

REPORTING SERVICES

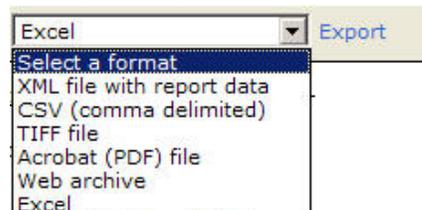
PSG MAILING LIST - EXPORT INSTRUCTIONS PROCUREMENT SERVICES GROUP

After the user clicks the **View Mailing List Report** Button inside the PSG Vendor Matrix application, the report for the selected criteria will be displayed in the browser window.

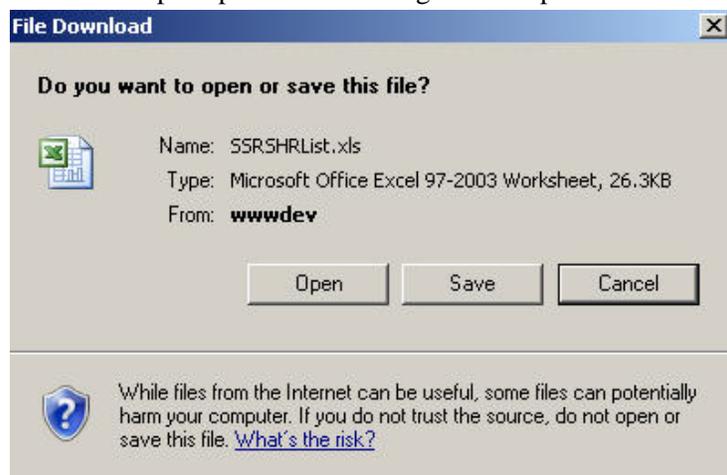
View Mailing List Report

SQL Server 2005 Reporting Services provides an export option so that you can export a browser-based report to another application.

To export a report, select a format from the drop-down list and click Export.



You will be prompted with a dialog box to Open or Save this report file.



If you choose **Open**,

The report opens in the application associated with the rendering format (for example, choosing Excel opens the report in Microsoft Excel).

If you choose **Save**,

You can save it as a file and place it in a protected shared directory on the network or you can save it to your hard drive.

(Note: Remember what you named the file and where you saved it.)

Below is an image of the Report Toolbar that will appear at the top of each report that is generated.

If a set of up and down arrows are shown to the right of a column header, this field may be sorted ascending or descending by the user.



The following table describes commonly used features of the report toolbar. Each feature is identified by the control that you use to access it.

Use this icon or control		To
	Page navigation controls	Open the first or last page of a report, scroll through a report page by page, and open a specific page in a report. To view a specific page, type the page number and press ENTER.
	Page display controls	Enlarge or reduce the size of the report page. In addition to percentage-based changes, you can choose Page Width to fit the horizontal length of a report page in the browser window, or Whole Page to fit the vertical length of a report in the browser window. A Zoom option is supported by Microsoft Internet Explorer 5.5 and later.
	Search field	Search for content in the report by typing a word or phrase that you want to find (the maximum value length is 256 characters). The search is case-insensitive and begins at the page or section that is currently selected. Only visible content is included in a search operation. To search for subsequent occurrences of the same value, click Next .
	Export formats	Open a new browser window and render the report in the selected format. The formats that are available are determined by the rendering extensions that are installed on the report server. TIFF is recommended for printing. Click Export to view the report in the selected format.
	Document map icon	Show or hide the document map pane in a report that includes a document map. A document map is a report navigation control similar to the navigation pane on a Web site. You can click on items in the document map to navigate directly to a specific group, page, or subreport.
	Show and hide icons	Show or hide parameter value fields and the View Report button in a report that includes parameters.
	Report refresh icon	Refresh the report. Data for live reports will be refreshed. Cached reports will be reloaded from where they are stored.

The spreadsheet which is displayed provides relevant contract/contact information including the following column headings:

For All Reports, the following fields will be shown:

- Contract Number
- Contact Name
- Company Name
- Address
- Federal ID
- Phone
- Fax
- E-mail

- MBE (Minority Owned Business Enterprise)
If Selfid=TRUE, firm is **NOT** NYS Certified MBE. If NYCert=TRUE, firm is NYS Certified MBE.
- WBE (Women Owned Business Enterprise)
If Selfid=TRUE, firm is **NOT** NYS Certified WBE. If NYCert=TRUE, firm is NYS Certified WBE.
- SBE (Small Business Enterprise)
If SBE=TRUE **AND** NYS=TRUE, firm is SBE.
- NYS (New York State)
- selfid (Self Identified)
- NYCert (NYS Certified)

In summary, depending on the values in the particular fields, you can determine if a firm is:

- NYS SBE = The value in **BOTH** fields must = TRUE
- NYS WBE = The value in NY Cert + WBE = TRUE
- NYS MBE = The value in NY Cert + MBE = TRUE