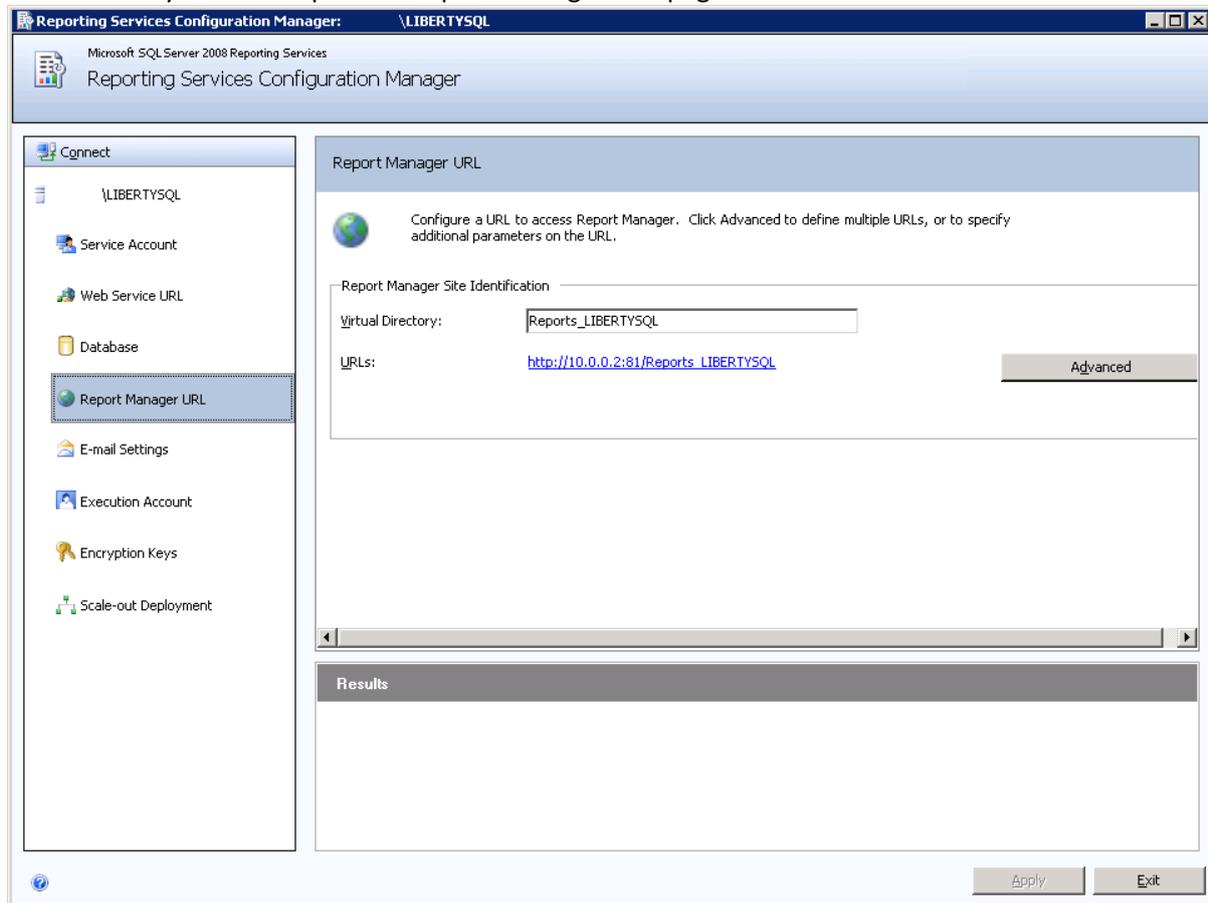


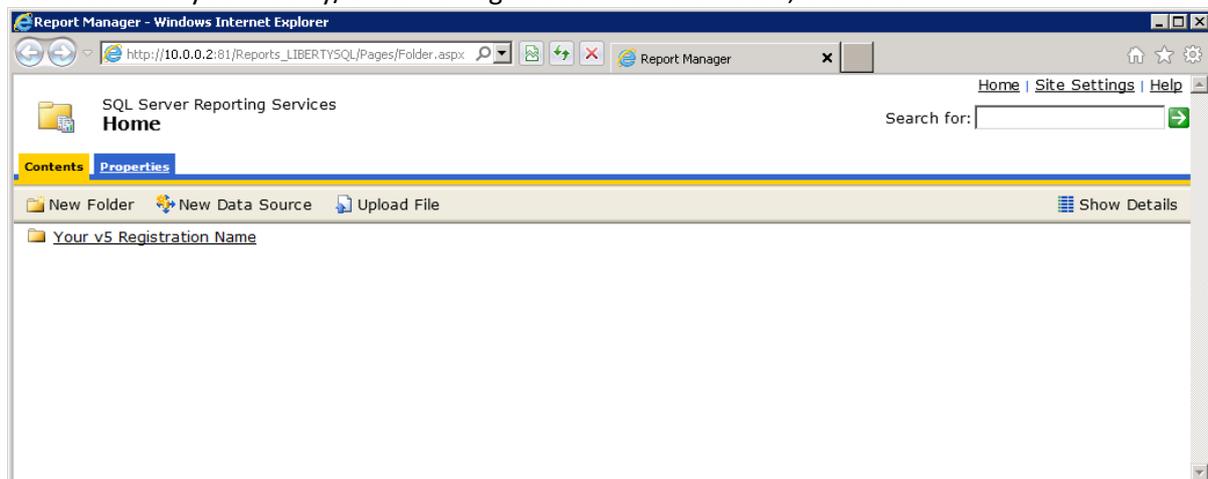
How to extract your custom report RDL file/s – Version 5

The following steps will need to be run on the report server used by your Liberty or Oliver v5 system and will need to be run by someone with administrative access to SQL Reporting Services.

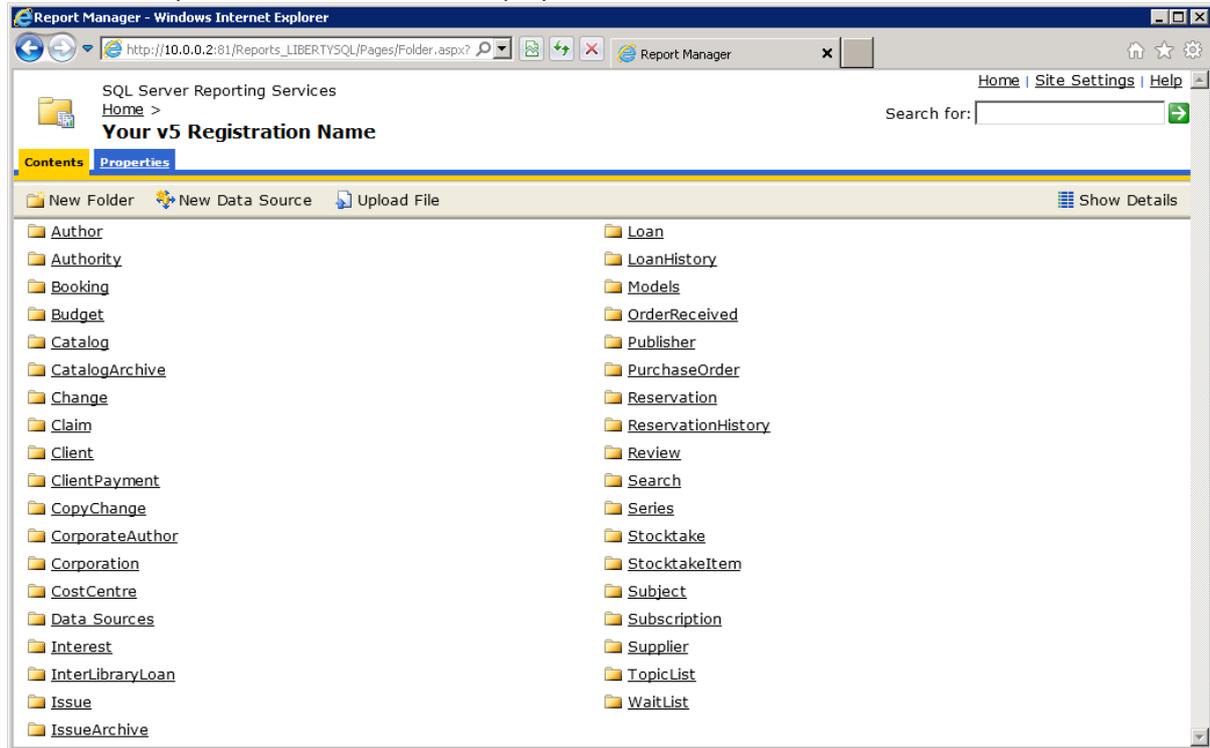
Open SQL Reporting Services Configuration Manager, connect to the SQL instance for your Liberty v5 or Oliver v5 system and open the Report Manager URL page:



This shows the URL for your Report Manager – click this link. It will open in a web browser. If a folder with your Liberty/Oliver v5 Registration Name is visible, click this link.



A list of Liberty/Oliver v5 modules will display.

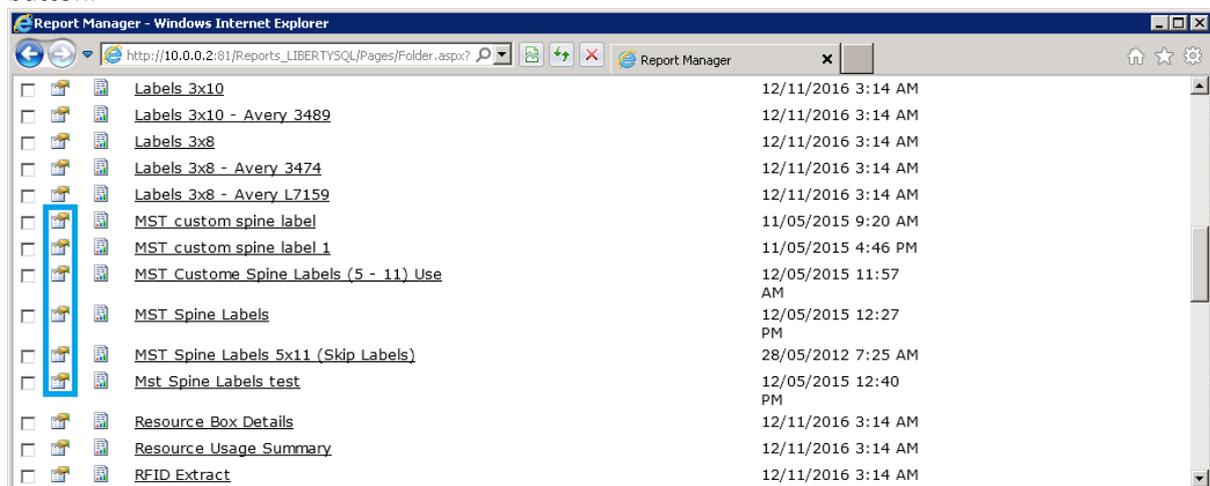


These correspond to the I3_EntityUuid value from the SQL query you ran to list your v5 custom reports. E.G.

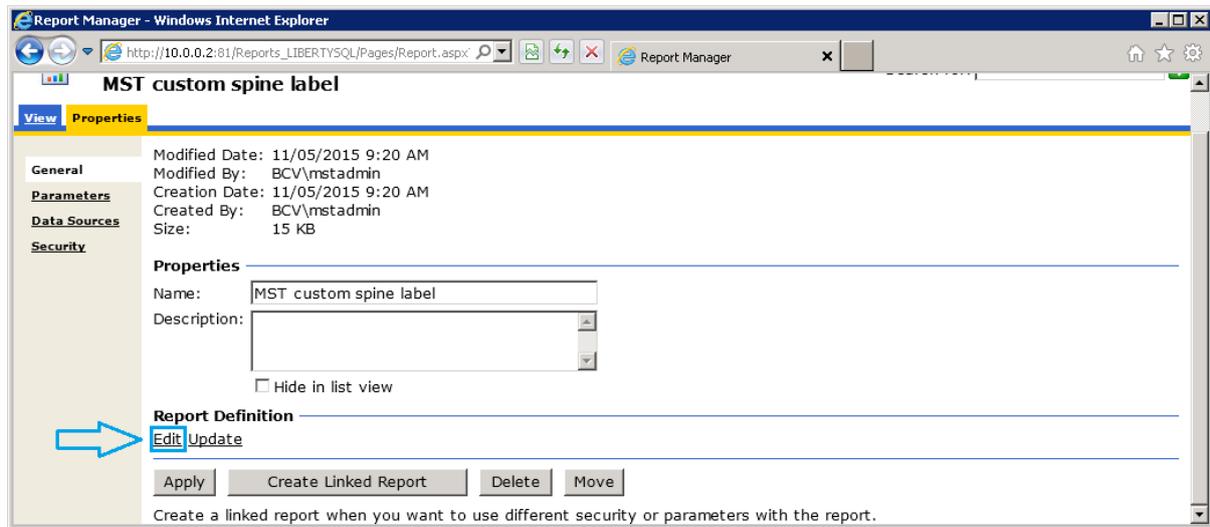
I3_Name	I3_EntityUuid
MST Spine Labels 5x11 (Skip Labels)	Issue

This report will be located in the "Issue" folder. **Exception to this rule:** Custom "spine label" reports are usually located in the "Issue" folder, even when their I3_EntityUuid value is "Catalog".

Open the folder/s containing your custom report/s. Click "Show Details" at the top-right. The reports in that folder will be displayed. Locate the custom report/s and for each, click the edit button.



The properties for that custom report will be displayed. In the Report Definition section, click the Edit link.



This will prompt you to save the custom report's RDL file. Save these RDL files for all your custom reports in a single folder, then zip this folder and email it to Softlink.