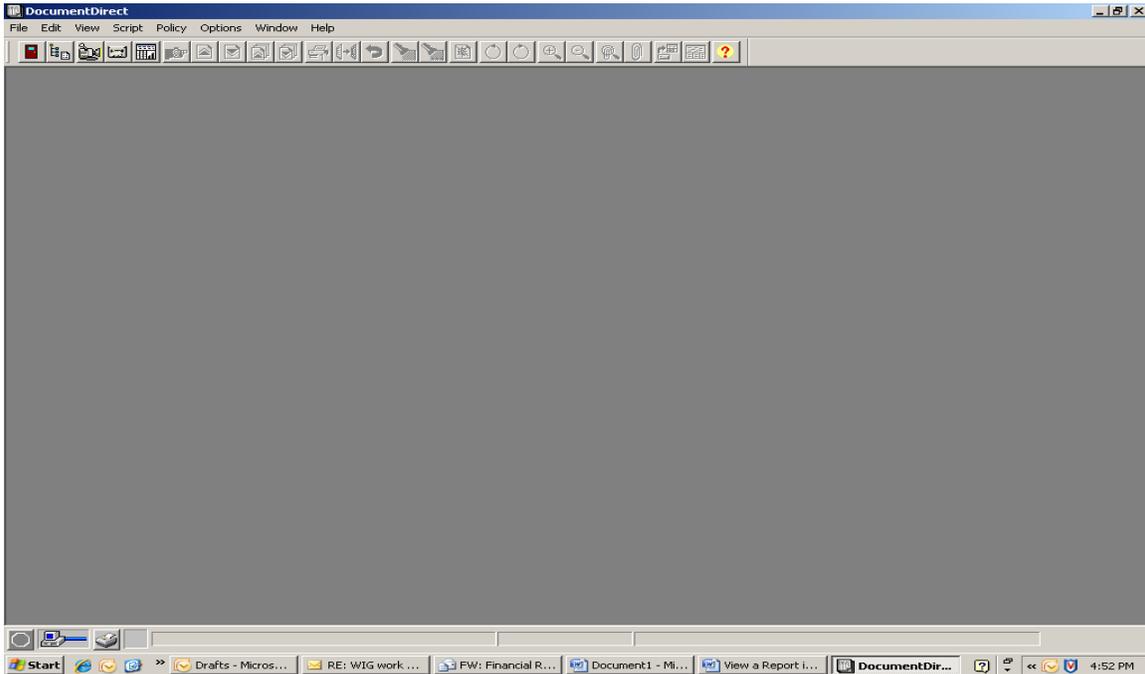


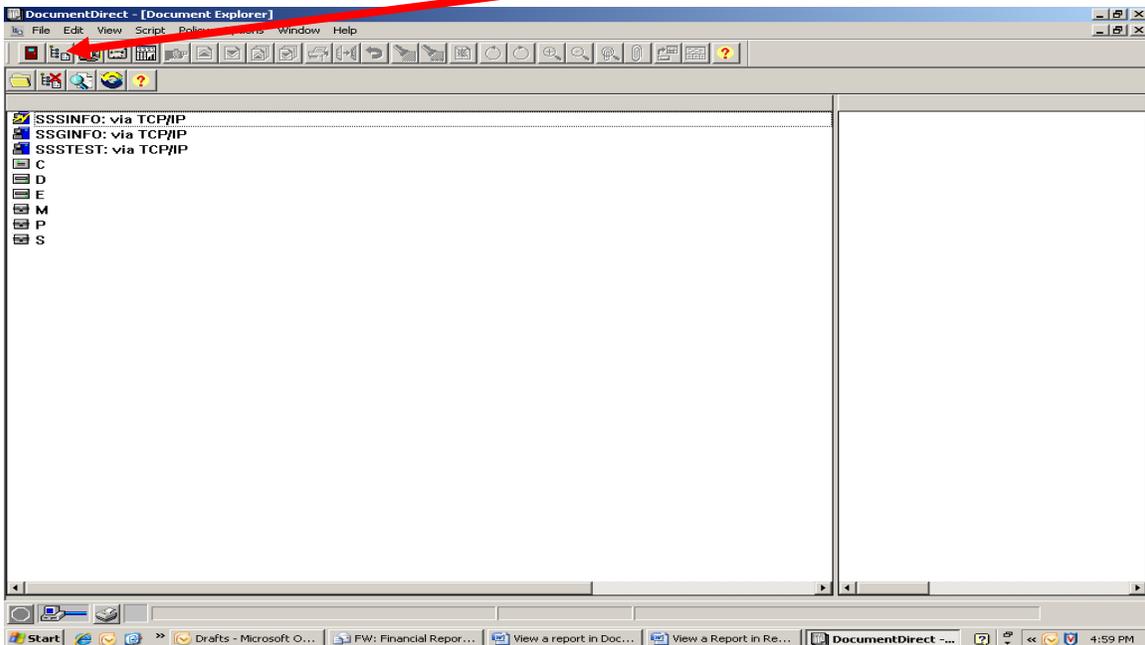
View a report in Document Direct

Path : First you must have Document Direct installed on your computer. It is a system supported by GTA helpdesk

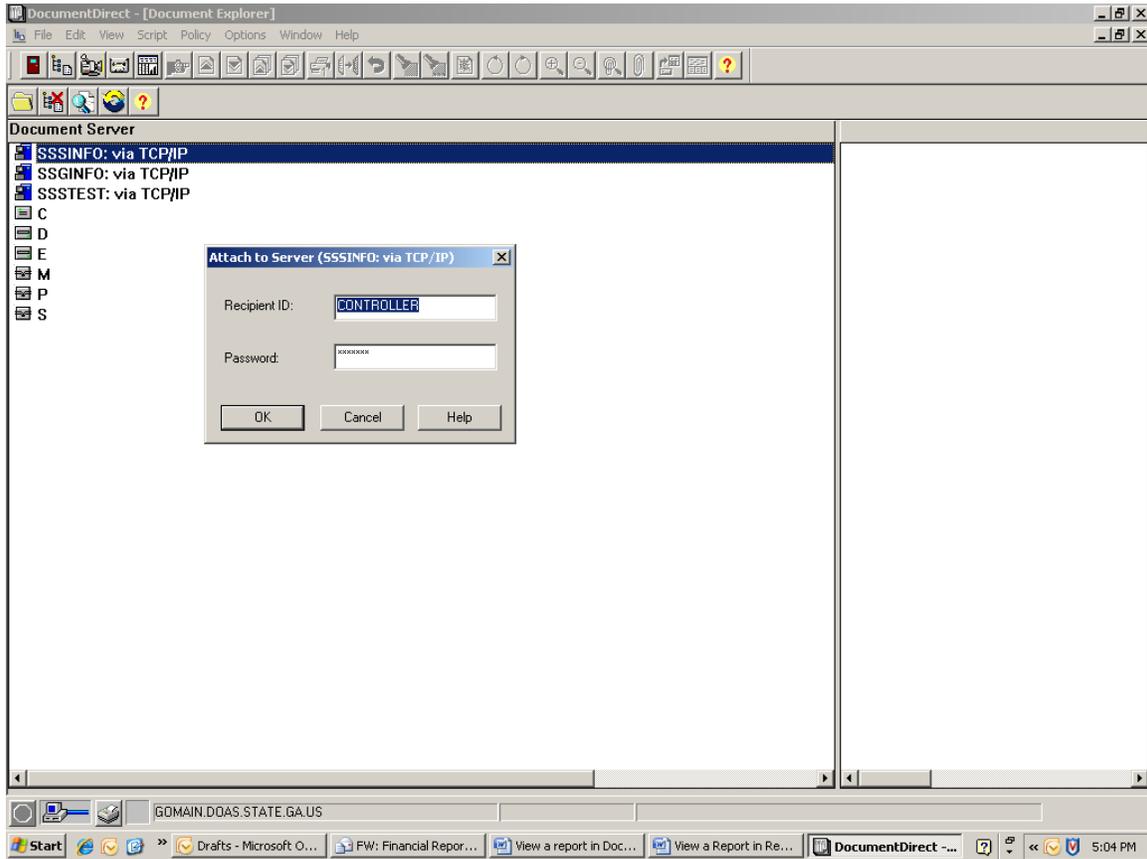
Open Document Direct



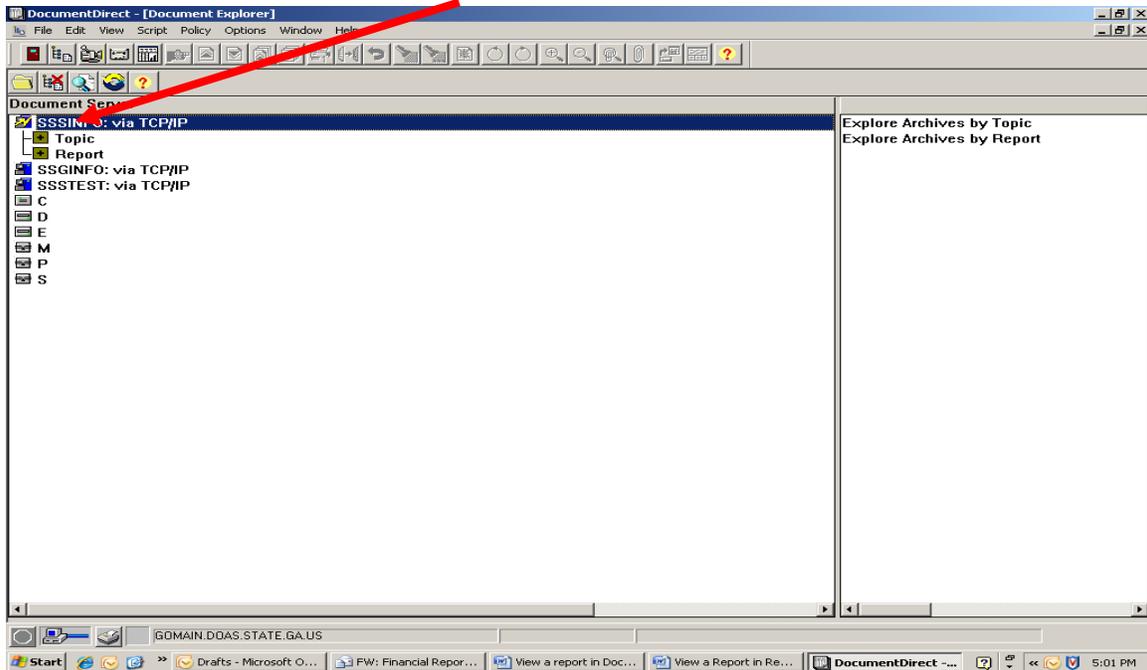
Click on Document Explorer (second icon from top left)



You will have to put in a User ID and Password



Then click on SSSINFO: via TCP/IP



Then click on Report

The screenshot shows the DocumentDirect interface. On the left, a tree view displays the following structure:

- SSSINFO: via TCP/IP
 - Topic
 - Report** (highlighted with a red arrow)
- SSGINFO: via TCP/IP
- SSSTEST: via TCP/IP
- C
- D
- E
- M
- P
- S

On the right, a table lists reports with the following columns: Report ID and Description.

Report ID	Description
-REPRINT	VIEW DIRECT, F2
?	UNDEFINED REPC
#ASSIGNED	RECIPIENTS WITH
AM4020402	AGENCY INVENTO
AM4020409	GENERAL LEDGEF
AM4020506	G/L JOURNAL DAT
AM4030409	GENERAL LEDGEF
AM4030506	G/L JOURNAL DAT
AM4030601	DEPRECIATION RE
AM4040402	AGENCY INVENTO
AM4040404	TRANSACTIONS PI
AM4040407	RECONCILIATION
AM4040409	GENERAL LEDGEF
AM4040506	G/L JOURNAL DAT
AM4040507	G/L JOURNAL DAT
AM4060409	GENERAL LEDGEF
AM4060506	G/L JOURNAL DAT
AM4060507	G/L JOURNAL DAT
AM4060601	DEPRECIATION RE
AM4080409	GENERAL LEDGEF
AM4080506	G/L JOURNAL DAT
AM4110406	RECONCILIATION
AM4110506	G/L JOURNAL DAT
AM4150506	G/L JOURNAL DAT
AM4190406	RECONCILIATION
AM4190407	RECONCILIATION
AM4190601	DEPRECIATION RE
AM4200402	AGENCY INVENTO
AM4200409	GENERAL LEDGEF
AM4200506	G/L JOURNAL DAT
AM4270402	AGENCY INVENTO

Then click on the Microphone

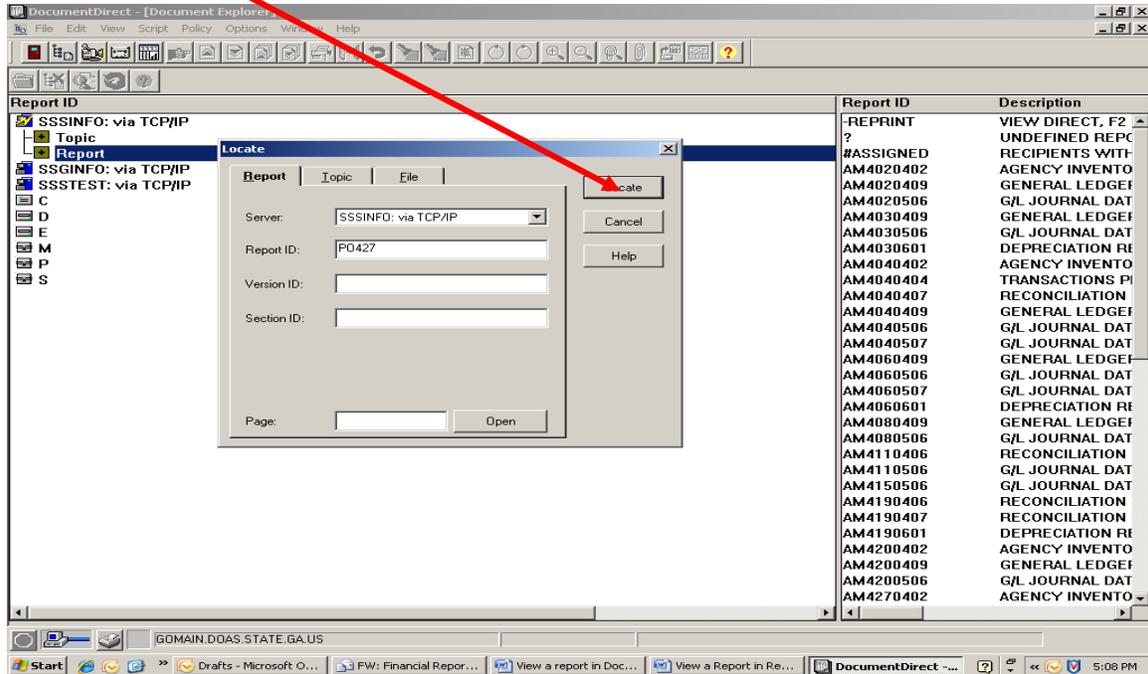
The screenshot shows the DocumentDirect interface with a 'Locate' dialog box open. The dialog box has the following fields:

- Server: SSSINFO: via TCP/IP
- Report ID: [Empty]
- Version ID: [Empty]
- Section ID: [Empty]
- Page: [Empty]

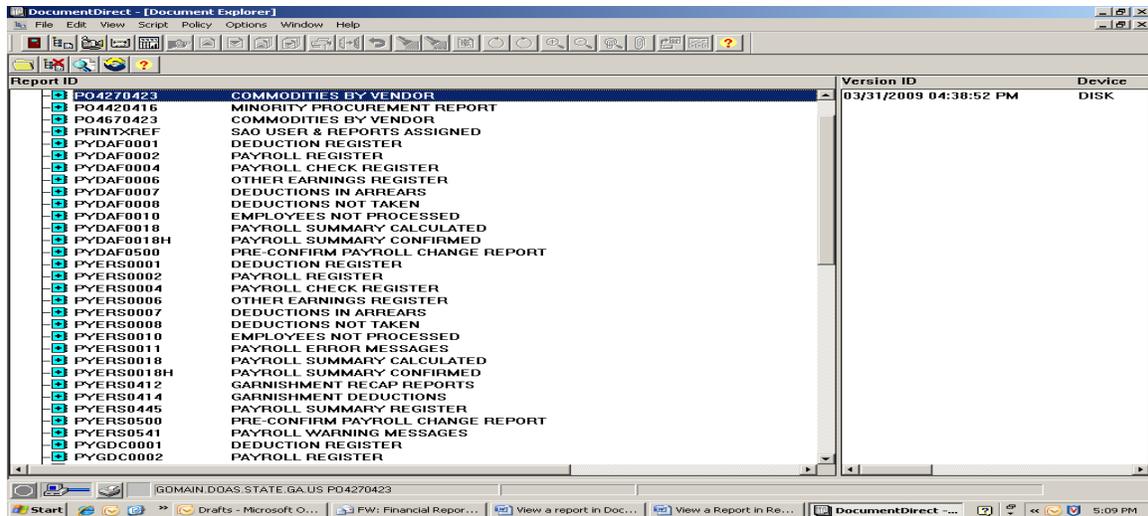
Buttons include: Locate, Cancel, Help, and Open.

The background shows the same report list as in the previous screenshot.

You need to load in the name of the report (or the first part of the name) and click the Locate button



This will bring up the report in the left column and the versions of the report in the right column.



If there are multiple versions, the top one should be the latest report run.

NOTE: It takes an hour or two for the reports to load from Peoplesoft to Document Direct