

# REPORTER USER GUIDE

The logo for StiboSystems, featuring the company name in a white sans-serif font with a small crown-like icon above the 'i' in 'Stibo'. The logo is positioned on the left side of the page, partially overlapping a large orange triangle that points to the right.

StiboSystems

STEP Trailblazer 8.2

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## Introduction

STEP Reporter is a general reporting utility, which makes it possible to produce listings of Objects with relevant Attributes based on the supplied parameters to the specific report. Objects are such as Products, Assets, Classification nodes, Modules and Indexes.

In many cases, a report is a very convenient alternative to the listing of Objects produced by the standard search features. A report will provide a more detailed and a more focused overview on the Objects that meets the criteria.

The output from the reports is delivered in HTML or CSV format. The HTML format includes hyperlinks from the listed Objects to the database storage of this Object. It is then possible to navigate directly from the HTML report to the specific Object in the database. The CSV format is convenient for off-line manipulation of the report data, e.g. sorting and filtering, and for formatting the data for printouts.

The STEP Reporter package comes with a number of standard reports. Additional reports are available depending on whether you have the STEP PM license or STEPtrade license or not. For more information about standard reports and additional reports, see "[Available Reports](#)" on page 11.

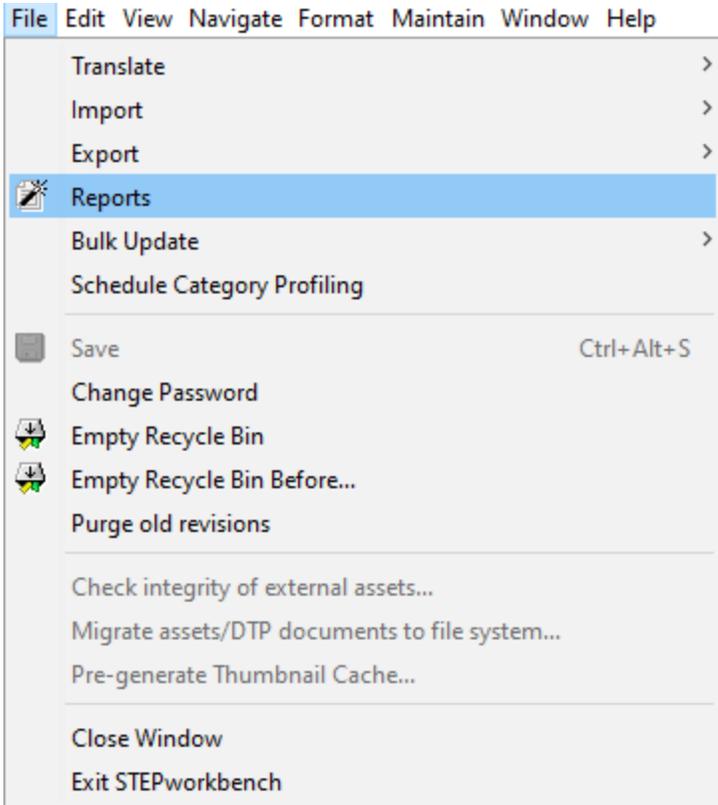
All reports are launched from a common Report Framework, which makes it easy to implement new standard or customized reports.

## Reporter

Reporter is managed from the workbench. Please refer the Getting Started / User Guide for a general introduction to the workbench user interface. The information in this topic covers how to access and use the Reports wizard.

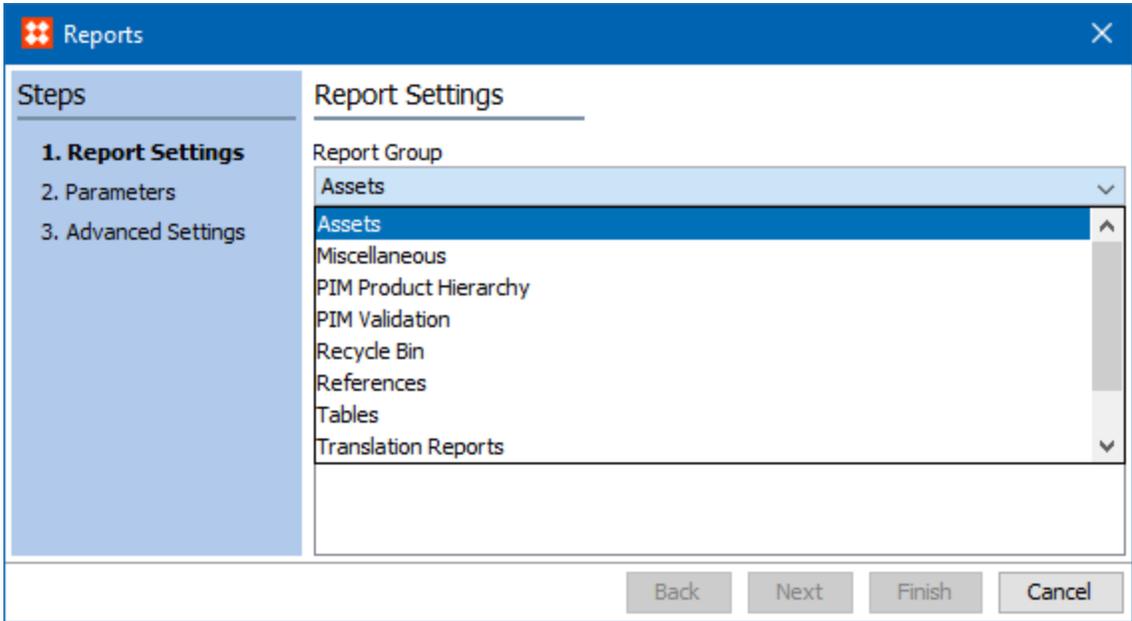
## Reports Command

The **Reports** command is reached from the **File** menu.



### Reports Wizard

When clicking **Reports** from the **File** menu, a Reports Wizard is launched. This wizard will guide the user through the steps required for producing a report.



The screenshot shows a 'Reports' dialog box with a blue header and a close button. On the left, a 'Steps' sidebar lists '1. Report Settings', '2. Parameters', and '3. Advanced Settings'. The main area is titled 'Report Settings' and contains the following fields:

- Report Group:** A dropdown menu with 'Assets' selected.
- Report Name:** A list box with 'Assets Lists' selected. Other visible options include 'Assets Either Linked or Not Linked to Products in PIM'.
- Report Description:** A text area containing the text: "Lists the assets in a selected hierarchy. The report lists assets together with the requested metadata (attribute values). Attributes may be either user defined or system defined. Selecting no attributes gives a simple attribute list".

At the bottom of the dialog, there are four buttons: 'Back', 'Next', 'Finish', and 'Cancel'.

## Report Settings

- **Report Group:** The standard reports are divided into seven report groups. From the **Report Group** list, a group of reports can be selected. For example, select the group 'Assets'.
- **Report Name:** In the **Report Name** list, the reports belonging to a selected group are listed. For example, select the report 'Assets Lists'.
- **Report Description:** In this field a description of a selected report can be read. For example, the report 'Assets Lists' lists thumbnails of images with the selected attributes (metadata).

## Parameters

The example in the following image is from the report 'Assets List'.

- **Include Image Assets:** If this checkbox is selected, then Assets of the type 'Image' will be included in the report. Otherwise, they are excluded.
- **Include Non-Image Assets:** If this checkbox is selected, then Asset that are not of the type 'Image' will be included in the report. Otherwise, they are excluded.

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**Important:** You must select minimum one of the check boxes.

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- **Context:** From this list it is possible to select in which context, the report should be run - e.g., English, German, or French.
- **Workspace:** From this list it is possible to select in which workspace, the report should be run - e.g., Staging, Main, or Approved.
- **Asset Hierarchy:** In the hierarchy field, it is possible to select a node in the hierarchy, below which the report should run.
- **Attribute List:** Pressing the **Add** button will open a list of attributes, and you can select one or more from this list. It is also possible to remove selected attributes from the list using the **Del** button and to specify the sequence of the attributes in the report by using the **Up** and **Down** buttons.

## Advanced Settings

- **Bookmark Report:** Optional: If the **Add Bookmark** checkbox is selected, it is possible to save the report settings in a bookmark. In this case you can, for example, reuse the 'Attribute List' and other specific settings for a new report.
- **Select Delivery Method:** It is needed to select a delivery method for the report.

The are two delivery methods: File and Email.

When **File** is selected and 'Finish' is clicked, a background process will begin. If successful, the report will be available under the Result flipper. Users can chose to View the report and then save as CSV or HTML, or simply save the report prior to viewing.

When clicking the View icon, the Report viewer is integrated into STEP Workbench. This means, that a click on an active link in the report viewer automatically navigates you to the selected object.

Assets Lists - Background Process

Background Process Queue Info

Properties

Property	Value
Started by	USER8
Id	BGP_232008
Description	Assets Lists
Execution Server	doc-dev
Progress	Done
Status	succeeded
Created	Thu Jul 13 14:13:21 EDT 2017
Started	Thu Jul 13 14:13:24 EDT 2017
Finished	Thu Jul 13 14:13:25 EDT 2017
Processing Time	0 m 1 s
Time in Queue	0 m 3 s
# of warnings	0
# of errors	0

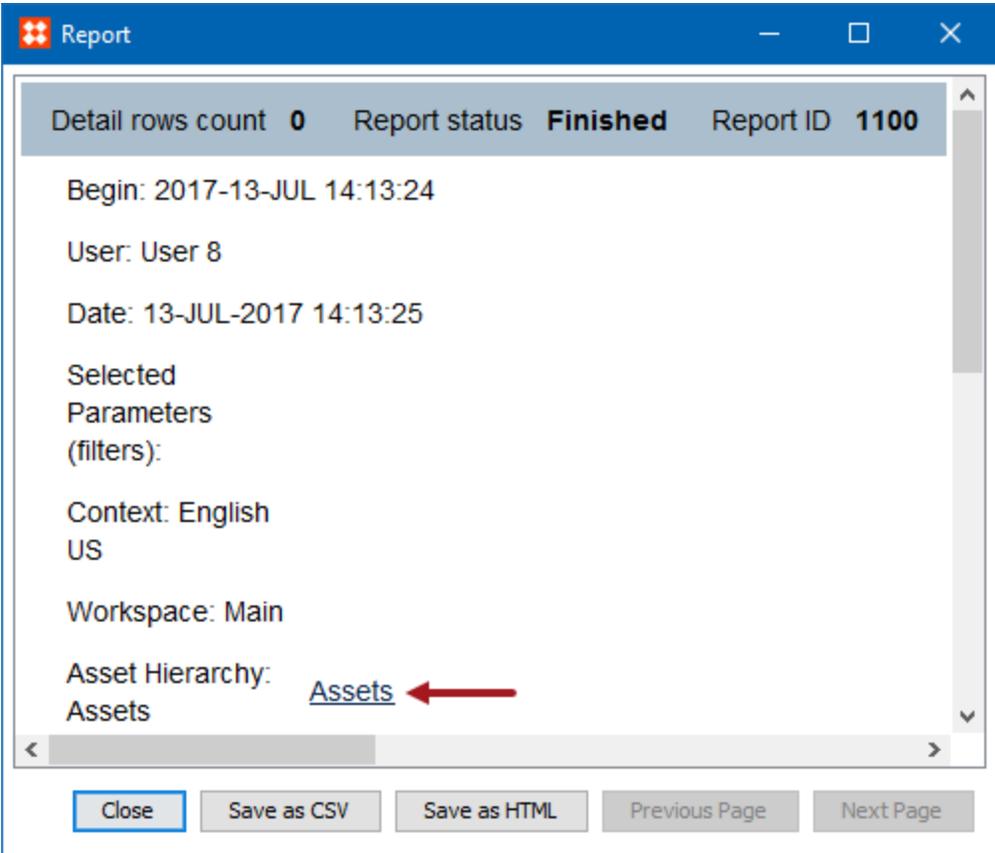
Execution Report

- 1 Report Generation service started
- 2 Started report generation.
- 3 Received report generator parameters.
- 4 Connected to PIMServer. Client ID: Report Generation: user8
- 5 Generating report with id 1100.
- 6 Report has 0 detail rows.
- 7 Report generation finished.
- 8 Report Generation service done

1-8 of 8 Save... Truncate

Result

Report file View Save as CSV Save as HTML



If **Email** has been selected, the report will be attached in an email. It is needed to specify the format of the attached report. The formats can either be CSV or HTML.

Select Delivery Method

Email

Format: CSV

Address: [Empty]

Title: Report: Assets Lists

Body: [Empty]

File: Assets Lists

- **Schedule Process:** Select Now to start the process right away or schedule it using one of the other options. The options for the Later, Weekly, and Monthly selections are as follows:

Schedule Process

Start

Now      Start at (hh:mm): 17:03

Later      Start on (yyyy-mm-dd): 2017-07-13

Weekly

Monthly

Start at Thu Jul 13 17:03:00 EDT 2017

Schedule Process

Start

Now      Start at (hh:mm): 17:03

Later      Start on (yyyy-mm-dd): 2017-07-13

Weekly      End on (yyyy-mm-dd): -

Monthly      Every:  Mon  Sat  
 Tue  Sun  
 Wed  
 Thu  
 Fri

Start every Mon 17:03:00 EDT, starting Thu Jul 13 2017

Schedule Process

Start

Now      Start at (hh:mm): 17:03

Later      Start on (yyyy-mm-dd): 2017-07-13

Weekly      End on (yyyy-mm-dd): -

Monthly      Every: First  
Monday

Start every first Mon 17:03:00 EDT, starting Thu Jul 13 2017

- **Process Name:** The wording input into this field goes into the Description of the Background Process.

## Available Reports

Reports are divided out by Report Group. Choose a Report Group and the applicable reports will display under Report Name. Click on a report to see its Report Description.

Report Group	Report Name	Description of Report Content
Assets	Assets Either Linked or Not Linked to Products in STEP PIM	This report lists all assets in one selected hierarchy that are either referenced or not referenced by products in another selected hierarchy.
Assets	Assets Lists	This report lists the assets in a selected hierarchy. The report lists assets together with the requested metadata (attribute values). Attributes may be either user defined or system defined. Selecting no attributes gives a simple attribute list.
Miscellaneous	Leading and Trailing Spaces	This report lists URLs of objects with leading or trailing spaces in their names.
PIM Product Hierarchy	Orphaned Product Values	This report lists all products and their values where the attribute is not linked (valid) in the product path.
PIM Product Hierarchy	Product Attributes Linked To A Product	This report lists all product attributes that are directly linked to the selected product hierarchy node. Optionally lists inherited attributes and those linked below the selected product.
PIM Product Hierarchy	Products Linked Multiple Times in Classification	This report lists products which are linked to more than one location in the selected classification hierarchy.
PIM Product Hierarchy	Products Linked Only Once in Classification	This report lists products which are linked to only one location in the selected classification hierarchy.
PIM Product Hierarchy	Products Not Linked in Classification	This report lists products which are not linked anywhere in the selected classification hierarchy.
PIM Product Hierarchy	Products and Attribute Values	This report lists all products within the selected product node. There are options to include inherited values, empty values, and units.
PIM Product Hierarchy	Products and Selected Product Attribute	This report lists all the products in the selected node in the PIM, and allows you to select the product attributes and their values to

Report Group	Report Name	Description of Report Content
	Values	extract for each product. You may select a node either in the Primary Product Classification or an Alternate Classification.
PIM Validation	Product-attributes with invalid numbers	This report lists all objects with values that were legal but contains spaces.
Recycle Bin	Classifications in the Recycle Bin	This report lists all classifications in the Recycle Bin. You can limit the report to items with or without references or those in use or not.
Recycle Bin	Documents in the Recycle Bin	This report lists all documents in the Recycle Bin. You can limit the report to items with or without references or those in use or not.
Recycle Bin	Images in the Recycle Bin	This report lists all images in the Recycle Bin. You can limit the report to items with or without references or those in use or not.
Recycle Bin	Products in the Recycle Bin	This report lists all products in the Recycle Bin. You can limit the report to items with or without references or those in use or not.
References	Classification Product Links	This report lists all links from a product below a source root to a Classification below a target root, and count them according to link type, source and target objecttype. The references will be found global, but the below search will be workspace and context dependant.
References	Classification to Classification References	This report lists all links from a Classification below a source root to a Classification below a target root, and count them according to link type, source and target object type. The references will be found global, but the below search will be workspace and context dependant.
References	Product References	This report lists the product-oriented references that are in effect for products within the selected product classification.
References	Product to Product References	This report lists all references from a product below a source root to a product below a target root, and count them according to reference type, source and target object type. The references will be found global, but the below search will be workspace and context dependant.

Report Group	Report Name	Description of Report Content
Tables	Localization of PIM Tables	This report lists the Tables in a selected hierarchy.
Translation Reports	Translation status report of products below a PIM node	This report Lists a user defined selection of translation status' of products below a PIM product or classification node.
Value Reports	Find LOV with same value	This report lists all LOV which have multiple identical values (count values) and list contexts in which values are defined by priority.
eCatalogs	Missing Product Attribute Values	This report lists all products that do not have values for selected attributes in eCatalog selection list.
eCatalogs	Price Integrity	This report lists all products from eCatalog selection list having no prices or having a higher price for a higher quantity break.