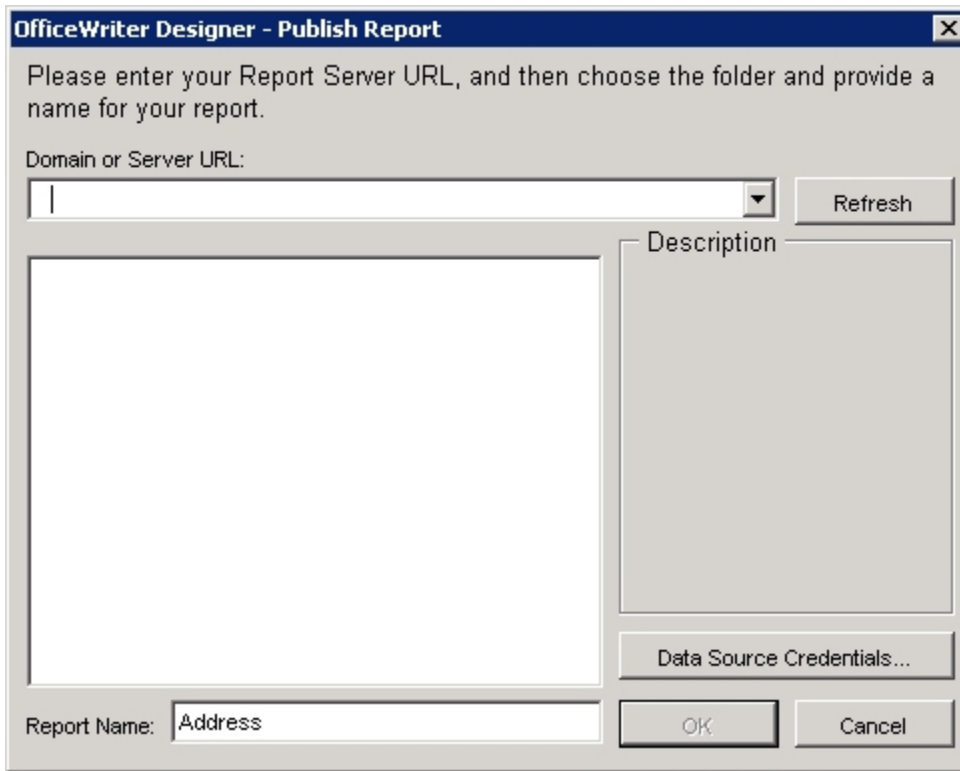


# OfficeWriter Designer for Excel - Publish Report

After saving your report definition locally, you are ready to publish your report to the Reporting Services server. Publishing will submit the report file to the Reporting Services server. On the server, the OfficeWriter renderer will regenerate the template, and - using data supplied by Reporting Services - replace the data markers in the workbook with database values.



The dialog box is titled "OfficeWriter Designer - Publish Report". It contains the following elements:

- A text area with the instruction: "Please enter your Report Server URL, and then choose the folder and provide a name for your report."
- A label "Domain or Server URL:" followed by a text input field and a dropdown arrow.
- A "Refresh" button next to the URL field.
- A large empty rectangular area for folder selection.
- A "Description" label above a text area.
- A "Data Source Credentials..." button.
- A "Report Name:" label followed by a text input field containing the text "Address".
- "OK" and "Cancel" buttons at the bottom right.

To publish your report:

1. From the [OfficeWriter Designer](#), select **Save** and **Deploy to Remote Server**. The **Publish Report** dialog will open.
2. In the **Domain or Server URL** field, enter the path to your Reporting Services server (for example <http://MyReports/ReportServer>).
3. Click **Refresh**. OfficeWriter will display the folders available on the server.
4. Navigate to the destination folder for your report.
5. In the **Report Name** field (at the bottom of the **Publish Report** dialog), enter a name for your report.
6. Optional: Click **Data Source Credentials** to specify how the report will link to the data. You may also do this from the Reporting Services Report Manager after you publish your report. See the Reporting Services documentation for the meaning of the different data source credentials options.  
Click [here](#) to see the Data Source Credentials screen.
7. Click **Ok**. If your report was already published on the server, you will be asked to overwrite it. When the report is published, you will receive a message box telling you that publishing was successful.