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Publishing Reports

VSR 2.0

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1. Introduction

This document describes the method of uploading multiple reports to the VSR using the intuitive Publishing Wizard.

2. Prepare Report Files

Before initiating the Publishing Wizard, all report files that should be uploaded must reside in an accessible location to the VSR machine.

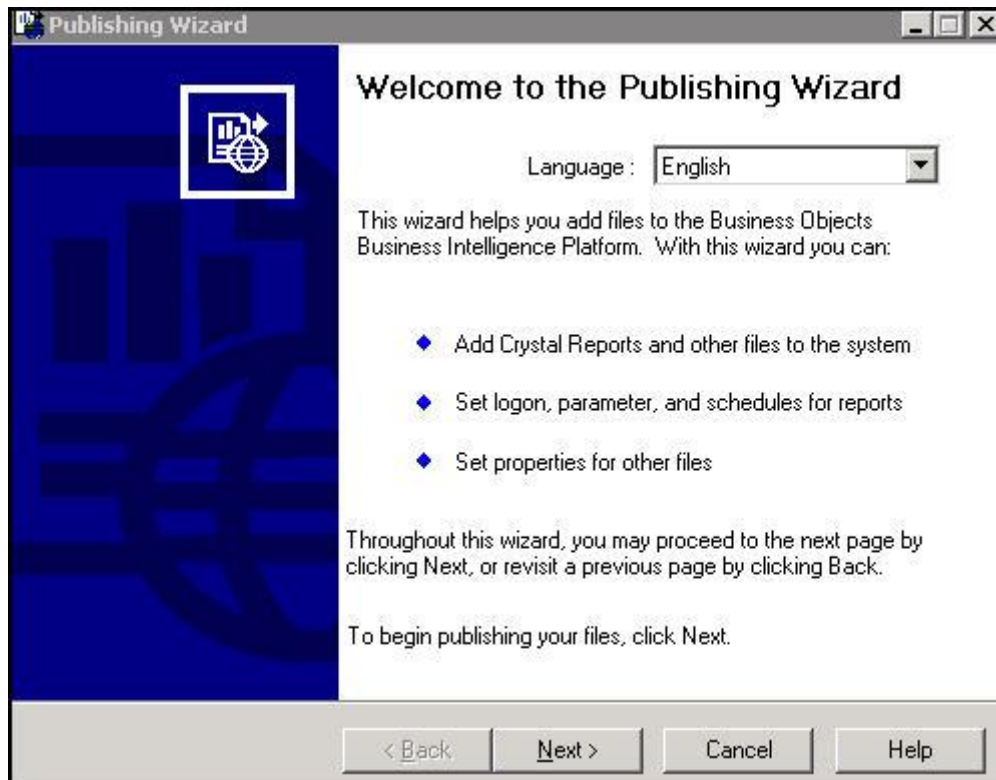


NOTE:

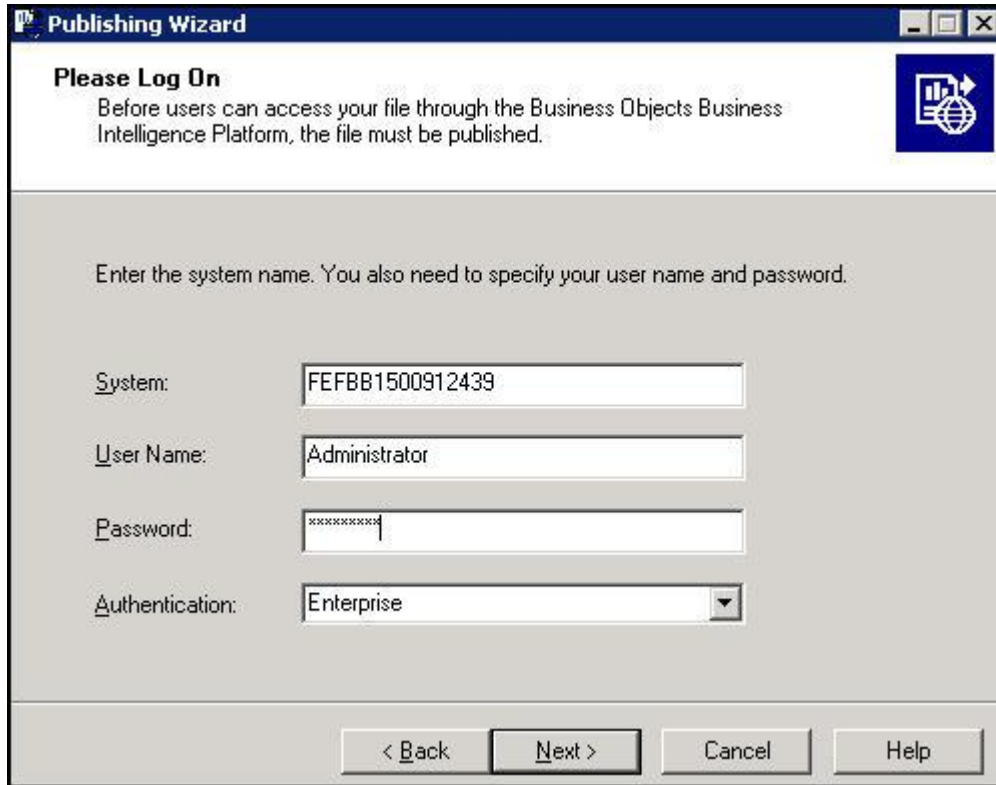
These reports are not required to be in a specific location or folder, but must be accessible somewhere on the VSR network.

3. The Publishing Wizard

1. In the **Start Menu**, navigate to **All Programs** → **Crystal Reports Server 2008** → **Crystal Reports Server 2008** → **Publishing Wizard**.
1. Click **Next**.



2. Enter the **Administrator Password** (default password is **finjan123**) and click **Next**.

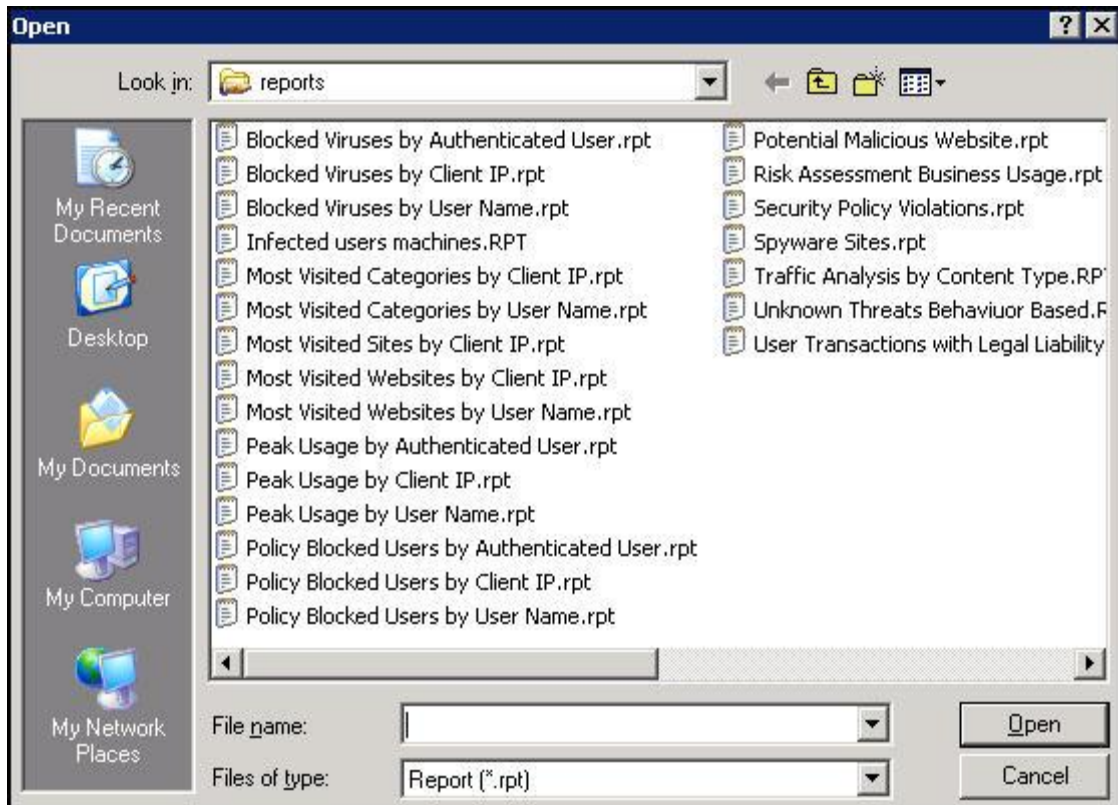


The screenshot shows a 'Publishing Wizard' dialog box with the following fields and options:

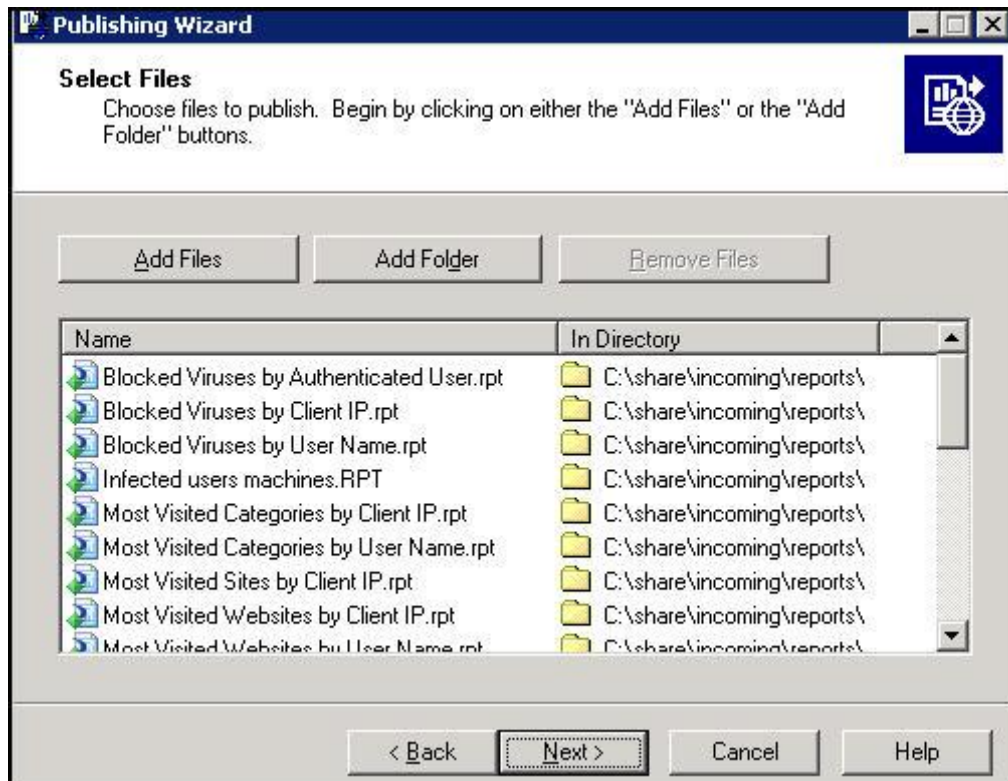
- System:** FEFBB1500912439
- User Name:** Administrator
- Password:** [masked with asterisks]
- Authentication:** Enterprise (selected in a dropdown menu)

Navigation buttons at the bottom include: < Back, Next >, Cancel, and Help.

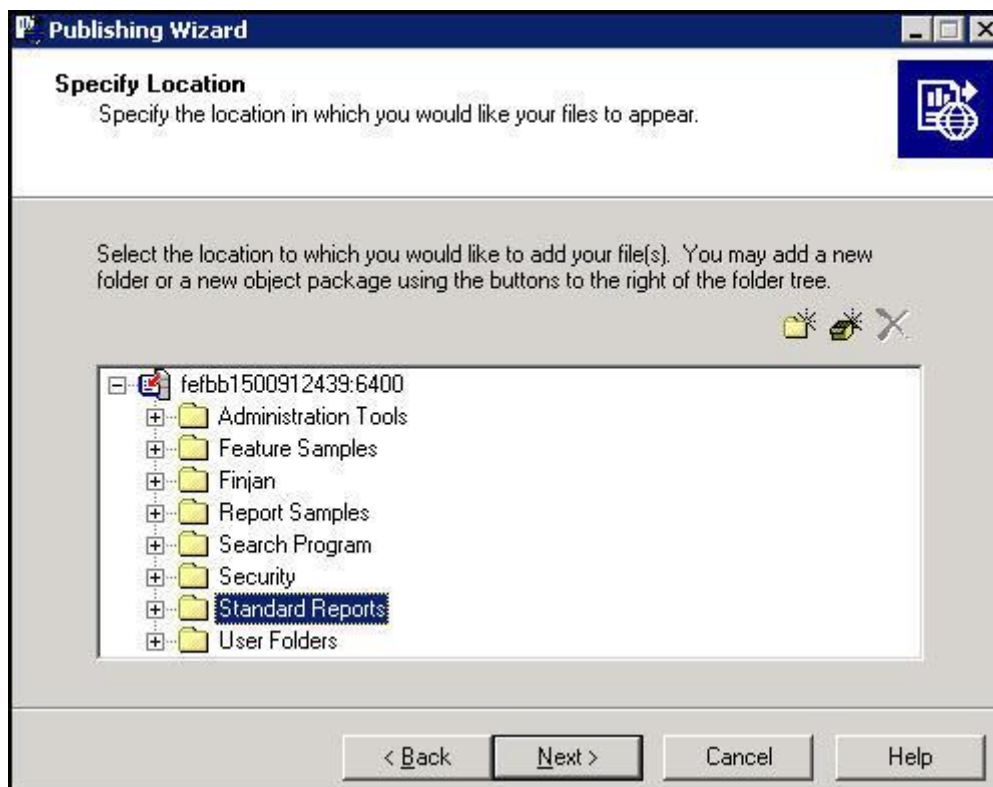
3. Click **Add Files** and select the reports to upload from their saved location (from the location set in [Prepare Report Files](#)).
4. Press **Ctrl+A** to select all reports and click **Open**.



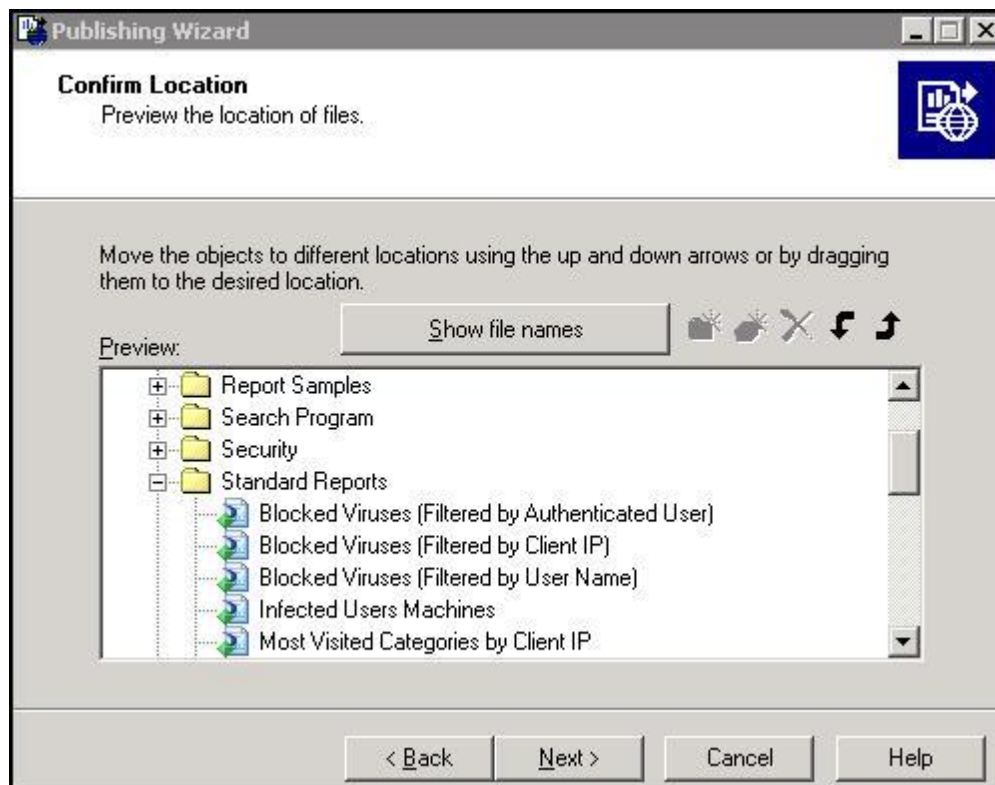
5. Click **Next**.



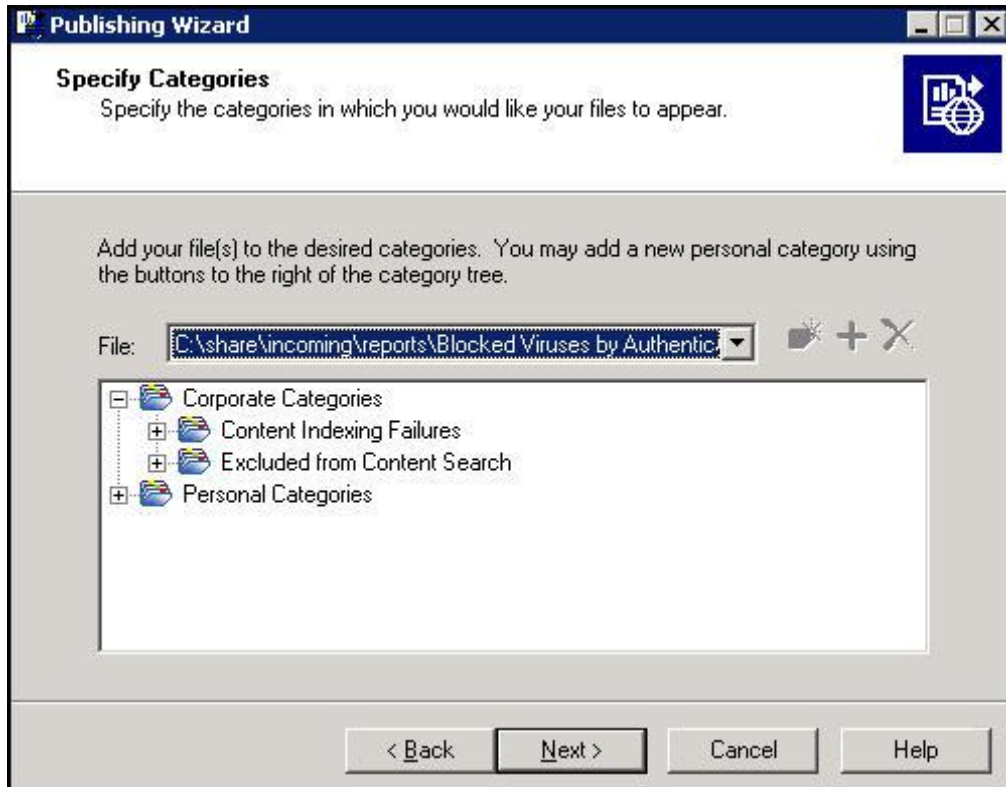
6. Select the destination folder for the uploaded reports. The Finjan recommended destination folder is the **Standard Reports** folder displayed in the following screen:



7. Click **Next** to confirm the location.



8. Click **Next**.



NOTE:

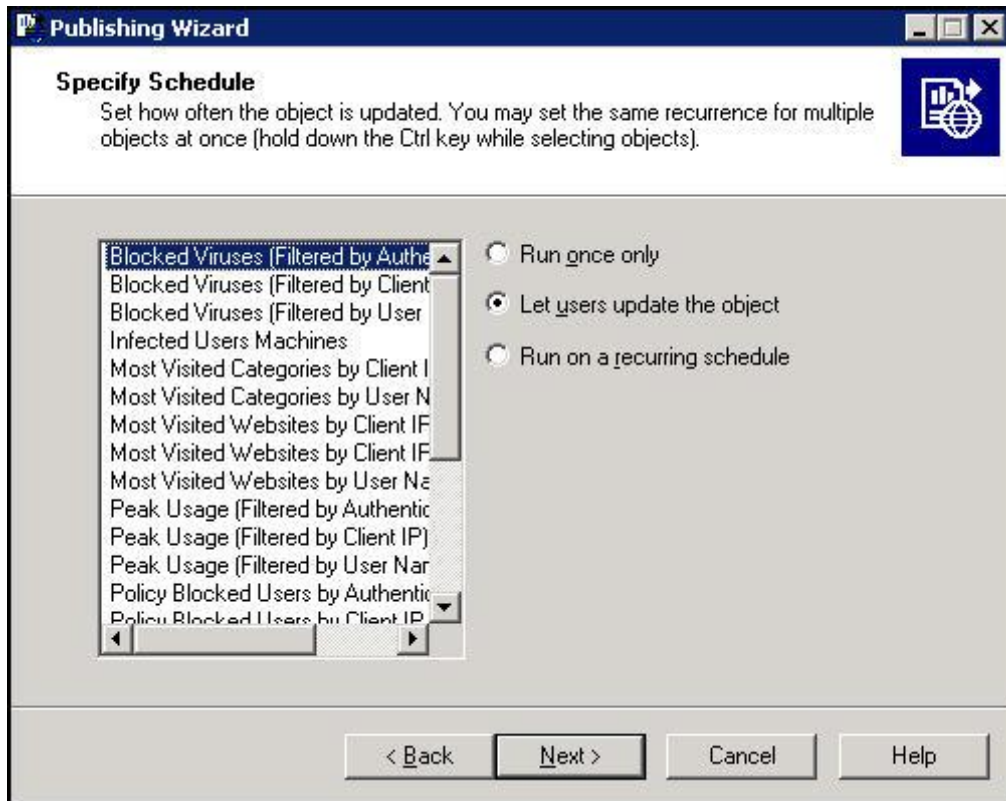
Finjan recommends bypassing this Specify Categories Wizard screen, as categories will no longer be supported in future versions.

9. Click **Next**,

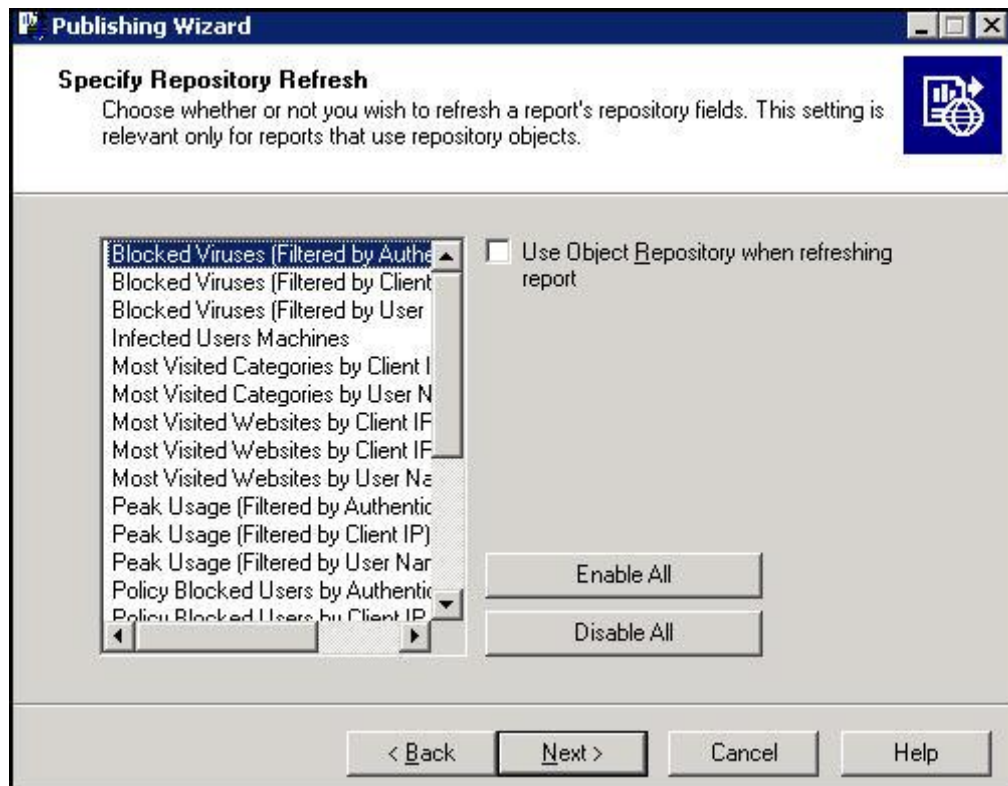


NOTE:

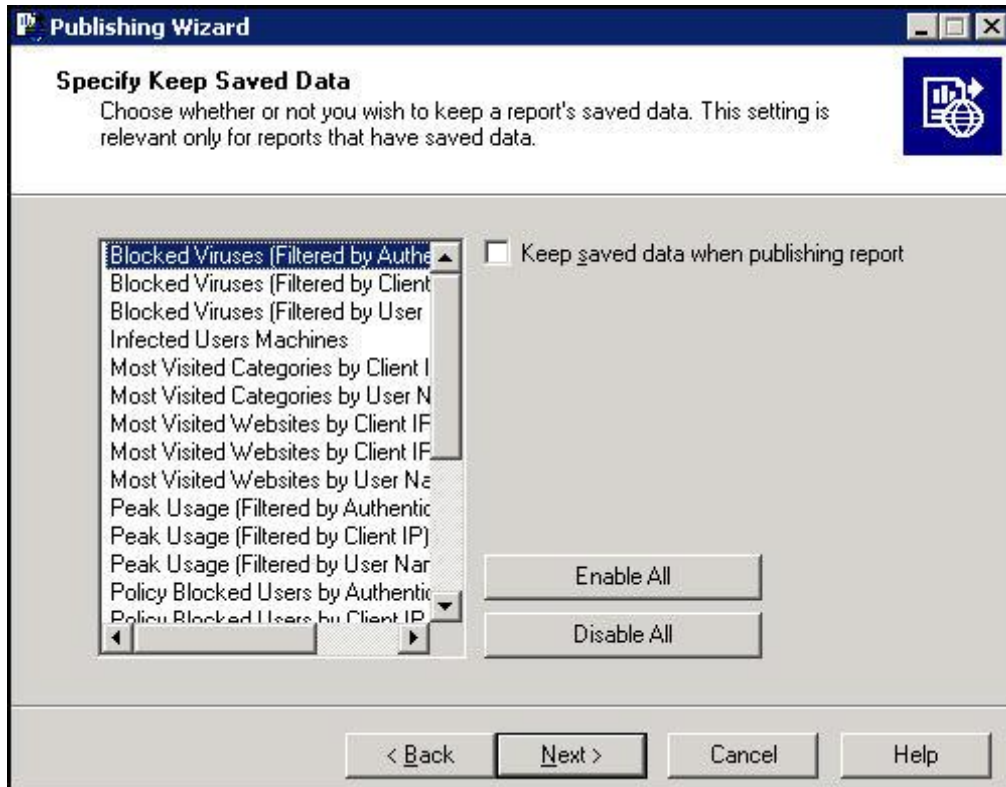
Scheduling of new reports is feasible at a later point through the VSR User Interface



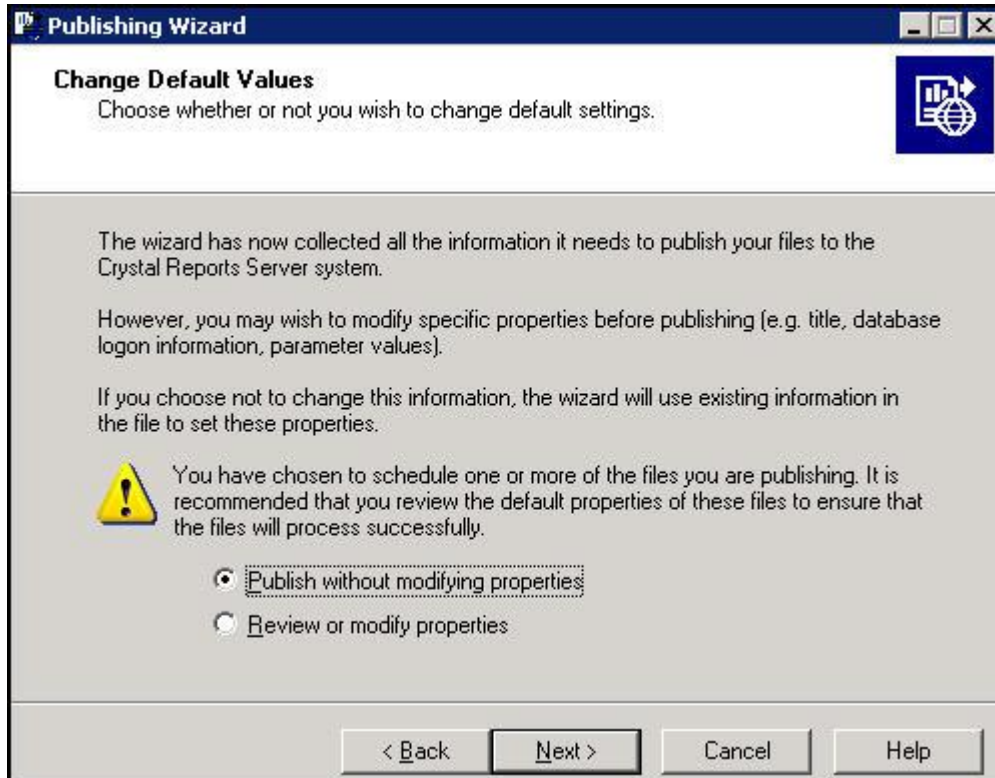
10. Click **Next**.



11. Click **Next**. (Finjan reports do not use any saved data).



12. In the **Change Default Values** screen, select the **Publish without modifying properties** option and click **Next**.



13. Click **Next** to verify all objects.



14. Click **Finish** to complete the Wizard.

