Viewing Your Report

After a report has been deployed to a report server, you can view it using the OfficeWriter Designer toolbar, or from Reporting Services Report Manager.

Viewing a Report with OfficeWriter Designer

- 1. If the template for the report that you want to view is not already open in Microsoft Word:
 - a. Open Word.
 - b. From the OfficeWriter Designer toolbar, select Open Report > Retrieve.
 - c. Navigate to the report definition file on the report server that you created with OfficeWriter and open it.
- 2. Click the View button on the OfficeWriter Designer toolbar. The report will open in another Word window.
- 3. Click Close Report View to return to your template.

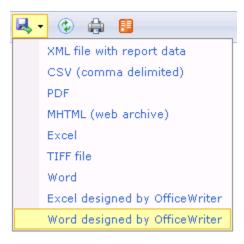
Viewing a Report in Reporting Services

You can also export OfficeWriter designed reports through Reporting Services Report Manager. To do this, open your browser and navigate to the Report Manager (usually http://<ReportServer>/Reports). Navigate to your report and open it.

Mhat you see on the screen is not the report layout as you designed it in Word using OfficeWriter. If your report was designed with MS Query, you will see a listing of the raw data returned from your report's queries. If the report definition was originally created with Visual Studio (or another tool) and modified with OfficeWriter, you will see the original layout, not the OfficeWriter layout.

To see the report as you designed it with OfficeWriter:

1. From the report export options, select Word designed by Officewriter.



2. You will be prompted to save or open. To save the report as an Word file, click Save. To view the report, click Open.