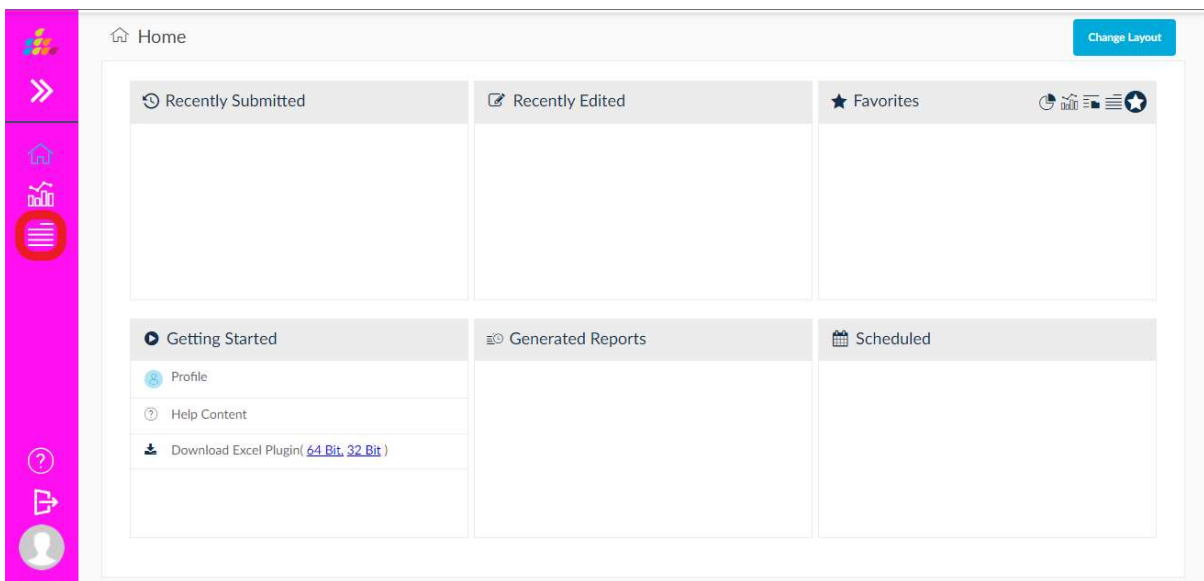


# Report nicknames - Amending the name of a completed report

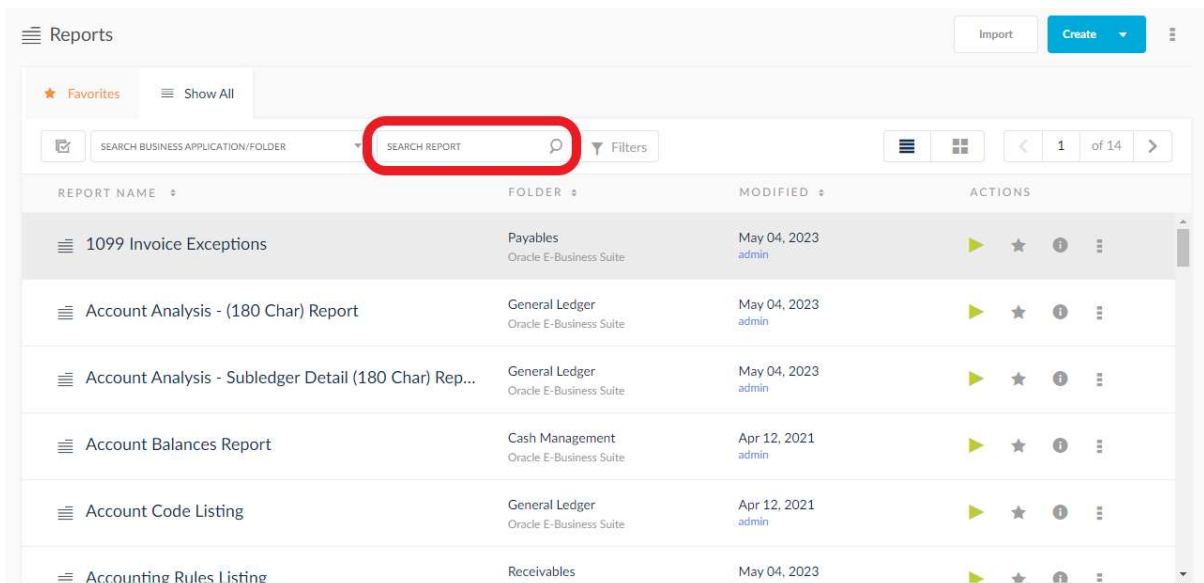
Splash reports can be renamed to a name of the user's choice once completed.

This is useful if a large number of the same report have been run for different parameters and require later reference.

1. First navigate to **Reports**



2. Search for the report



### 3. Click the run icon

The screenshot shows the 'Reports' interface. At the top right, there are 'Import' and 'Create' buttons. Below that, there are 'Favorites' and 'Show All' options. A search bar contains 'uo open'. The main table lists reports with columns for 'REPORT NAME', 'FOLDER', 'MODIFIED', and 'ACTIONS'. The 'UO Open PO Report' is highlighted, and a red circle is drawn around the green play button icon in the 'ACTIONS' column.

### 4. Click on Past Submissions

The screenshot shows the details for the 'UO Open PO Report'. On the left, there is a 'Filters' panel with fields for 'Responsibility' (FSSC Purchasing), 'PO Creation Date Low' (01-Jan-2013), 'PO Creation Date High' (12-May-2023), 'Division' ('Other Budgets 05'), and 'Department' ('Finance'). On the right, there is a 'Description' section and a 'Past Submissions' icon circled in red. Other details include 'Created By: admin', 'Created Date: Jun 4, 2020', and 'Default Output for View Now: HTML'.

### 5. Click on the 3 dots for the chosen completed report

The screenshot shows the 'Past Submissions' table. The table has columns for 'Start Time', 'Row Count', 'Status', 'Outputs', and 'Actions'. The first row is highlighted, and a red circle is drawn around the three-dot menu icon in the 'Actions' column for that row. The table shows several rows of completed submissions with a green checkmark in the 'Status' column.

Start Time	Row Count	Status	Outputs	Actions
02-May-2023 10:06:56	165	✓		⋮
02-May-2023 09:55:24	208	✓		⋮
02-May-2023 09:51:50	101	✓		⋮
02-May-2023 09:51:15	774	✓		⋮
02-May-2023 09:50:21	105	✓		⋮

## 6. Select Process Name

The screenshot shows the 'Reports' interface with the 'UO Open PO Report' selected. The 'Past Submissions' table is displayed with the following data:

Start Time	Row Count	Status	Outputs	Actions
02-May-2023 10:06:56	165	✓		Resubmit, Protect, Distribute, Process Name
02-May-2023 09:55:24	208	✓		Resubmit, Protect, Distribute, Process Name
02-May-2023 09:51:50	101	✓		Resubmit, Protect, Distribute, Process Name
02-May-2023 09:51:15	774	✓		Resubmit, Protect, Distribute, Process Name
02-May-2023 09:50:21	105	✓		Resubmit, Protect, Distribute, Process Name

The 'Process Name' option in the actions menu is highlighted with a red circle.

## 7. Rename the completed report to a name of your choice then click [Save](#)

*Note that this will overwrite the entire report name on the Generated Reports screen, as per step 9*

The 'Add Process Name' dialog box shows the following information:

Report Name: UO AP Metrics Central Overview

Process Name: Example 1

Buttons: Cancel, Save

The 'Save' button is highlighted with a red circle.

8. The item will now appear as below on Past Submissions screen

The screenshot shows the 'Past Submissions' screen with the following data:

Start Time	Row Count	Status	Outputs	Actions
15-May-2023 17:05:37 [Example 2]	15	✓	📄	🔄 🗑️ ⋮
15-May-2023 16:59:09 [Example 3]	18	✓	📄	🔄 🗑️ ⋮
15-May-2023 16:58:36 [Example 4]	18	✓	📄	🔄 🗑️ ⋮
15-May-2023 16:56:26 [Example 5]	18	✓	📄	🔄 🗑️ ⋮
15-May-2023 16:55:02 [Example 6]	18	✓	📄	🔄 🗑️ ⋮
15-May-2023 16:44:43 [Example 1]	34	✓	📄	🔄 🗑️ ⋮
15-May-2023 15:29:23	16	✓	📄	🔄 🗑️ ⋮
15-May-2023 15:29:22	16	✓	📄	🔄 🗑️ ⋮
15-May-2023 15:29:19	16	✓	📄	🔄 🗑️ ⋮

9. To view all generated reports, navigate to the 3 dots on the Reports screen, and select [Generated Reports](#)

The screenshot shows the 'Reports' screen with the following data:

REPORT NAME	FOLDER	MODIFIED	ACTIONS
1099 Invoice Exceptions	Payables Oracle E-Business Suite	May 04, 2023 admin	▶️ ☆
Account Analysis - (180 Char) Report	General Ledger Oracle E-Business Suite	May 04, 2023 admin	▶️ ☆ ⓘ ⋮
Account Analysis - Subledger Detail (180 Char) Rep...	General Ledger Oracle E-Business Suite	May 04, 2023 admin	▶️ ☆ ⓘ ⋮
Account Balances Report	Cash Management Oracle E-Business Suite	Apr 12, 2021 admin	▶️ ☆ ⓘ ⋮
Account Code Listing	General Ledger Oracle E-Business Suite	Apr 12, 2021 admin	▶️ ☆ ⓘ ⋮
Accounting Rules Listing	Receivables	May 04, 2023	▶️ ☆ ⓘ ⋮

10. The **Generated Reports** screens shows all report submissions.

The screenshot displays the 'Reports' application interface. At the top, there is a navigation bar with a hamburger menu icon, the text 'Reports', and buttons for 'Import' and 'Create'. Below this is a sub-header area with 'Favorites', 'Show All', and a tab for 'Generated Reports'. The main area features a search bar with a dropdown for 'Process Name/Report Name', a search input field, and date filters for 'START DATE' and 'END DATE'. A blue 'Apply' button is positioned to the right of the date filters. To the right of the search bar are a 'Refresh' button and a pagination indicator showing '2 of 101'. The central part of the interface is a table with the following columns: 'PROCESS NAME / REPORT NAME', 'START TIME', 'SUBMITTED BY', 'ROW COUNT', 'STATUS', and 'OPTIONS'. The table contains eight rows of data, each with a menu icon on the left and a set of action icons (info, refresh, checkmark, share, and more) on the right. The 'STATUS' column for all rows shows a green checkmark, indicating successful submissions.

PROCESS NAME / REPORT NAME	START TIME	SUBMITTED BY	ROW COUNT	STATUS	OPTIONS
Example 2	15-May-2023 17:05:37	ADMN4615	15	✓	ⓘ ⌂ ✓ ↻ ⋮
Example 3	15-May-2023 16:59:09	ADMN4615	18	✓	ⓘ ⌂ ✓ ↻ ⋮
Example 4	15-May-2023 16:58:36	ADMN4615	18	✓	ⓘ ⌂ ✓ ↻ ⋮
Example 5	15-May-2023 16:56:26	ADMN4615	18	✓	ⓘ ⌂ ✓ ↻ ⋮
Example 6	15-May-2023 16:55:02	ADMN4615	18	✓	ⓘ ⌂ ✓ ↻ ⋮
Example 1	15-May-2023 16:44:43	ADMN4615	34	✓	ⓘ ⌂ ✓ ↻ ⋮
UO Open PO Repo	15-May-2023 16:27:03	ADMN4615	0	✓	ⓘ ⌂ ✓ ↻ ⋮
Synchronize Ora	15-May-2023 15:46:26	FSSC_SCHEDULER	0	✓	ⓘ ⌂ ✓ ↻ ⋮