail Address _____		
Telephone _____		

Approved Agencies—List individual agency numbers

—Reportline Access—

Report Families: BENEFITS, CARS, CIPPS, FAACS, HEALTHCARE, LEAVE, VRS

Report Family (See List Above)	Level of Security (Choose only one)	List Reports Here For Security Levels C or D
_____	<input type="checkbox"/> A. No reports for system <input type="checkbox"/> B. All reports for system <input type="checkbox"/> C. ONLY listed reports for system <i>Use next column to list reports</i> <input type="checkbox"/> D. All reports for system EXCEPT listed <i>Use next column to list reports</i>	_____ _____ _____
_____	<input type="checkbox"/> A. No reports for system <input type="checkbox"/> B. All reports for system <input type="checkbox"/> C. ONLY listed reports for system <i>Use next column to list reports</i> <input type="checkbox"/> D. All reports for system EXCEPT listed <i>Use next column to list reports</i>	_____ _____ _____

Authorized by: _____ *Signature* _____ *Date*

Entered by: _____ *Signature* _____ *Date*

Continuation Page Attached ? No Yes

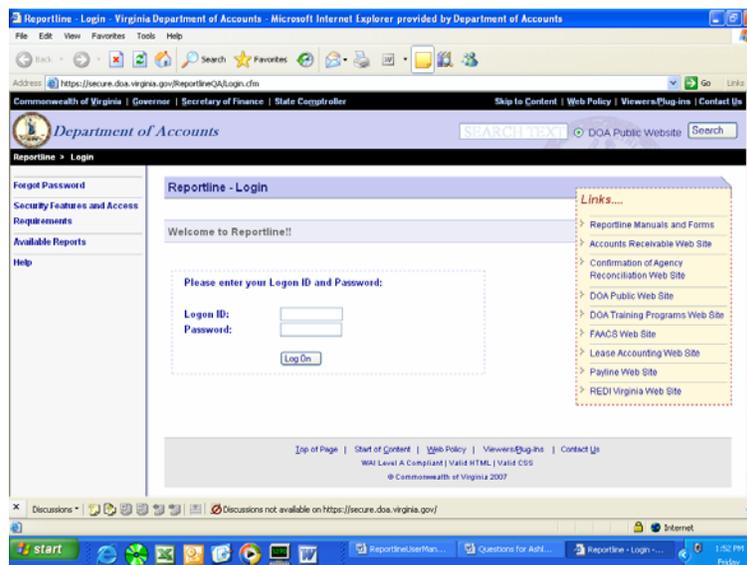
Accessing Reportline

Web Address <https://secure.doa.virginia.gov/reportline/>

From the DOA Home Page If you use the Department of Accounts Internet Home Page, click the **REPORTLINE** button located under *LINKS....*

Logon Perform the following steps to logon.

Step	Action
1	<p>Access the Reportline web site: https://secure.doa.virginia.gov/reportline/ This will take you to the Reportline Home Page.</p> <p>At this point, you can set a Reportline DESKTOP ICON to log in for future sessions without going through the DOA web site.</p> <p>To do this—at this Logon screen, right click your mouse; select SET AS DESKTOP ITEM.</p>
	Enter Logon ID (7 to 9 Character/Alpha-Numeric).
2	Enter your password.
3	Click the Logon button.
If a correct password is entered, the <i>Broadcast Messages</i> page displays.	



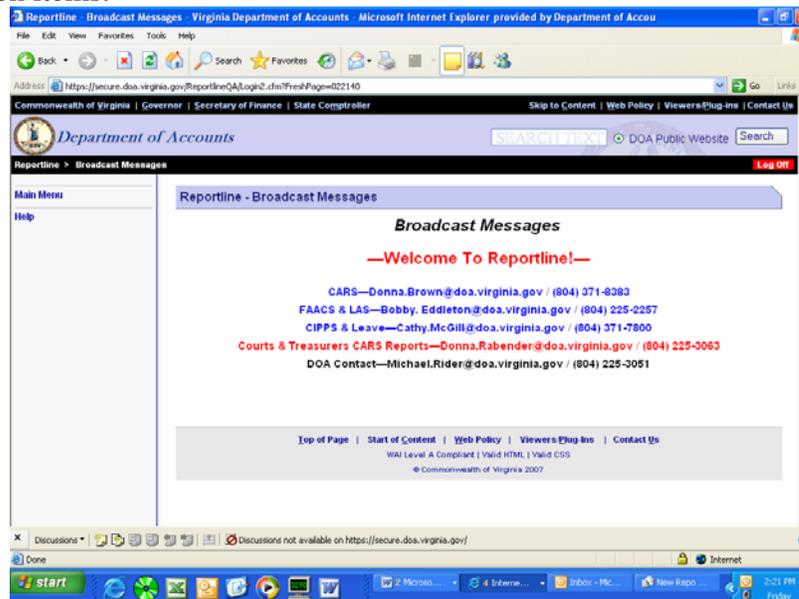
Accessing Reportline, Continued

Navigation

Navigation buttons located in the left-hand margin of the page AND the upper, right-hand corner of the screen link you to other **Reportline** pages or perform requested functions as described below.

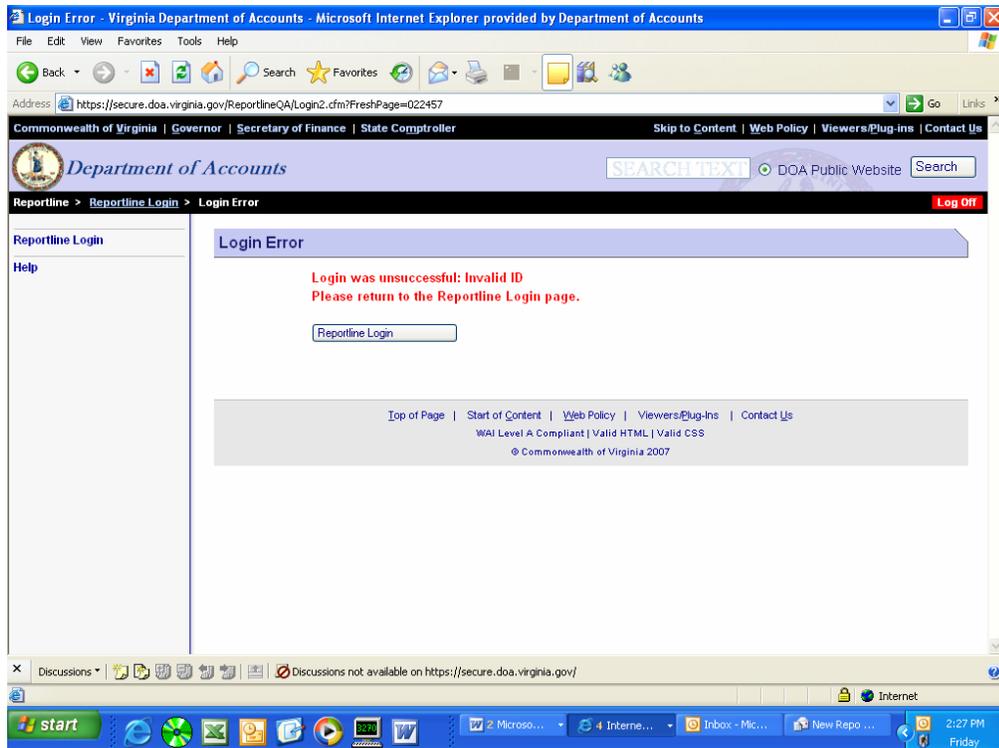
BUTTON	DESCRIPTION
Forgot Password	Links to the Forgot Password page where you can receive a ‘hint’ that you previously entered to help you remember your password, or an email containing your password.
Security Features and Access Requirements	Links to information on application security and access requirements that support Reportline .
Available Reports	Opens a new window which shows all available reports in the Reportline application. Some reports will not be available to all users due to security requirements.
Help	Opens a new window containing information about the Reportline - Login - Help page.
Contact Us	(Located in the top, right corner of the screen) Links to the Contact Us page and allows you to submit questions or information to the DOA Reportline staff.
Log Off	(Located in the top, right corner of the screen) Allows you to exit the system.

You are linked to the **Broadcast Messages** page for messages and other menu selection items.



Accessing Reportline, Continued

Invalid Log On When you enter an invalid Logon ID, you will see the error message in red ink as follows:



Suspended Account

After 5 (five) failed logon attempts, the following message is displayed:

ACCOUNT SUSPENDED DUE TO SECURITY VIOLATIONS

Violations are cleared in one of three ways—

- 1) During overnight computer processing
- 2) During the day by your Agency Reportline Security Officer
- 3) During the day by a DOA Systems Administrator

To contact DOA, use the **Contact Us** button in the upper, right-hand corner of the screen to request the violations be cleared.

Continued on next page

Accessing Reportline, Continued

Contact Us Screen

Your **CONTACT US** button—located in the upper, right-hand corner of the Reportline system screens—generates an E-mail directly to DOA.

Use this button during your workday when your Agency Reportline Security Officer is not available and for a DOA Administrator to clear your five logon-attempt violations during the business day.

You can use the CONTACT US button screen for all DOA-related, Reportline questions you encounter.

The screenshot shows a Microsoft Internet Explorer browser window displaying the 'Reportline - Contact Us' page. The browser's address bar shows the URL: https://secure.doa.virginia.gov/ReportlineQA/Contact_Us.cfm. The page content includes:

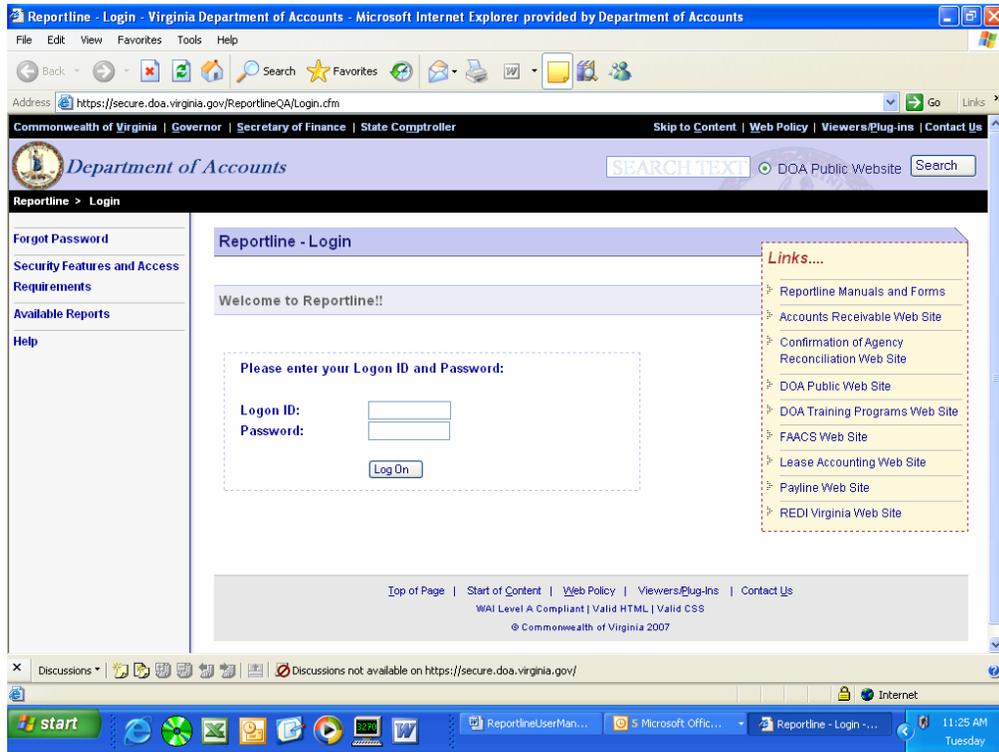
- Reportline Login** sidebar with a **Help** link.
- Reportline - Contact Us** header.
- Contact information for Michael E. Rider: Voice: (804) 225-3051, Email: Michael.Rider@doa.virginia.gov or Reportline@doa.virginia.gov, Fax: (804) 371-8587.
- Electronic Contact Form** section with a **Submit** button.
- Category:** (required) with checkboxes for Technical Difficulty, Enhancements/Suggestions, and Other.
- Comments (up to 500 characters):** (required) with a text area.
- Logon ID:** (required) with a text input field.
- Agency or Locality FIPS#:** (required) with a text input field.
- Name:** (required) with a text input field.
- E-Mail Address:** (required) with a text input field.
- Phone Number:** (required) with a text input field and a placeholder (xxx-xxx-xxxx ext. xxxx).
- A **Links...** box with links to [Reportline Manuals and Forms](#) and [DOA Public Web Site](#).

The Windows taskbar at the bottom shows the Start button, several application icons, and the system tray with the time 2:53 PM on Friday.

Forgot Your Password?

Forgot Password Button

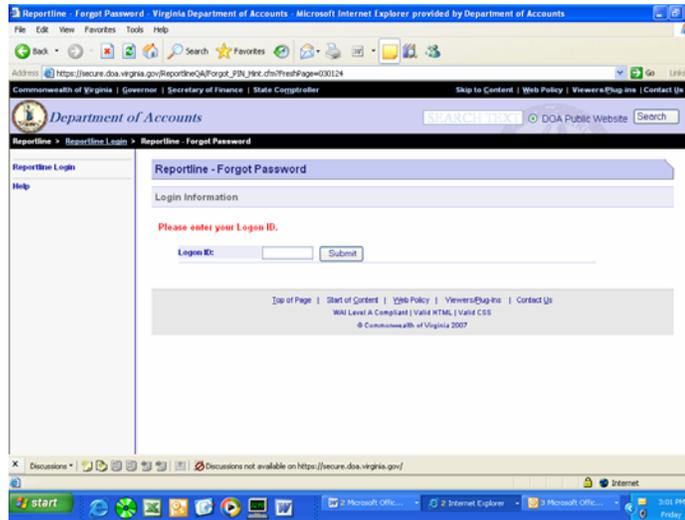
If you forget your assigned password to use at the Login screen, click the **Forgot Password** button found in the left column. You will go to the *Forgot Password* page.



Continued on next page

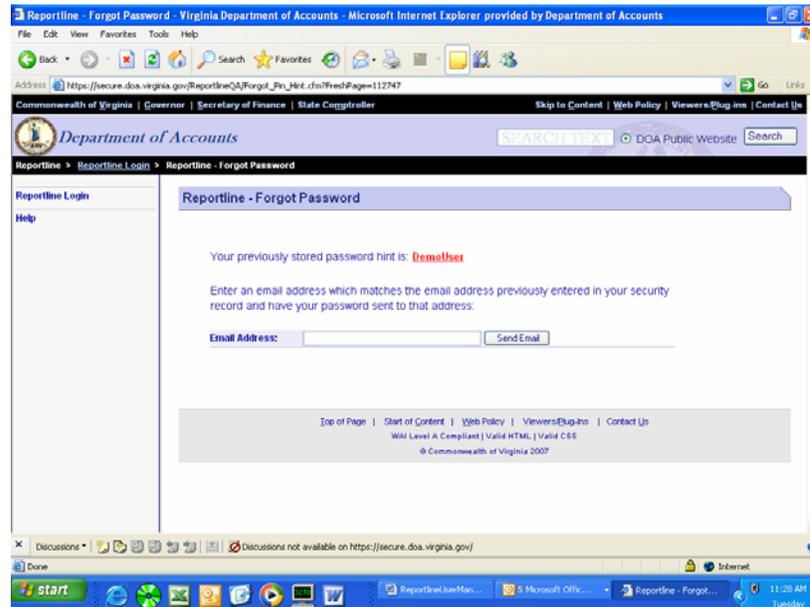
Forgot Your Password?, Continued

At the FORGOT PASSWORD screen, enter your logon ID and press SUBMIT.



Password Hint Displayed

A password hint displays here if you have updated your security record under the PERSONAL OPTIONS feature to include a PASSWORD HINT.

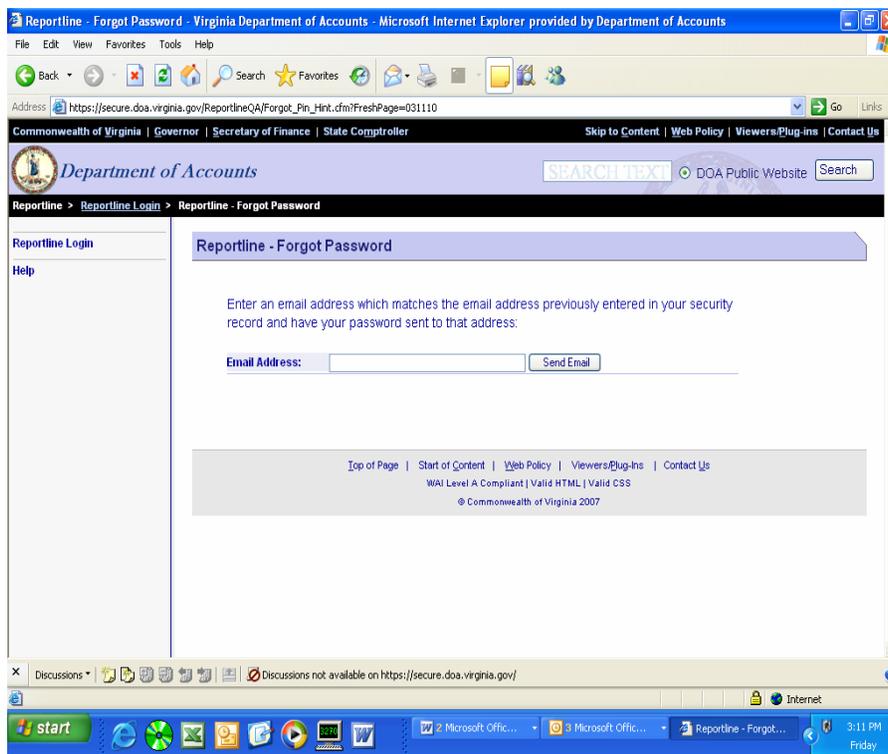


Continued on next page

Forgot Your Password?, Continued

E-Mail Address Enter the E-mail address previously stored with your security record to have your password and its hint (if established by you) E-mailed to you.

Press **SEND EMAIL**



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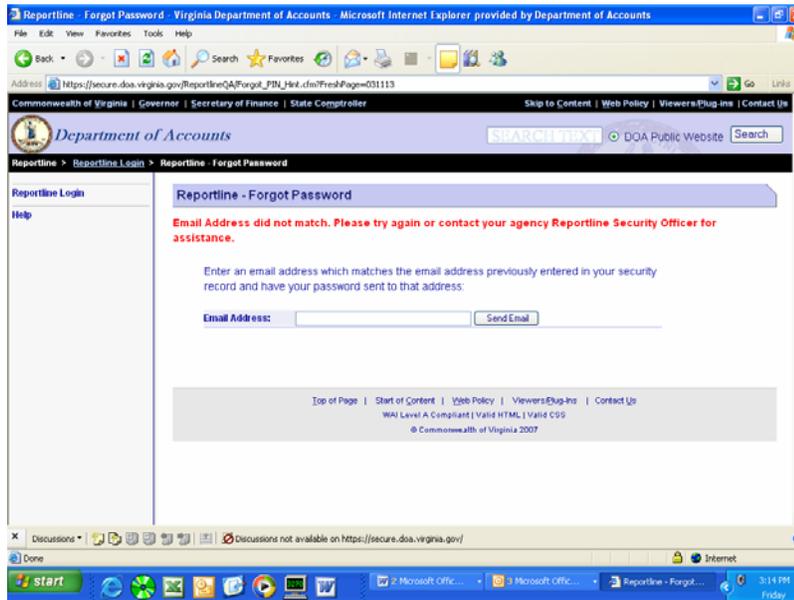
Forgot Your Password?, Continued

Incorrect E-mail Address

The E-mail address entered on this page **MUST** match that which was stored when your security record was established or last updated.

If not, an error message appears in red ink and you will need to contact your **AGENCY REPORTLINE SECURITY OFFICER** who established your security record to check how your e-mail was keyed.

[Treasurer and Clerk of the Court locality personnel](#) contact DOA directly. See **DOA CONTACT information block at the last page for guidance.**

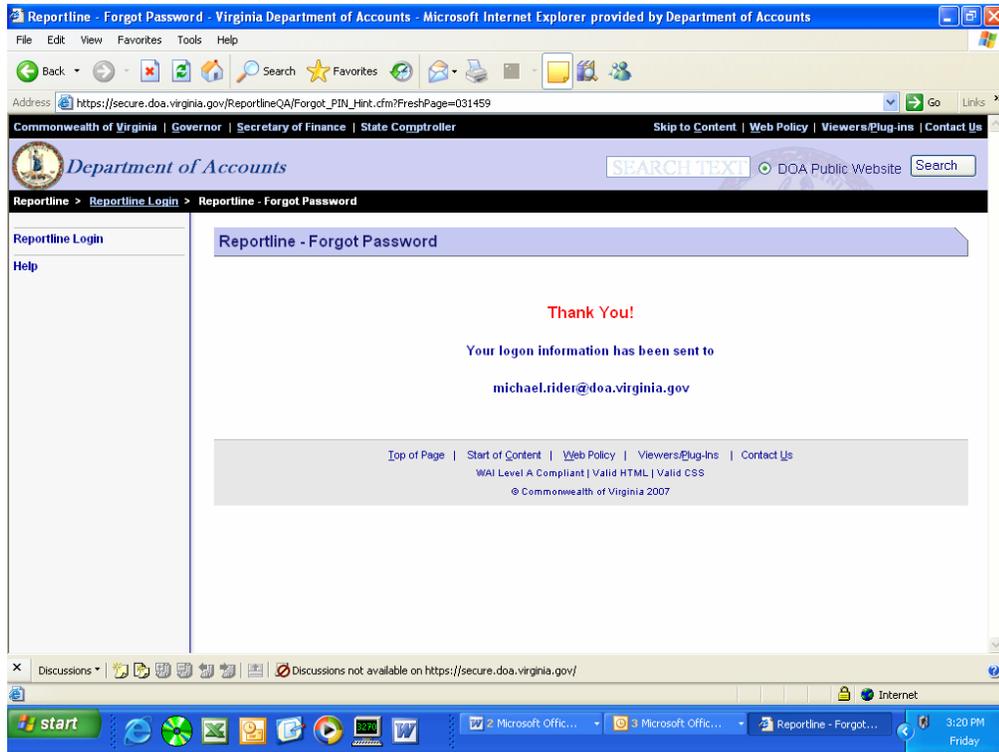


Continued on next page

Forgot Your Password?, Continued

Confirmation Message

If a matching E-mail address is entered, **Reportline** provides a confirmation message.



Continued on next page

Forgot Your Password?, Continued

You Receive E-mail And you receive the following E-mail.

Note: If your security record does not contain 1) an E-mail address nor 2) a password hint (see **Personal Options** topic), the *Forgot Password* page will be blank. Your Reportline Agency Security Officer or a DOA Administrator will have to assist you.

From: *Reportline
Sent: *****
To: *****
Subject: DOA Reportline - Password

*** THIS RESPONSE IS BEING SENT
AUTOMATICALLY PLEASE DO NOT REPLY TO THIS EMAIL ***

Per your request, your confidential
DOA Reportline Logon ID and Password are:

Logon ID: *****
Password: *****

Authorized users may access
Reportline using the internet at

<https://secure.doa.virginia.gov/reportline/>

Broadcast Messages

Message Page

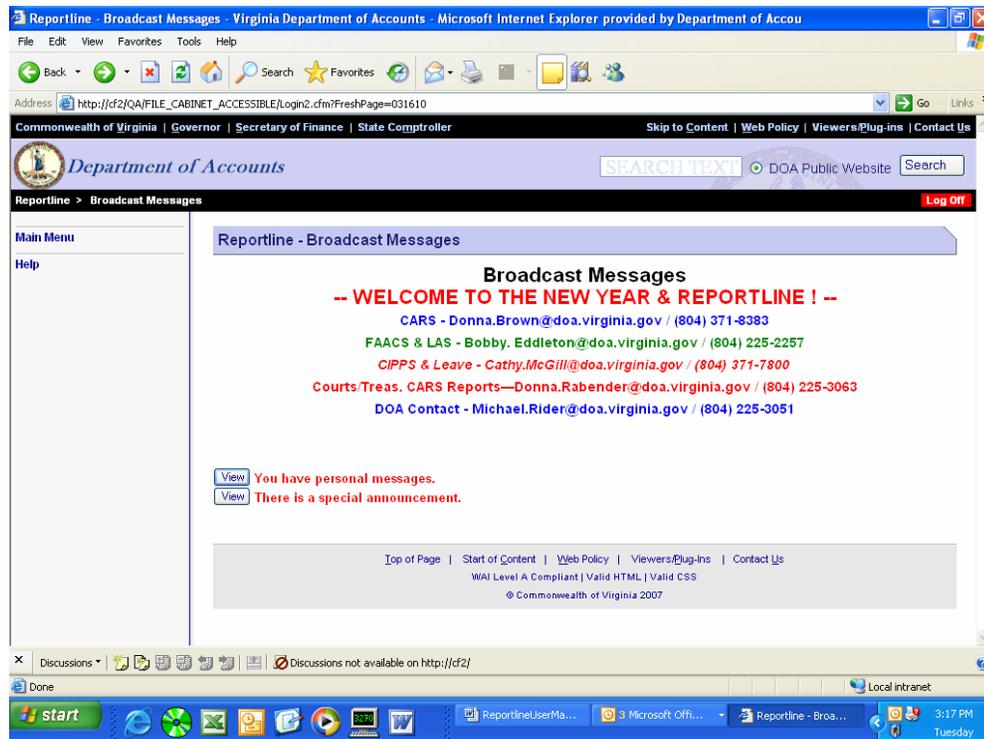
The *Broadcast Messages* screen welcomes you to **Reportline**. It is used to communicate messages both globally and individually to the **Reportline** user population.

In the center of the screen is a global message intended for all **Reportline** users.

For specific Report Families you use, the DOA Contact's name, E-mail, and phone number are displayed. The DOA Reportline System Manager Contact data is also available to you as well.

Whenever DOA posts Personal (individual) or Special Messages, you will find a VIEW button only when these messages have been posted.

Informational messages may appear in the bottom, left-hand corner to provide feedback regarding actions which you have been taken such as login successful or you have special messages pending to be read.



Continued on next page

Broadcast Messages, Continued

Navigation

Navigation button located in the left-hand margin, link you to other Reportline screens or perform requested functions as described below.

BUTTON	DESCRIPTION
Special Announcements	If a special announcement is available for viewing, this button displays. Additionally, the informational message "There is a Special Announcement" appears in the bottom left corner of the <i>Broadcast Message</i> page. Links the user to the <i>Special Announcement</i> page and displays additional global announcements directed to all Reportline users.
Personal Messages	If a personal announcement is available for viewing, this button displays. Additionally, the informational message "You have personal messages" appears in the bottom left corner of the <i>Broadcast Message</i> page. Links the user to the <i>Personal Messages</i> page and displays notices solely for the individual Reportline user.
Main Menu	Links the user to the Main Menu page.
Log Off	(Upper, right-hand corner of screen) Returns the user to the <i>Logon</i> page and signs you out of Reportline.

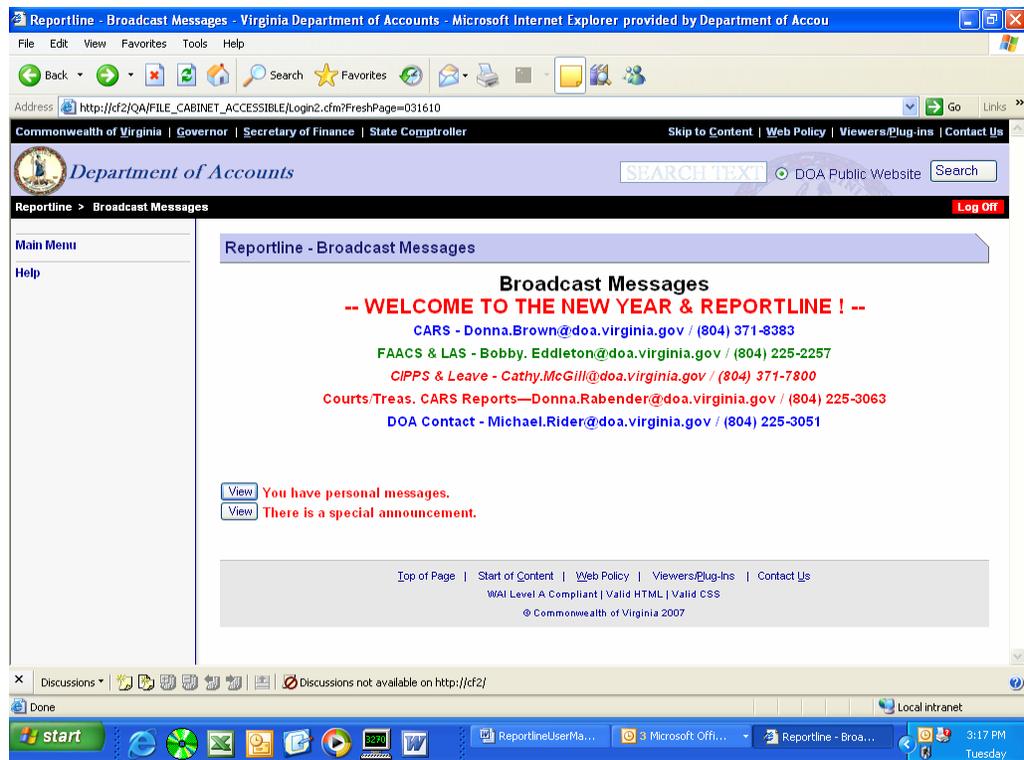
Special Announcements & Personal Messages from DOA

Special Announcement

The *Special Announcements* page communicates global messages to the **Reportline** user population.

Read the announcement by clicking **VIEW** to the left of the message. After reading the message, click **DELETE** to remove the message.

Undeleted messages are deleted automatically within thirty days.



Continued on next page

Special Announcements & Personal Messages from DOA, Continued

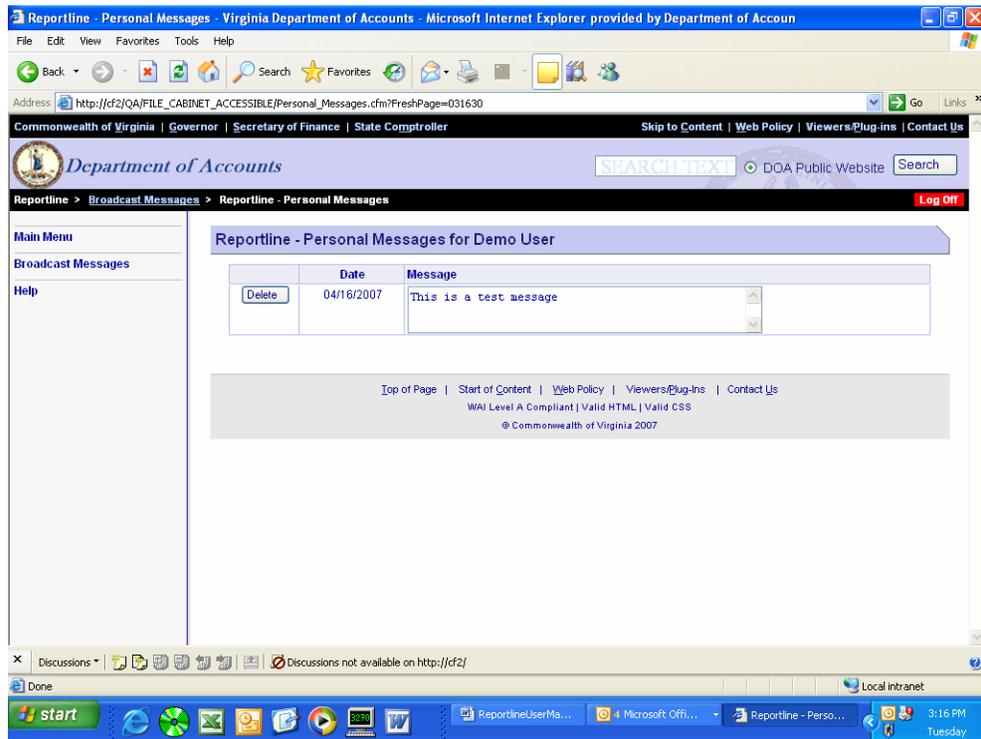
Personal Messages

The *Personal Messages* page communicates messages intended solely for the individual **Reportline** user logged on.

Remove a message by clicking **DELETE** shown to the left of the Date.

An informational message displays stating the message has been deleted.

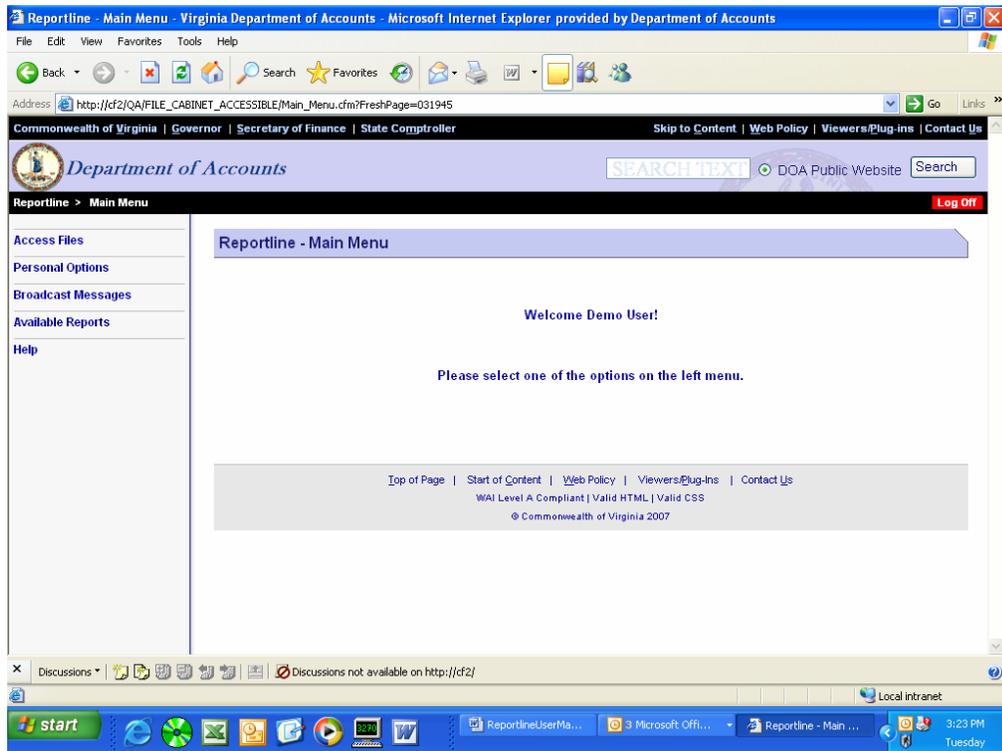
Undeleted messages are deleted automatically within thirty days.



Main Menu Page

Main Menu

The *Main Menu* page is the central navigation page for **Reportline**.



Navigation

Navigation buttons located in the left-hand margin of the page link to other **Reportline** pages or perform requested functions as described below.

Button	Description
Access Files	Links to a listing reports available for viewing and downloading.
Personal Options	Links to a page containing their personal data such as name and email address. Changes to personal information are made on this page.
Broadcast Messages	Links to the <i>Broadcast Messages</i> page where global and individual messages for all Reportline users can be viewed.

Continued on next page

Special Announcements & Personal Messages from DOA, Continued

Navigation (continued)

Button	Description
Available Reports	Opens a new window which shows all available reports in the Reportline application. Some reports will not be available to all users due to security requirements.
Help	Opens a new window containing information about the page.

Access Files Page

Selecting Your Reports

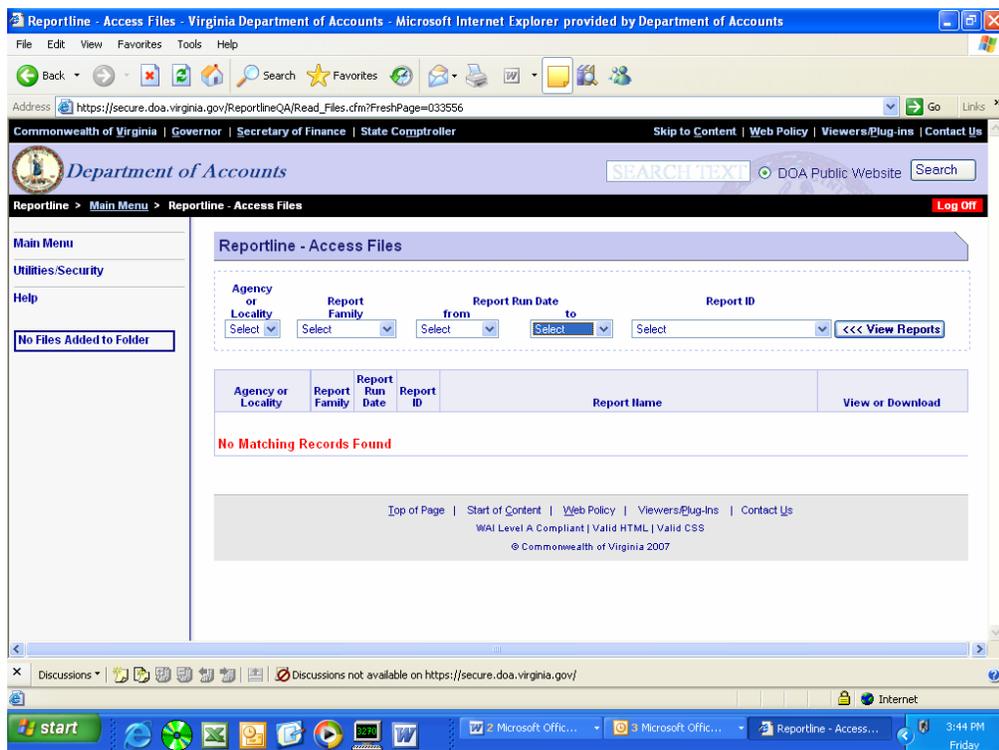
From **MAIN MENU**, click **ACCESS FILES**.

The Access Files page allows you to select specific files to view and/or save at a server or personal computer. You can also print specific reports as well.

Report selection is refined by using the following selection dropdown boxes:

- **Agency or Locality**
- **Report Family**
- **Report Run Date**
- **Report ID**
 - Reports for which you have Report Family authorization are listed numerically and then alphabetically; they are NOT categorized by Report Family in this pull-down menu.
- **Report Run Date**
 - This is NOT the period ending date; it is the actual date when the report processed in the respective DOA computer system used to generate the Reportline report.

After you have entered your selection, click **VIEW REPORTS**.

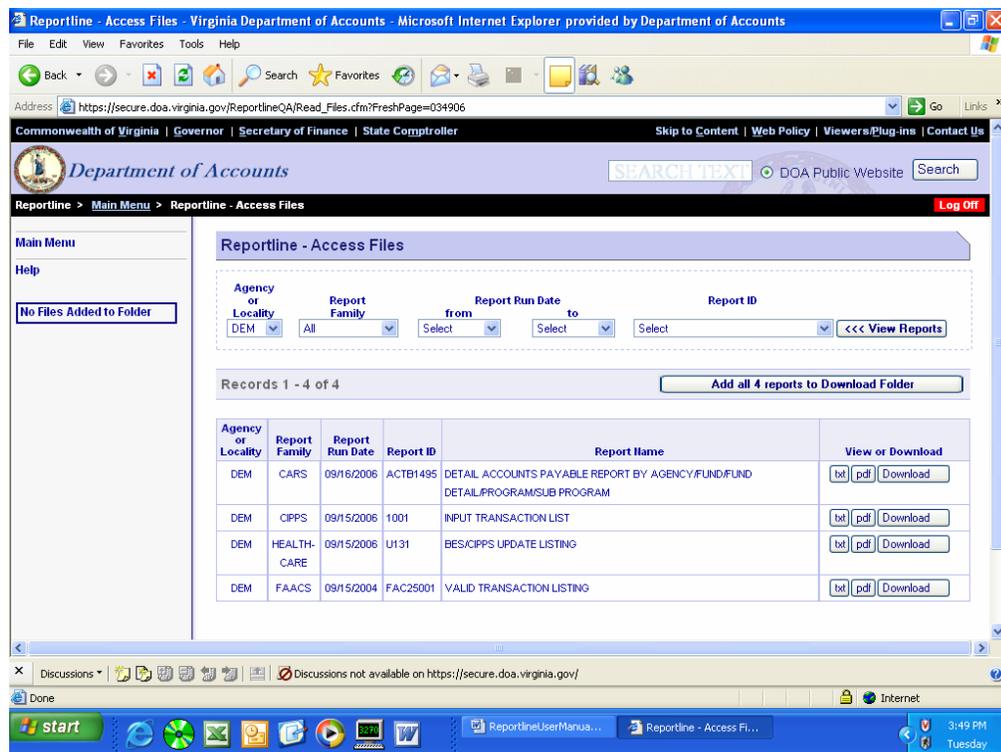


Access Files Page, Continued

Report Can Be Viewed PDF or TXT

You can view the report online in Portable Document Format (PDF). Click the **PDF** button. PDF is an image file of your report.

You need the Adobe Acrobat Reader software installed on your PC. This is available as a free download from the Adobe Corporation's web site. The PDF format feature shows the report in the same layout as it would be printed.



Use the **TXT** button to view the report for TEXT (TXT) viewing.

When you do this, the report loads from the Internet to your desktop.

When the report opens, it adjusts to the defaults of your word processing package or text editor—thereby requiring you to manually adjust the formatting to accommodate the way the report should print.

Continued on next page

Access Files Page, Continued

Using Adobe
 Acrobat Reader
 Version 5 or
 higher?

Important

If you use **Adobe Acrobat Reader Version 5 or higher and cannot view the report online when you click the PDF button**, you need to have the Reader open in a separate screen window and not in the Internet Browser.

To do this, make the following Acrobat Reader software setup change:

Version 5 Users

Step	Action
1	Open Adobe Acrobat Reader (START, PROGRAMS, ADOBE READER)
2	Click <EDIT> <PREFERENCES>
3	Click <OPTIONS> in the left menu if it is not already there.
4	Remove the check from the DISPLAY PDF IN BROWSER box.
5	<OK>
6	Close and reopen Internet Browser.

Version 6 Users

Step	Action
1	Open Adobe Acrobat Reader (START, PROGRAMS, ADOBE READER)
2	Click <EDIT> <PREFERENCES>
3	Select the INTERNET link from left menu.
4	Remove the check from DISPLAY PDF IN BROWSER box.
5	<OK>
6	Close and reopen Internet Browser.

Version 7 Users

Step	Action
1	Open Adobe Acrobat Reader (START, PROGRAMS, ADOBE READER)
2	Click <EDIT> <PREFERENCES>
3	Select the INTERNET link from left menu.
4	Remove the check from DISPLAY PDF IN BROWSER box.
5	<OK>
6	Close and reopen Internet Browser.

Continued on next page

Access Files Page, Continued

PDF Format Choice & Search/Find Feature

Click on PDF button to view the report using the Adobe Acrobat Reader.

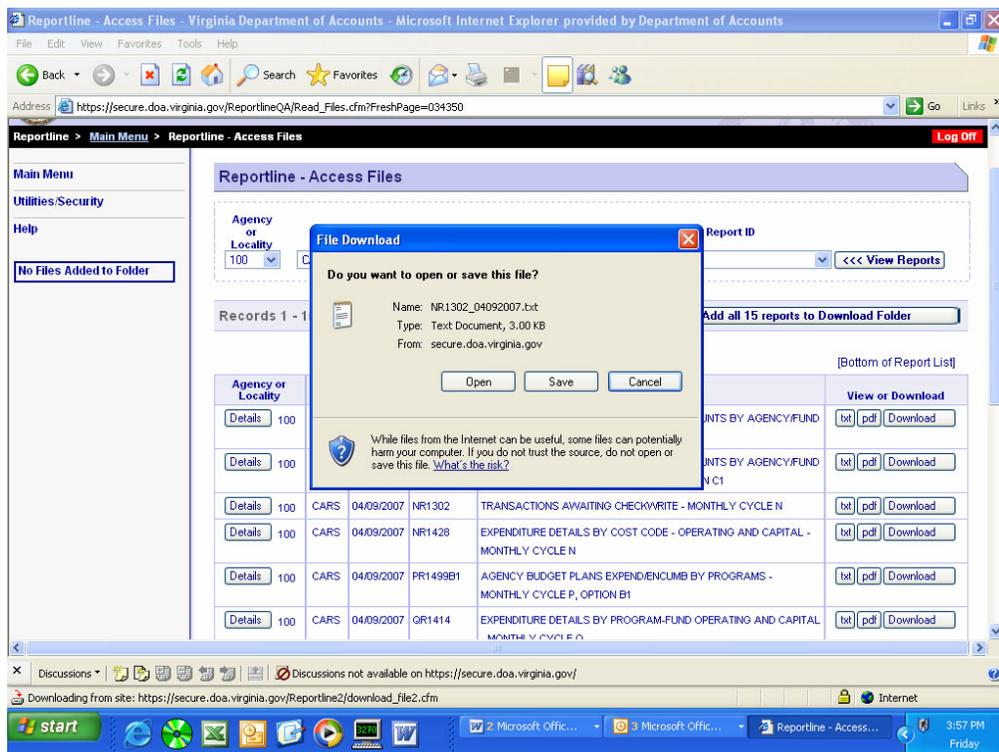
The report appears online in the same format as it would appear in hardcopy print.

You can use the Adobe software to save and/or print the report.

Use the “Binoculars Icon” for FIND—you can scroll through a PDF document doing a search & find.

TEXT (TXT) Format Choice

After clicking on **TXT**, a pop-up **File Download** box displays. Click the appropriate action which typically is **Open**.



Continued on next page

Access Files Page, Continued

TXT File Opens in a WP Application

The report opens in a text editing/word processing application (typically Notepad or Microsoft Word, e.g.).

It is not formatted.

```

NR1302_04092007[1] - Notepad
File Edit Format View Help
COMMONWEALTH ACCOUNTING AND REPORTING SYSTEM / CARS
AGENCY NO
MONTHLY SENATE AGENCY PAGE
(PM)-CYCLE N TRANSACTIONS AWAITING CHECKWRITE AS OF 03/31/2007 REPORT PAGE
RUN DATE 04/09/2007 10:31 P.M. ACTR1302
***** BATCH ID *****
FFY AGY DATE T NUM SEQ TRANS TRANS AGY PAYMENT DUE INVOICE REQUEST NO. ACTR1302
2007 A 100 03/15/2007 3 272 00001 100 324 737 1 04/14/2007 42932 03/15/2007
***** TOTAL BATCH
2007 A 100 03/27/2007 3 281 00001 100 324 752 1 04/12/2007 IVC08678 03/09/2007 1
2007 A 100 03/27/2007 3 281 00002 100 324 753 1 04/19/2007 175004 03/20/2007 5
2007 A 100 03/27/2007 3 281 00003 100 324 754 1 04/14/2007 3637 03/14/2007 1,
***** TOTAL BATCH
2007 A 100 03/27/2007 3 282 00001 100 324 757 1 04/22/2007 03/23/2007
***** TOTAL BATCH
2007 A 100 03/28/2007 3 285 00001 100 324 780 1 04/27/2007 24493 03/27/2007
***** TOTAL BATCH
2007 A 100 04/02/2007 3 289 00001 100 324 788 1 04/22/2007 25410-001 03/15/2007 46
***** TOTAL BATCH
2007 A 100 04/06/2007 3 294 00001 100 324 798 1 04/26/2007 175486 03/27/2007 46,
2007 A 100 04/06/2007 3 294 00003 100 324 800 1 05/04/2007 03/31/2007 39,8
***** TOTAL BATCH
***** FISCAL YEAR 2007 88,0
***** AGENCY TOTAL 88,0
  
```

Formatting a TXT Report

Use your editing software to reformat the report.

Note that the report's appearance on the screen is not necessarily the way the report will look when printed. Therefore, as you reformat the report, use the Print View feature to check the report's layout as you edit.

Using the Download Feature to View, Print, and/or Save Multiple Reports

Introduction A new Reportline feature implemented Spring 2007 allows you to—

1. view,
2. print, and/or
3. save multiple reports.

When you use this feature, reports are compressed (zipped) on the DOA side and extracted (unzipped) by you. Software to UNZIP your compressed Reportline reports is your responsibility to have installed at your desktop PC.

The download enhancement is in addition to your viewing, saving, and/or printing a single document one at a time in TXT or PDF format. Nothing has changed if you want to view, save, and print your reports *one at a time*.

If you are a low-volume user of Reportline, you might find it efficient to continue accessing a single report each time. DOA recommends this method for locality personnel in Treasurer and Clerk of the Court offices. However, you now have the option to work with individual or multiple reports during each access session.

New Reportline System Modifications (Spring 2007)

1. Select multiple reports as a defined group without opening each report individually to view/print/save.
2. Identify grouped reports for the Reportline session so you can verify the report selected is the requested one to be printed/saved/filed.
3. Download and compress grouped reports to a zipped (compressed) file to save space and place in a download folder as a compressed (zipped) file.

Continued on next page

Using the Download Feature to View, Print, and/or Save Multiple Reports, Continued

Download Process

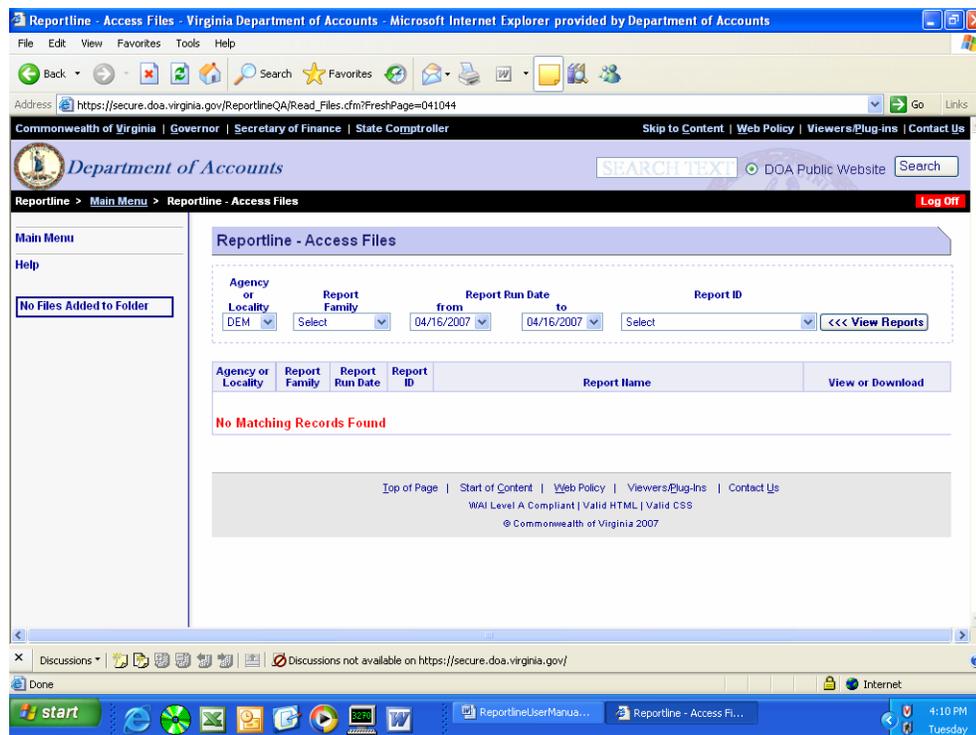
The following table illustrates the stages in the Download process.

Stage	Description
1	Navigating and scrolling at the ACCESS FILES screen
2	Downloading reports
3	Extracting compressed (zipped) reports
4	Saving multiple reports
5	Printing multiple reports

Access Files Screen Sample

The Download feature is located as a button choice at the ACCESS FILES screen.

From the MAIN MENU, click ACCESS FILES for this screen to load in.



Continued on next page

Using the Download Feature to View, Print, and/or Save Multiple Reports, Continued

View or Download

After you enter report selection criteria in the field headings, you can **VIEW** or **DOWNLOAD** reports individually or as a group as follows:

a) **Individually**—**txt** and **pdf** viewing buttons

b) **Multiple reports**—**Download** button

Reportline - Access Files - Virginia Department of Accounts - Microsoft Internet Explorer provided by Department of Accounts

Address: http://cf2/QA/FILE_CABINET_ACCESSIBLE/Read_Files.cfm?FreshPage=105731

Commonwealth of Virginia | Governor | Secretary of Finance | State Comptroller

Department of Accounts

Reportline > Main Menu > Reportline - Access Files

Main Menu

Help

No Files Added to Folder

Reportline - Access Files

Agency or Locality: DEM | Report Family: All | Report Run Date: from All to All | Report ID: All <<< View Reports

Records 1 - 3 of 3

Add all 3 reports to Download Folder

Agency or Locality	Report Family	Report Run Date	Report ID	Report Name	View or Download
DEM	CARS	09/16/2006	ACTB1495	DETAIL ACCOUNTS PAYABLE REPORT BY AGENCY/FUND/FUND DETAIL PROGRAM/SUB PROGRAM	txt pdf Download
DEM	CIPPS	09/15/2006	1001	INPUT TRANSACTION LIST	txt pdf Download
DEM	FAACS	09/15/2004	FAC25001	VALID TRANSACTION LISTING	txt pdf Download

Top of Page | Start of Content | Web Policy | Viewers/Plug-Ins | Contact Us

WAI Level A Compliant | Valid HTML | Valid CSS

Continued on next page

Using the Download Feature to View, Print, and/or Save Multiple Reports, Continued

Navigation Buttons

After your reports load in, navigate the screen by using the right-side, scroll bar or the **BOTTOM OF REPORT LIST** or the **TOP OF REPORT LIST** buttons located above and below the *View or Download* column on the right-hand side.

**IMPORTANT:
Before You
Download**

Before you download reports, establish a PC File Folder location for your selected, downloaded reports to load into. Note the name of its location.

If you do not, the system places downloaded reports into a system-selected location you might find difficult to locate.

Contact your Information Technology staff to guide you if needed to create a file folder location on your PC.

Continued on next page

Using the Download Feature to View, Print, and/or Save Multiple Reports, Continued

Select Reports to Download

After reports load into the ACCESS FILES screen, click the **DOWNLOAD** button for each report you want to download.

The **DOWNLOAD** button turns to gray to show it has been added to the left-column's Download Folder.

Important

WAIT UNTIL THE FILE HAS BEEN PLACED IN THE DOWNLOAD FOLDER BEFORE YOU SELECT THE NEXT REPORT TO DOWNLOAD.

At this point, the report files have NOT been downloaded—just added to a pending area, much like adding them to a shopping basket for checkout.

Reportline - Access Files - Virginia Department of Accounts - Microsoft Internet Explorer provided by Department of Accounts

Address: http://cf2/QA/FILE_CABINET_ACCESSIBLE/Read_Files.cfm?FreshPage=110027

Commonwealth of Virginia | Governor | Secretary of Finance | State Comptroller

Department of Accounts

Reportline > Main Menu > Reportline - Access Files

Reportline - Access Files

Agency of Locality: DEM | Report Family: All | Report Run Date: All | Report ID: All

Records 1 - 3 of 3

Agency or Locality	Report Family	Report Run Date	Report ID	Report Name	View or Download
DEM	CARS	09/16/2006	ACTB1495	DETAIL ACCOUNTS PAYABLE REPORT BY AGENCY/FUND/FUND DETAIL PROGRAM/SUB PROGRAM	txt pdf Download
DEM	CIPPS	09/15/2006	1001	INPUT TRANSACTION LIST	txt pdf Download
DEM	FAACS	09/15/2004	FAC25001	VALID TRANSACTION LISTING	txt pdf Download

Download Folder:

Agency - Run Date - Report ID

- DEM - 09/16/2006 - ACTB1495
- DEM - 09/15/2004 - FAC25001

Review Download Folder

Clear Download Folder

Top of Page | Start of Content | Web Policy | Viewers/Plug-ins | Contact Us

WAI Level A Compliant | Valid HTML | Valid CSS

Continued on next page

Using the Download Feature to View, Print, and/or Save Multiple Reports, Continued

Clearing Your Download Folder

If you want to start over with the download, click **CLEAR**; your prior Access Files screen returns as it was without files selected for downloading.

Review Download Folder

Click **REVIEW DOWNLOAD FOLDER** button on left-hand side to view the reports selected for download.

Reportline - Access Files - Virginia Department of Accounts - Microsoft Internet Explorer provided by Department of Accounts

Address: http://cf2/QA/FILE_CABINET_ACCESSIBLE/Read_Files.cfm?FreshPage=110027

Commonwealth of Virginia | Governor | Secretary of Finance | State Comptroller

Department of Accounts

Reportline > Main Menu > Reportline - Access Files

Download Folder:

Agency - Run Date - Report ID

DEM - 09/16/2006 - ACTB1495

DEM - 09/15/2004 - FAC25001

Review Download Folder

Clear Download Folder

Reportline - Access Files

Agency or Locality: DEM, Report Family: All, Report Run Date: All, Report ID: All

Records 1 - 3 of 3

Add all 3 reports to Download Folder

Agency or Locality	Report Family	Report Run Date	Report ID	Report Name	View or Download
DEM	CARS	09/16/2006	ACTB1495	DETAIL ACCOUNTS PAYABLE REPORT BY AGENCY/FUND/FUND DETAILPROGRAMSUB PROGRAM	[txt] [pdf] Download
DEM	CIPPS	09/15/2006	1001	INPUT TRANSACTION LIST	[txt] [pdf] Download
DEM	FAACS	09/15/2004	FAC25001	VALID TRANSACTION LISTING	[txt] [pdf] Download

Top of Page | Start of Content | Web Policy | Viewers/Plug-ins | Contact Us

WAI Level A Compliant | Valid HTML | Valid CSS

Done

Local intranet

start

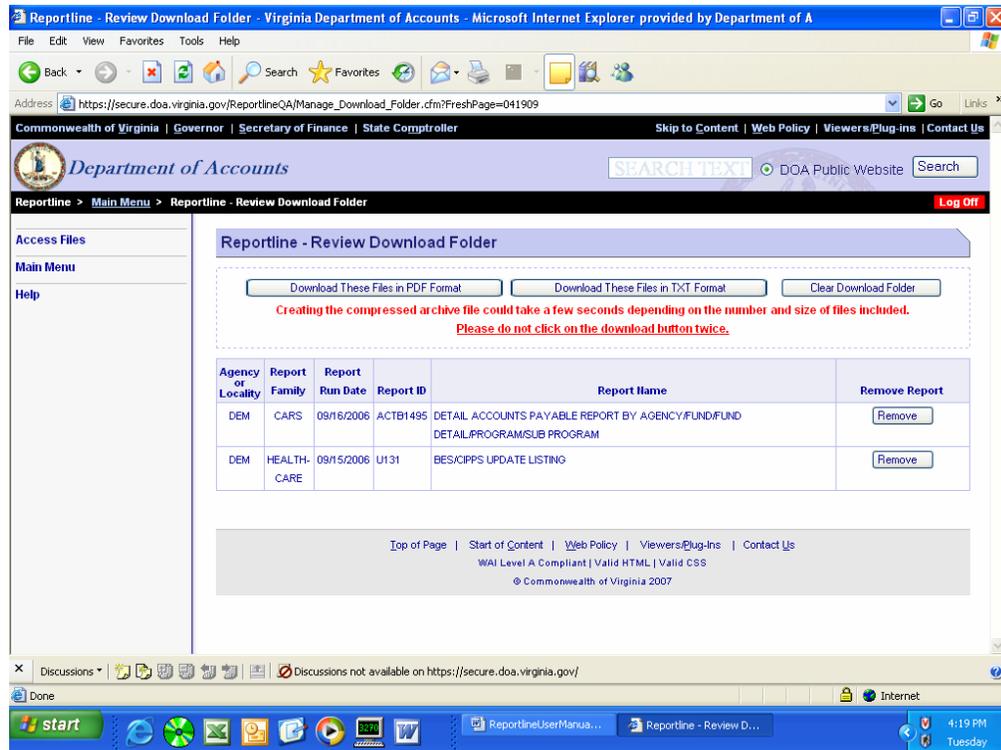
Microsoft Office... | ReportlineUserMan... | Reportline - Access... | 11:00 AM Wednesday

Continued on next page

Using the Download Feature to View, Print, and/or Save Multiple Reports, Continued

Two Format Choices for Downloading

You can download in **PDF** or **TXT** format.



Removing Reports

Cancel the request by clicking these buttons:

CLEAR DOWNLOAD FOLDER

REMOVE

Continued on next page

Using the Download Feature to View, Print, and/or Save Multiple Reports, Continued

Downloading in PDF Format

Before you download reports, establish a PC File Folder location for your compressed (zipped) reports to load into. Note the name of its location. If you do not, the system places downloaded reports into a system-selected location you might find difficult to locate.

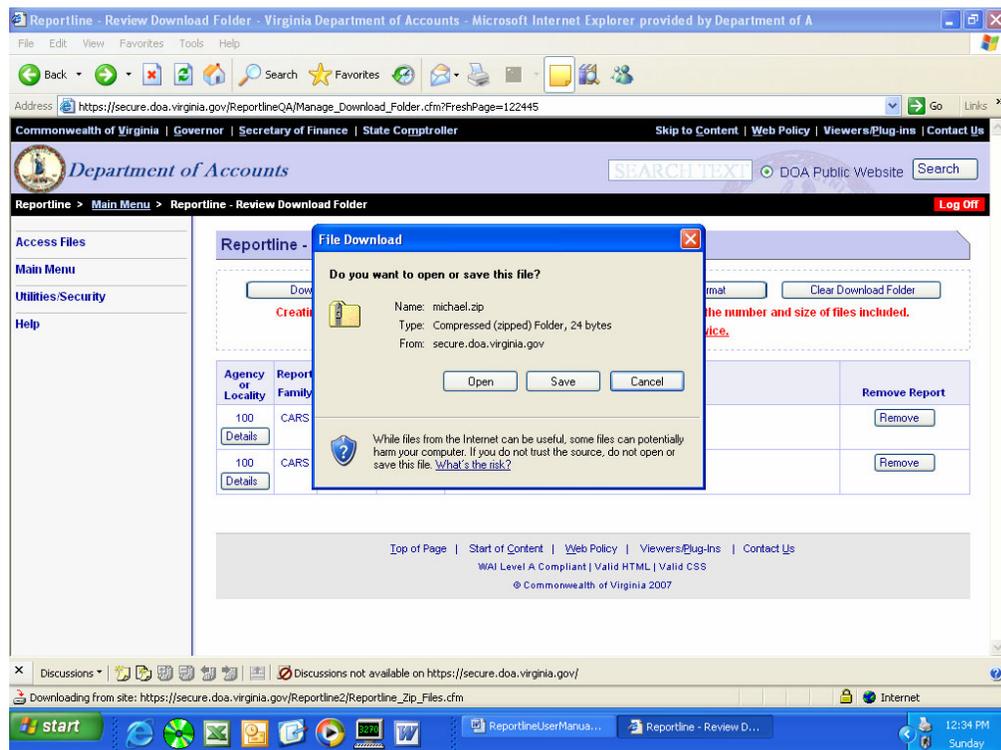
Contact your Information Technology staff to guide you if needed to create a file folder location on your PC.

Click **DOWNLOAD THESE FILES IN PDF FORMAT.**

They download to a temporary file area on your PC waiting for you to OPEN (to view) or SAVE.

The **Do you want to open or save this file?** screen loads in.

Open the Downloaded Report(s) to View?



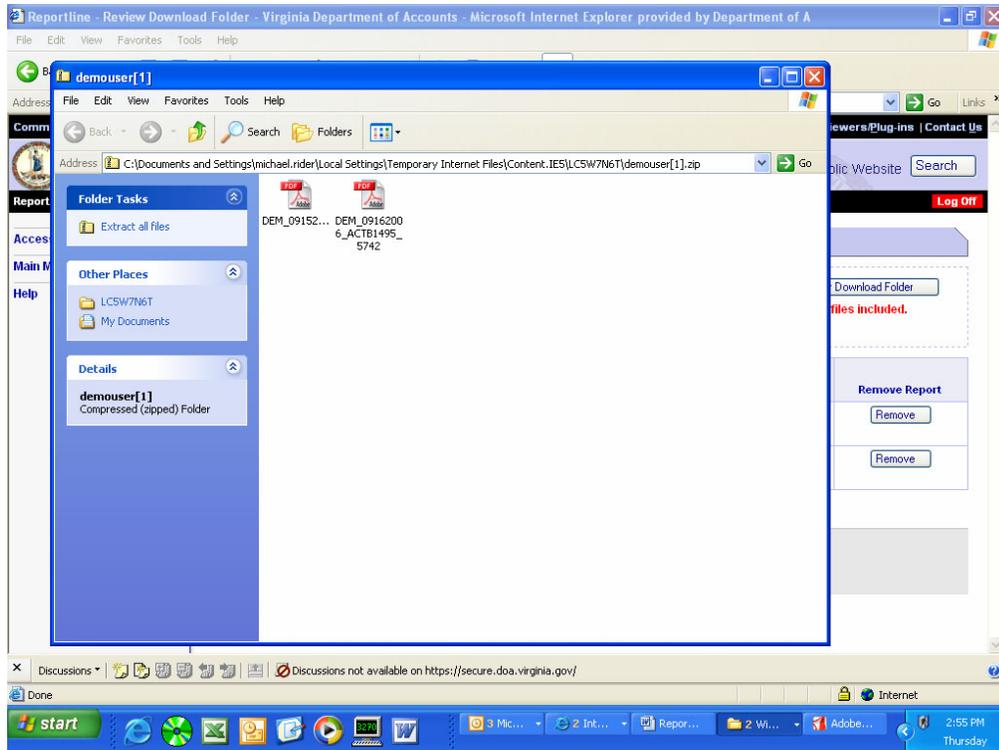
When you click **OPEN**, you can view the report.

When you **SAVE**, your report files are saved to your desktop PC or LAN.

Continued on next page

Using the Download Feature to View, Print, and/or Save Multiple Reports, Continued

When you **OPEN**, the following screen appears.



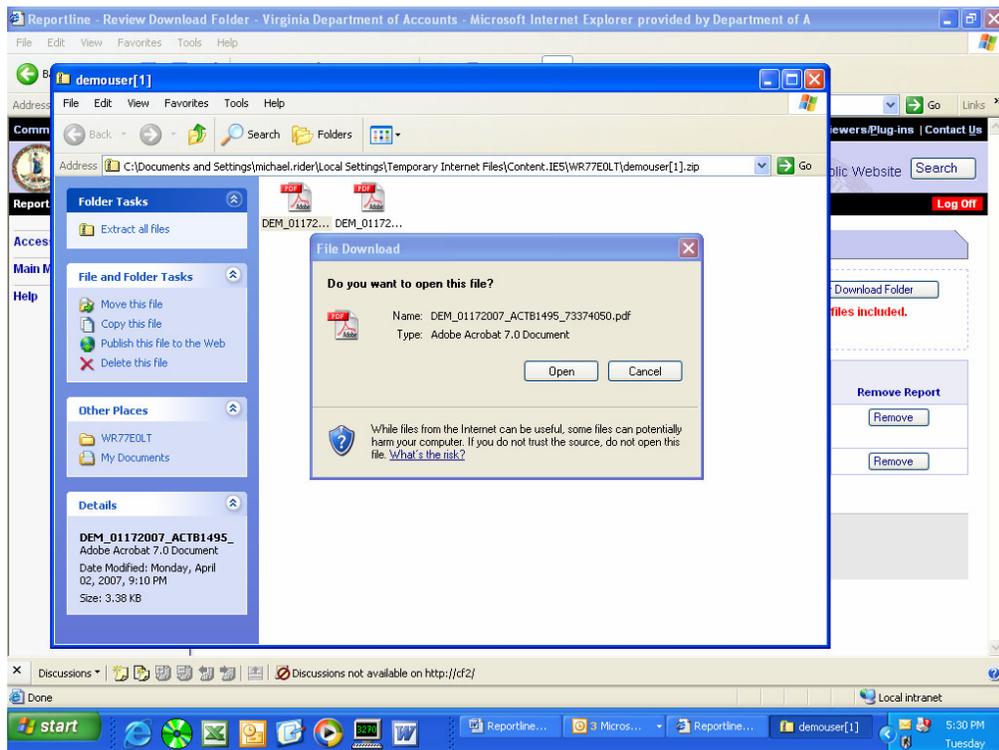
Highlight the file you want to OPEN and double click on the file.

Continued on next page

Using the Download Feature to View, Print, and/or Save Multiple Reports, Continued

The following screen opens. If you want to view the file, click OPEN.

Click CANCEL to exit.



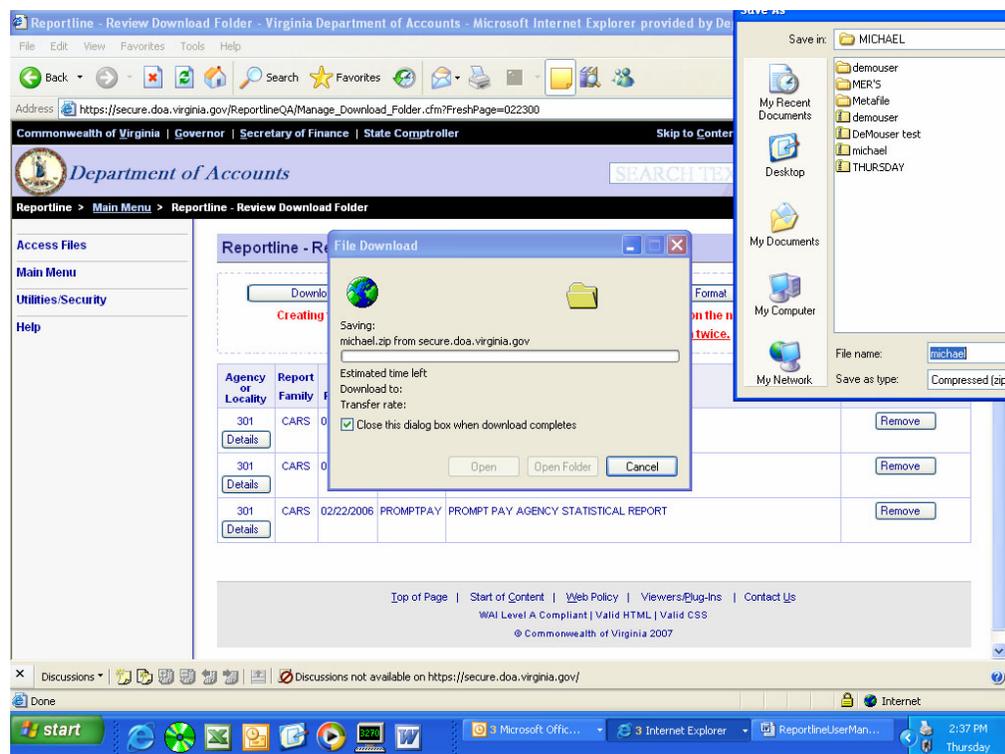
Continued on next page

Using the Download Feature to View, Print, and/or Save Multiple Reports, Continued

Saving Zipped Files to Your Desktop PC or LAN Server

After you click **DOWNLOAD THESE FILES IN PDF FORMAT**, the files are downloaded.

They download to a temporary file area on your PC waiting for you to **OPEN (to view) or SAVE**.

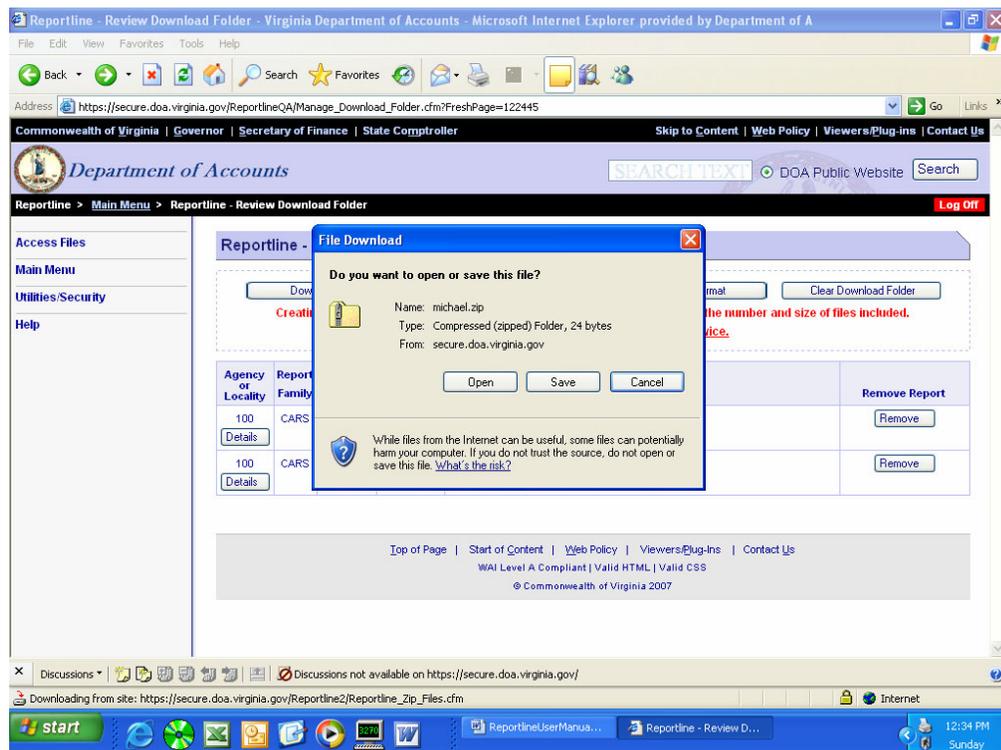


Continued on next page

Using the Download Feature to View, Print, and/or Save Multiple Reports, Continued

The **Do you want to open or save this file?** screen loads in.

Click **SAVE**.



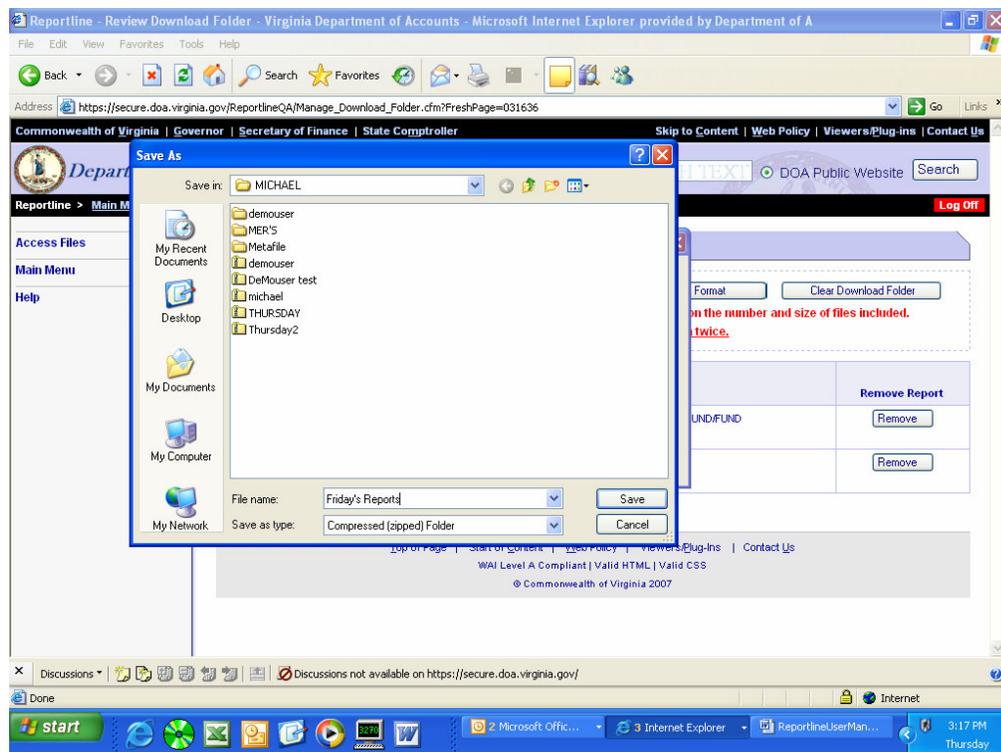
Continued on next page

Using the Download Feature to View, Print, and/or Save Multiple Reports, Continued

Save As Screen Before you download reports, establish a PC File Folder location for your selected, downloaded reports to load into. Note the name of its location. If you do not, the system places downloaded reports into a system-selected location you might find difficult to locate.

Contact your Information Technology staff to guide you if needed to create a file folder location on your PC.

Enter the file location where you want your downloaded, compressed reports stored.



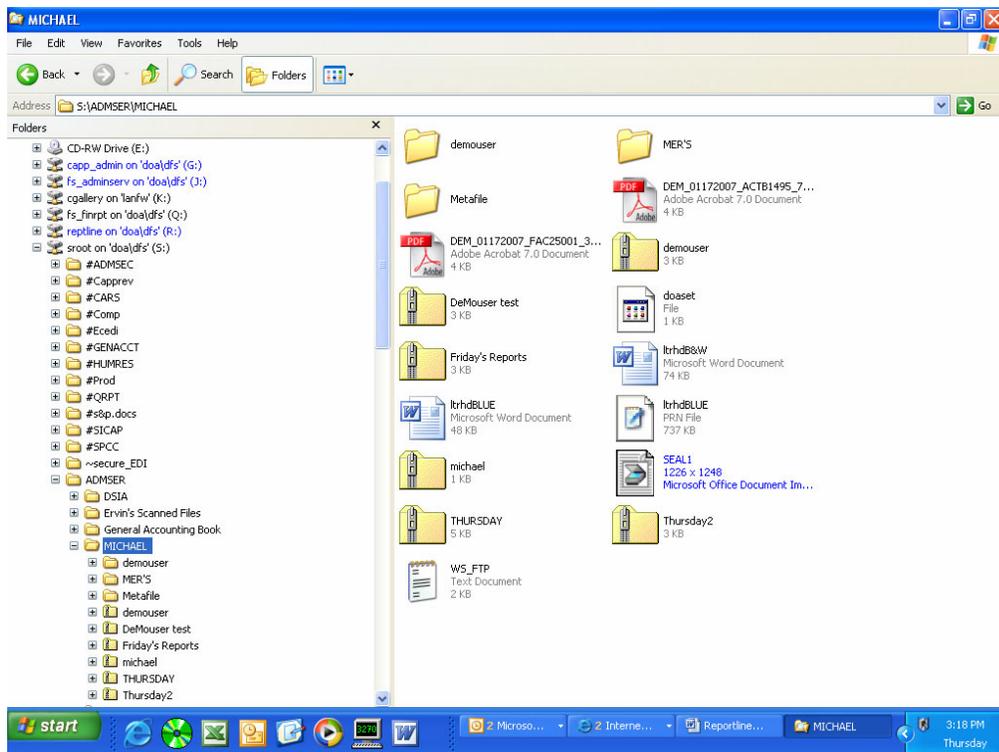
Continued on next page

Using the Download Feature to View, Print, and/or Save Multiple Reports, Continued

How to Unzip Your Saved Reports

Locate your file folder containing your zipped reports.

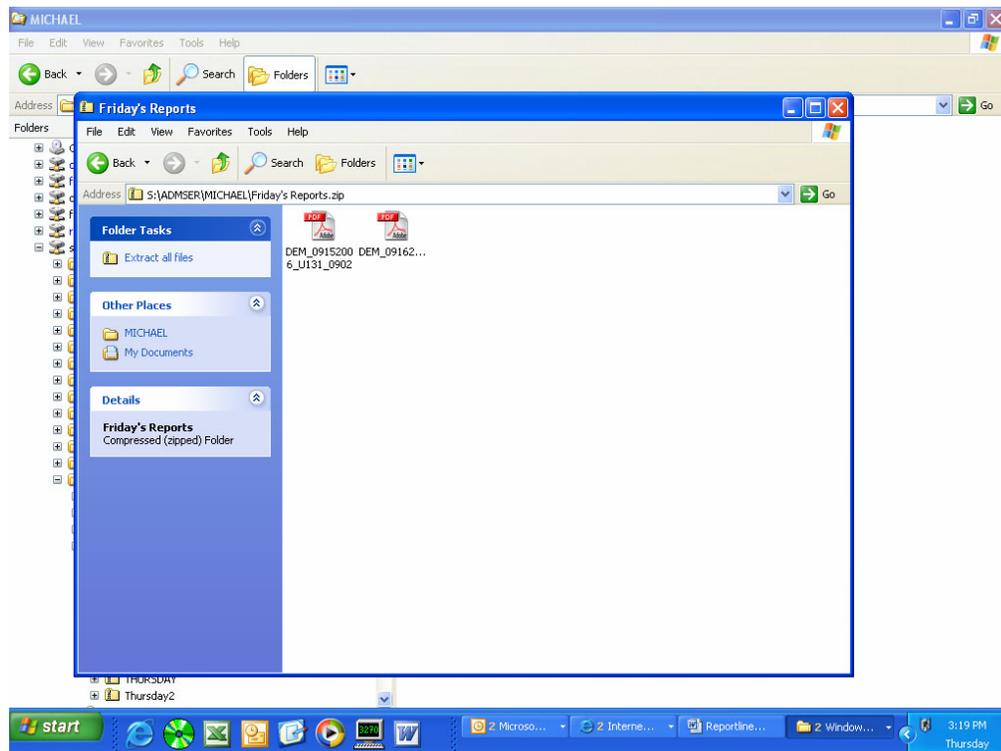
Use EXPLORE if needed to locate your file folder. Note that the file folder is a zipped folder and the icon appears like a file folder with a zipper across the middle.



Continued on next page

Using the Download Feature to View, Print, and/or Save Multiple Reports, Continued

Double-click on the zipped folder to open it to show its contents. You will have the FOLDER TASKS column at the left.



Continued on next page

Using the Download Feature to View, Print, and/or Save Multiple Reports, Continued

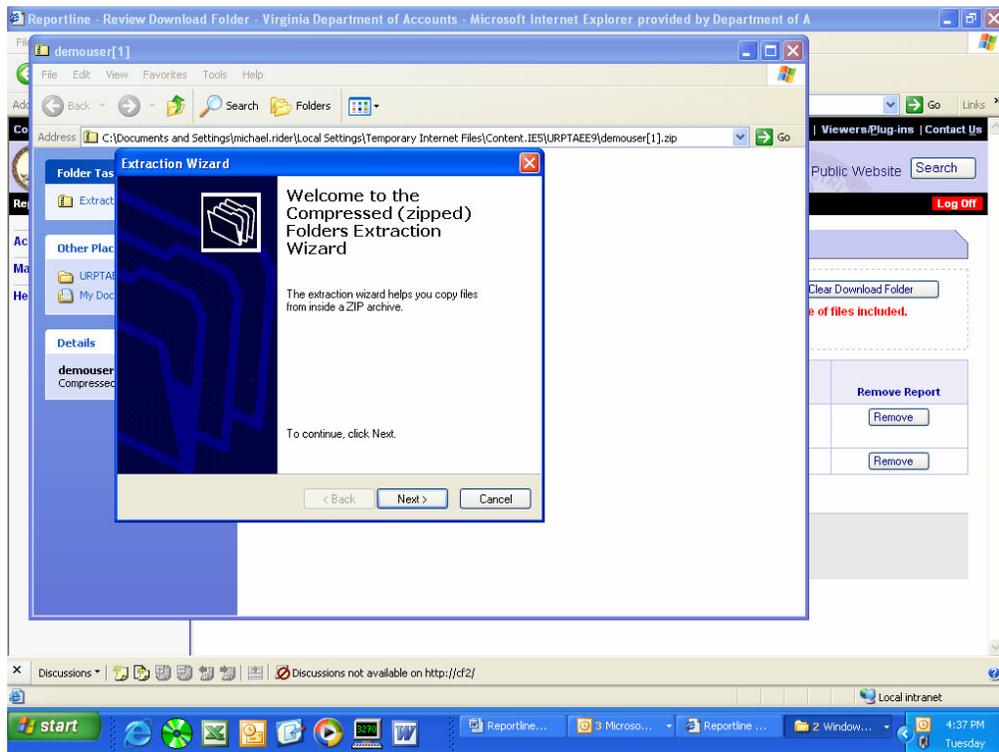
Extracting All Files

At the left-side, top column you will see the Folder Tasks heading.

Click: **Extract all files**

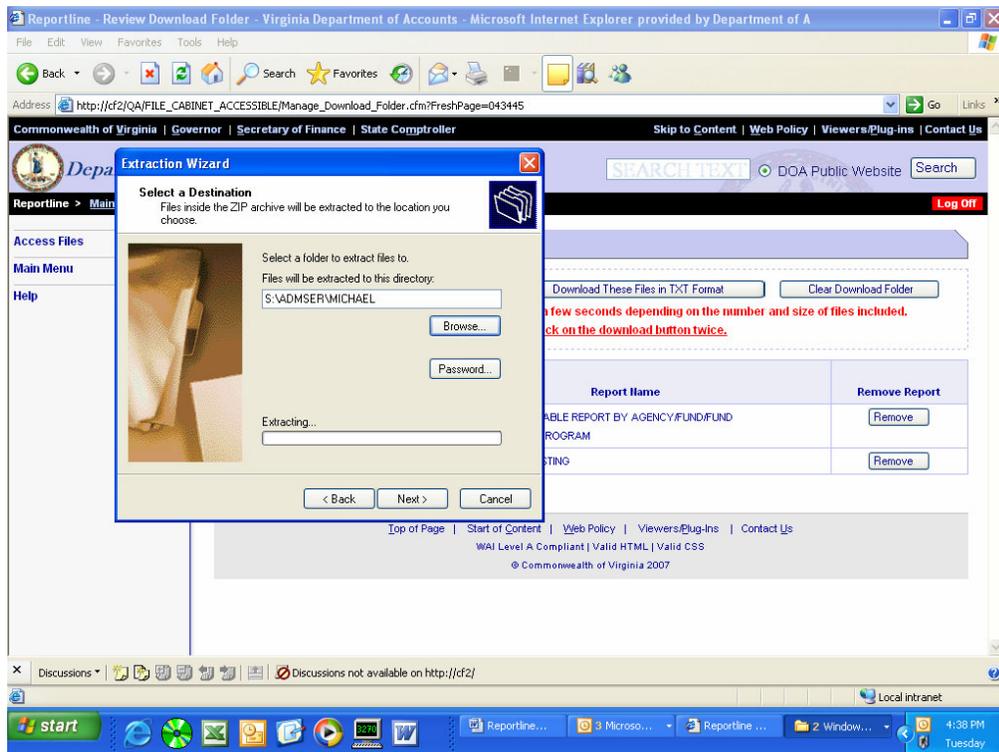
These procedures assume you have this XP 2000 Extraction Wizard software. If not, follow your own extraction software steps to unzip the zipped Reportline reports.

In this screen example, the Windows XP 2000 Extraction Wizard loads in.



Continued on next page

Using the Download Feature to View, Print, and/or Save Multiple Reports, Continued



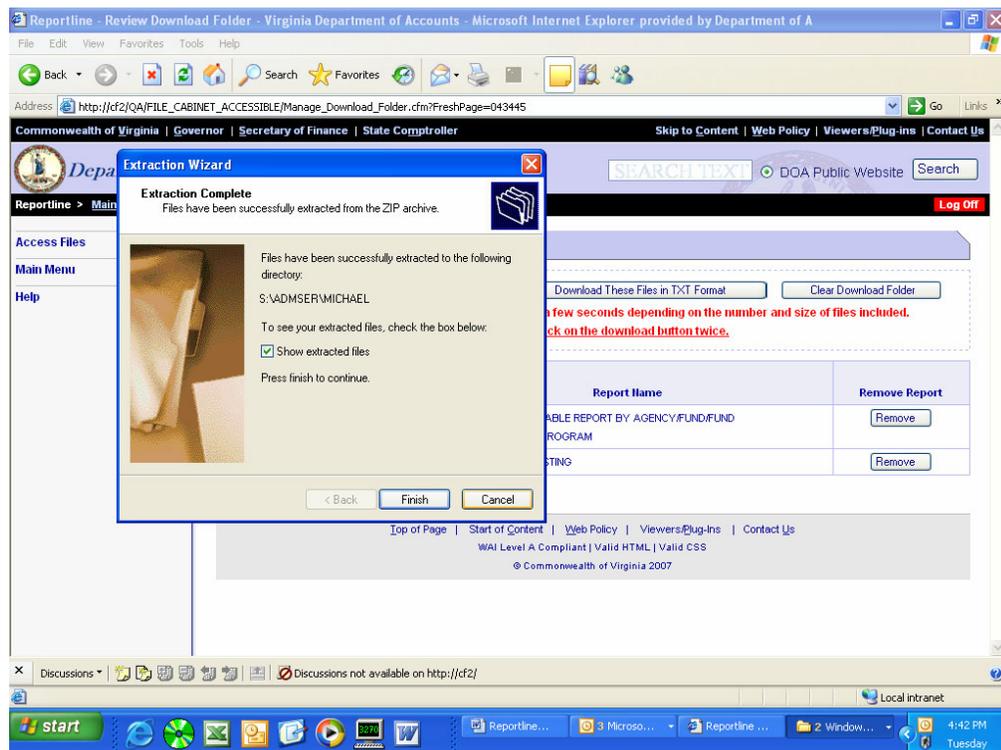
Continued on next page

Using the Download Feature to View, Print, and/or Save Multiple Reports, Continued

Showing Extracting Files

The “Show extracted files” box is checked.

Press **FINISH**.

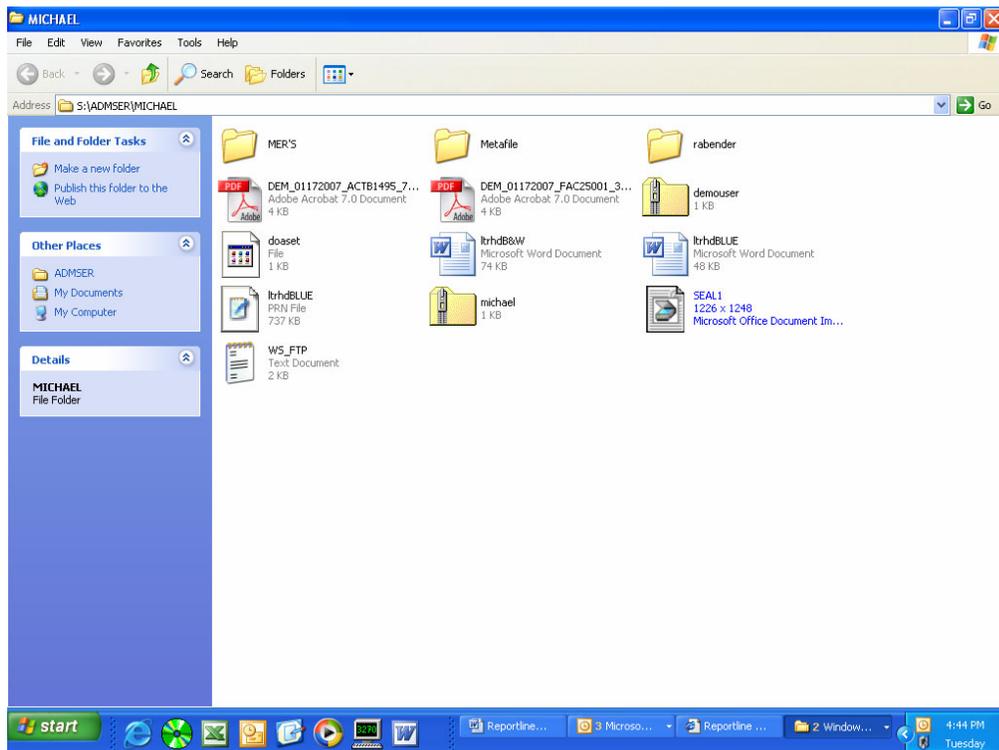


Continued on next page

Using the Download Feature to View, Print, and/or Save Multiple Reports, Continued

PDF Files Extracted for Viewing

After the extraction software completes, the PDF files (identified by the PDF icon) are available for viewing and located in your PC file directory that was indicated during the extraction.



Continued on next page

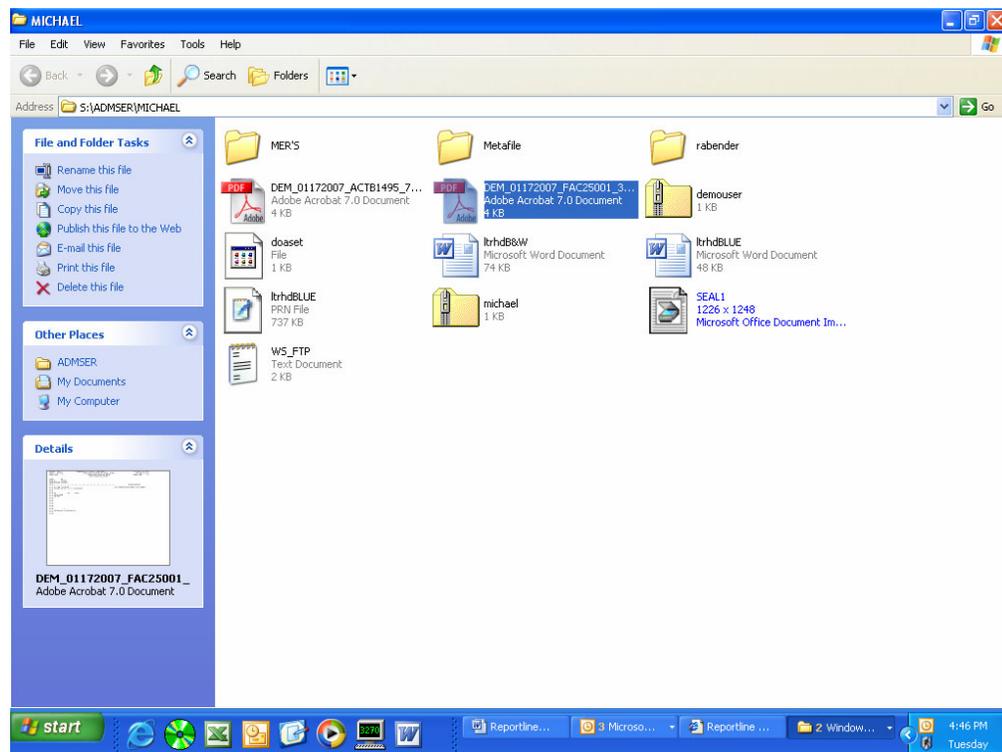
Using the Download Feature to View, Print, and/or Save Multiple Reports, Continued

When You Highlight a Report Name

When you highlight a PDF file at this screen, the **DETAILS** box opens in the left-hand column at the bottom of the screen. It shows you an image of the report's first page, along with report identification data.

The **File and Folder Tasks** box expands to allow you to perform the following file tasks:

1. Rename
2. Move
3. Copy
4. Publish the file to the web
5. E-mail
6. **PRINT** [directly to your desktop printer without opening to view the file]
7. Delete



Continued on next page

Continued on next page

Using the Download Feature to View, Print, and/or Save Multiple Reports, Continued

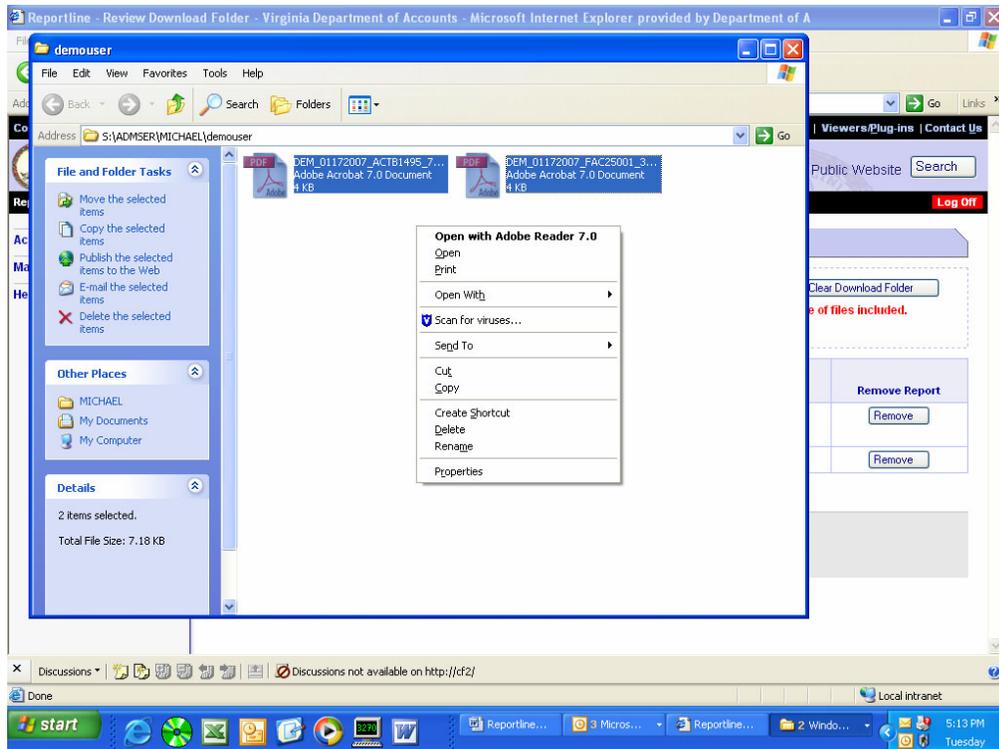
Printing Multiple Reports

When the extraction has unzipped your report files and the report names appear on the screen, **highlight all reports** you want to print.

Use your SHIFT key in combination with mouse's left-sided button to select multiple reports to be highlighted.

Ensure your cursor is on one of the file names before you right click your mouse's right-sided button to get the PRINT task option.

Click **PRINT** to route your reports to your local printer without the reports opening.



How to Set Up Your Printer to Duplex (Two-Sided) Print

Duplex Printer Capability Restricted by Printer You can only print duplex (two-sided) if your printer offers duplex printing. For assistance with your printer to 1) determine if your printer can print duplex and 2) set the printer default to duplex printing for all documents, contact your IT staff for assistance.

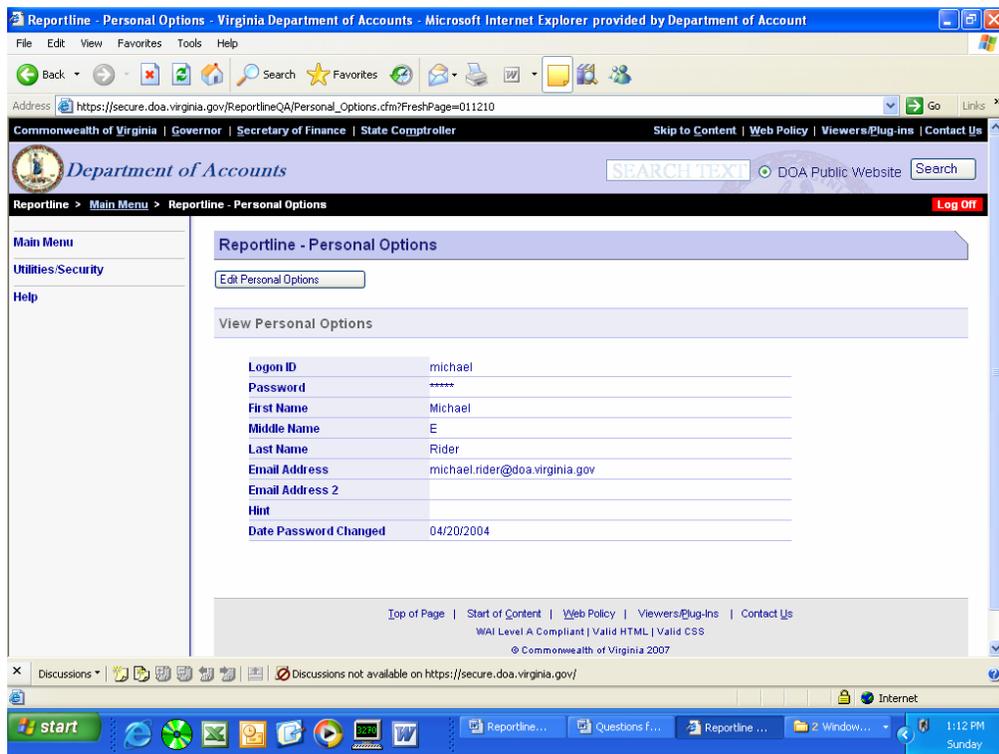
Personal Options Page

View Personal Options

The *View Personal Options* page allows you to view your existing information regarding—

- Logon ID
- Password (the actual password is not displayed, but an * indicates it does exist.)
- Email Address
- Email Address 2
- Hint (to help in remembering current password.)
- Date Password Changed—reflects last date your password was altered.

Navigation buttons located in the left margin of the page link to other **Reportline** pages or perform requested functions as described in the section below.



Continued on next page

Personal Options Page, Continued**Navigation**

Navigation buttons located in the left margin of the page link to other **Reportline** pages or perform requested functions as described in the section below.

Button	Description
Edit	Clicking on this button links the employee to a page where the user may change their password, e-mail address, and/or hint.
Main Menu	Clicking on this button will link the user to the Main Menu page.
Log off	Clicking on this button returns the employee to the Log On page and signs the user out of Reportline .
Available Reports	Links the user to a list of reports that may be available for viewing.

Continued on next page

Personal Options Page, Continued

Edit Personal Options

The Edit Personal Options page provides the Reportline user the ability to change any one or all of the following:

- Password (the actual password is not displayed, but an * is displayed for each password character.)
- Email Address
- Email Address 2
- Hint (to help in remembering current password.)

Click **ACCEPT** to have your edited changes accepted by the system.

After entering the new information, press the **Accept** button and the information will be displayed on the *View Personal Options* page.

If the information entered is not correct or if the user is not satisfied with the changes, press the **Cancel** button and is returned to the *View Personal Options* page.

Continued on next page

Personal Options Page, Continued

Navigation Navigation buttons located in the left margin of the page link to other **Reportline** pages or perform requested functions as described in the section below.

Button	Description
Accept	Allows the information entered above to be updated. It is effective immediately.
Cancel	Links the employee back to the <i>View Personal Options</i> page. No changes entered on the <i>Edit Personal Options</i> page are accepted.
Main Menu	Links the user to the Main Menu.
Log off	Returns the user to the Log On page and signs them out of Reportline .
Available Reports	Links the user to a list of reports that may be available for viewing.

DOA Contact

Contact Us Button Use Reportline's **Contact Us** button for assistance.

DOA Staff After you log in, reference your Broadcast screen for names of DOA staff members who can assist you with Reportline.

(ReportlineUserManual April 25, 2007.doc)