



IMOS V.5

Integrated Maritime Operations System

Ad-Hoc Reporting Quick Start Guide

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Ad-Hoc Reporting

To access the Ad-hoc reports, click the **Operations** tab. In the Operations Center, click **Ad-hoc Reports**.

Action	Name	Description	Last Run	Last Modified	Owner	Security	
<i>Built-in Reports</i>							
copy	BunkerInvoiceReport	Summary of bunker purchases.		<i>not modifiable</i>	<i>built-in</i>	Public	Run Report
copy	CargoReport	Report on cargo operations, groupable by port, cargo or vessel.		<i>not modifiable</i>	<i>built-in</i>	Public	Run Report
copy	CommissionSummary	Commission summary by vessel/broker.		<i>not modifiable</i>	<i>built-in</i>	Public	Run Report
copy	DemurrageSummaryReport	Listing of all demurrage cases.		<i>not modifiable</i>	<i>built-in</i>	Public	Run Report
copy	PoolingReport	Report on income before/after pooling.		<i>not modifiable</i>	<i>built-in</i>	Public	Run Report
copy	ProductionReport	Report on production for a specific port.		<i>not modifiable</i>	<i>built-in</i>	Public	Run Report
<i>My Reports</i>							
copy edit del	Bunker Purchase by Port	Show bunker purchases by port sub-grouped by fuel type.	8/1/2008 17:32	7/14/2008 23:14	admin	Private	Run Report XML CSV Export
copy edit del	Bunker Purchase by Vendor	Show bunker purchases by vendor, sub-totaled by fuel type.	8/18/2008 13:06	7/14/2008 23:16	admin	Private	Run Report XML CSV Export
copy edit del	Bunker Purchase Comparison Report	Compare bunkers for specified ports and vendors	8/1/2008 17:28	7/14/2008 13:03	admin	Private	Run Report XML CSV Export
copy edit del	Cargoes Discharged	demo report.	8/18/2008 13:18	7/15/2008 12:41	admin	Public	Run Report XML CSV Export
copy edit del	Cargoes Loaded	Shows cargoes Loaded by vessel.	8/18/2008 15:29	7/14/2008 15:21	admin	Public	Run Report XML CSV Export
copy edit del	Discharge Summary	<i>no description specified</i>	7/15/2008 14:27	7/16/2008 11:00	admin	Private	Run Report XML CSV Export
copy edit del	Port Hours and Laytime	Show port hours and laytime by port and by vessel.	8/18/2008 13:20	7/14/2008 13:57	admin	Private	Run Report XML CSV Export

Creating an Ad-Hoc Report

1. Click .
2. At a minimum, enter a **Title** and select a **Dataset**.
3. Click .
4. At each category, click  to expand the options:
 - **Columns:** Select fields on the left and click .
 - To change the column sequence, click a column name and then click:
 -  To move to the beginning.
 -  To move up.
 -  To move down.
 -  To move to the end.
 - Select Column Properties:
 - To use a different column name, enter a **Display name**.
 - Depending on the data type, select a **Format code**; the **Format string** appears above.
 - Select how you want the report to **Justify**: Default, Left, Center, or Right.
 - Select the **Width** and its unit: Inches, mm, cm, pt, or pc.

- **Filtering:** For each filter, select:
 - Criteria
 - An operator
 - Either **the value** (enter a value) or **<ask the user>**
 - **Sorting/Grouping:** For each group, select a sorting mechanism and a field to sort by.
 - **Totals:** For each column to total, select the **Total** check box and the type of total.
 - **Layout:** Select one:
 - Use company defaults
 - Set custom layout: Orientation, printing filter settings, text size, showing column headers on every page, and using smart pagination.
 - **Logo, Headers, and Footers:**
 - Select an image and its placement.
 - Select header information and placement.
 - Select footer information and placement.
5. Click **Save**. The report appears under My Reports.


Copying an Ad-Hoc Report

To create a report that is similar to an existing report, you can copy the report and modify it.

1. Find the report under Built-in Reports or My Reports and click [copy](#) in its row.
2. Change the Title and any other fields, as described above.
3. Click **Save**. The report appears under My Reports.

Running an Ad-Hoc Report



Built-in Reports:

1. Find the report under Built-in Reports and click [Run Report](#) in its row.
2. Enter any selection criteria and click .
3. For a report you created, enter any answers to <ask the user> questions and click



My Reports:

Find the report under My Reports and click one of the following in its row:

- [Run Report](#): Enter any answers to <ask the user> questions and click .
- [XML](#): Enter any answers to <ask the user> questions and click .
- [CSV](#): Enter a location and file name and click **Save**.
- [Export](#): Enter a location and file name and click **Save**.