TRACELINK UNIVERSITY

View reports

Reports are essential components used to visualize, analyze, and monitor business processes and performance using data collected from across the supply chain. Reports are categorized as either be Base reports or Joint reports.

View reports in solution

1. If you have access to multiple companies, make sure you have the correct company selected in the TraceLink Account menu.
2. Select the Main Menu icon.
3. Select My Networks in the header.
4. Select a [MPL Network] from the Select your Network drop-down in the header.
5. Select a Partner or Location (e.g. your entire company or a Link to a specific Partner or internal location) in the header.
6. Select the Go button.

   The screen refreshes and displays the solution for the selected Network and Partner or Location.
7. Select one of the following reports from the menu to locate the name of the desired report:

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- Select Manufacturing Supplier Reports from the left menu.
- Select Manufacturing Customer Reports from the left menu.
- Select Commerce Supplier Reports from the left menu.
- Select Commerce Customer Reports from the left menu.
- Select Logistics Client Reports from the left menu.
- Select Logistics Provider Reports from the left menu.
- Partners must have the correct **roles** assigned if using the Owner's instance of Multienterprise Information Network Tower.

8. Select the name of the desired report.

   The report or dashboard displays in the main content area.

Tips

- If the desired report does not appear in the side menu, check the OPUS Reports and Dashboards marketplace.
- If the desired report appears in the side menu, but no data displays in the main content area, then the user does not have a role with permission to view the data in the report. Contact an Administrator for assistance in being assigned the correct role.

For more information on how to customize report displays, see .OPUS Reports and Dashboards.

Related Content

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