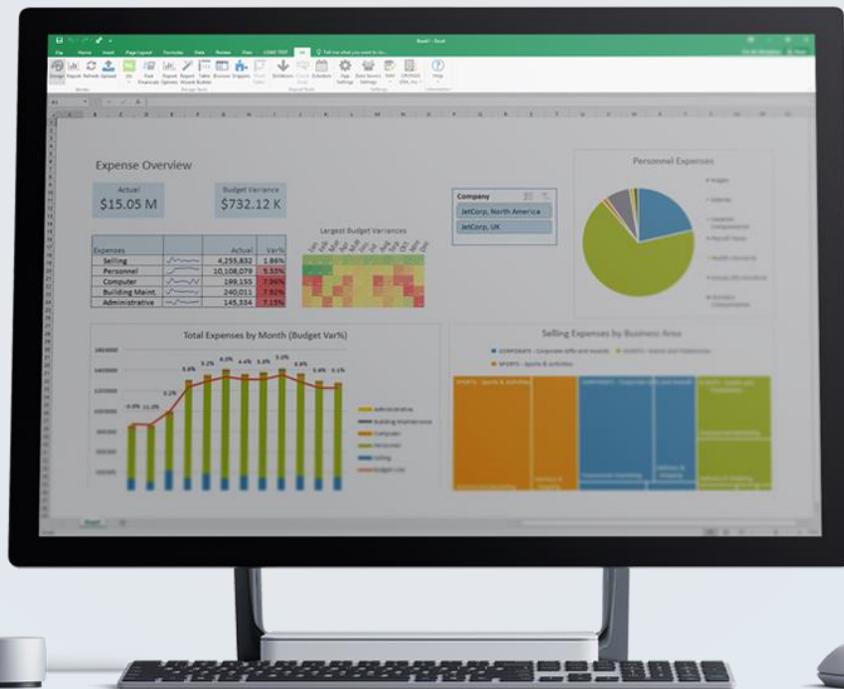
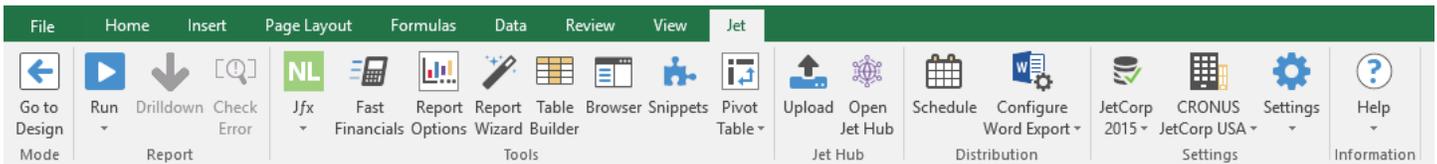


THE JET RIBBON

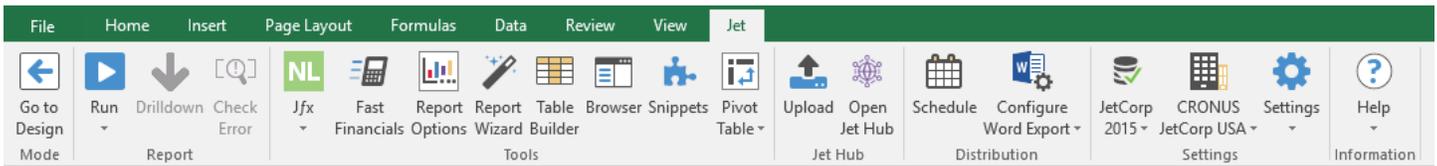


JET GLOBAL

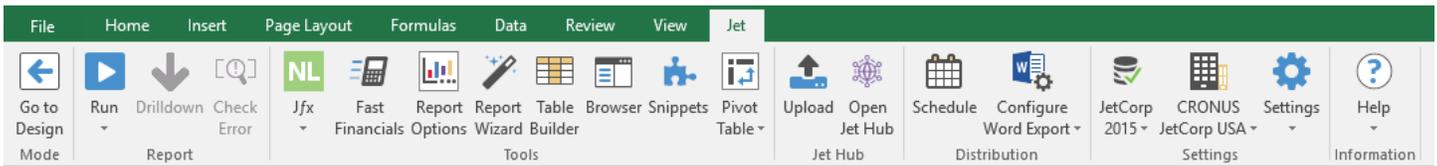
an **insightsoftware** company



	<p>Go to Design – Takes you into the design mode of the report. This mode is used to create the database queries and report layout.</p>
	<p>Run – Either takes you into the report mode of your report or provides a drop-down menu for running your reports.</p>
	<p>Run > Run – Takes you into the report mode of the report. Clears all cached results prior to running the report.</p>
	<p>Run > Run from Cache – Similar to Run, but will maintain any cached results from previously running the report during the current Excel session.</p>
	<p>Run > Run in Background – Runs the report while allow you to continue working in Excel (without having to first wait for your report complete).</p>
	<p>Drilldown – Shows you the details of a query. The results are displayed in the Jet Data Grid, a customizable window that shows all fields and records that make up the result of a query. NOTE: Microsoft Dynamics NAV users may also open the Drilldown in the RTC or Web Client.</p>
	<p>Check Error – If you see a “#VALUE” in a cell containing a Jet Reports formula, it means there is an issue. Select the cell and then choose the Debug button. The displayed message may help you in determining the issue.</p>
	<p>Jfx – Starts the Jet Function Wizard which is used to create Jet Reports queries. The Jfx is broken down into the four main functions used to create Jet reports.</p>
	<p>Fast Financials – Opens the Fast Financials Wizard which provides a fast drag-and-drop interface for creating reports based on the NAV General Ledger.</p>
	<p>Report Options – Provides a simple interface for creating the structure for prompting the user of the report for those report parameters needed to customize each run of the report.</p>
	<p>Report Wizard – The Report Wizard is a simplified tool used to create Jet Professional reports from a single table in a step-by-step method.</p>



	<p>Table Builder – The Table Builder creates an Excel table from one or more tables within the data source which can be used as the basis for PivotTables and charts.</p>
	<p>Browser – The Jet Browser provides Designers with an easy-to-use way to explore their data source. Users can browse all of the tables in the data source, as well as discover fields and sample values contained within any given table. The Jet Browser also provides Designers with basic drag-and-drop functionality to build reports.</p>
	<p>Snippets – Snippets are small, reusable report parts that can be shared between Jet Reports users. Users can create Snippets for commonly used parts of reports with the ability to drag Snippets to any report. This is similar to a permanent clipboard for frequently used items in Jet Reports.</p>
	<p>Pivot Table – Inserts a Jet Analytics OLAP Pivot Table to the current workbook or provides a drop-down menu of pivot table-related links</p>
	<p>Pivot Table > Pivot Table – Inserts a Jet Analytics OLAP Pivot Table to the current workbook.</p>
	<p>Pivot Table > Pivot Chart – Inserts a Jet Analytics OLAP Pivot Table and the corresponding Pivot Chart to the current workbook.</p>
	<p>Pivot Table > Update Data Sources – Updates the data source for an OLAP Pivot Table (and the corresponding Pivot Chart, if one is present) – that exists within the current workbook – to a different Jet Analytics Cube data source.</p>
	<p>Upload – Allows you to Upload the currently-open report to Jet Hub.</p>
	<p>Open Jet Hub – Jet Hub is a collaboration space for running, viewing, scheduling, administering, and sharing reports. Jet Hub also houses Jet Budgets and Jet Dashboards.</p>
	<p>Schedule – The Jet Reports Scheduler is a powerful tool that allows users to schedule Jet reports to run automatically - without requiring further user interaction (if desired).</p>
	<p>Configure Word Export – Configure the current Excel workbook in order to merge spreadsheet data into Word documents.</p>



	<p>Configure Word Export > Generate Word Document – Generate a Word document containing merged data from this Excel workbook.</p>
	<p>Data Source– Displays the current data source the report will pull data from if a user selects Report or Refresh. If multiple data sources are present, it also provides a way for users to change the data source for the report.</p>
	<p>Company – Displays the current company within a data source that the report will pull data from if a user selects Report or Refresh. If multiple companies are present within a data source, it also provides users the option to change the company for the report. This feature is only available for Microsoft Dynamics NAV or Dynamics GP users.</p>
	<p>Settings – Provides a drop-down menu of setting-related links.</p>
	<p>Settings > App Settings – The App Settings are user preferences and other application-wide settings that affect the behavior of the Jet Reports Excel add-in. These settings are unique to the user and machine and will not affect other Jet Reports users within the company.</p>
	<p>Settings > Data Source Settings – Displays the current data source the report will pull data from if a user selects Report or Refresh. If multiple data sources are present, it also provides a way for users to change the data source for the report.</p>
	<p>Help – Provides a drop-down menu of support related links.</p>
	<p>Help > Activate Jet License – Activate your installation of Jet Reports or upgrade your installation of Jet Basics to the full Jet Reports.</p>
	<p>Help > Help Center – Visit the Jet Global Help Center where you can discuss techniques, troubleshoot, share ideas with other users around the world, or if you have questions regarding software/hardware requirements, need help with installation, or are receiving error messages, you can reach out to our support team</p>
	<p>Help > Give Feedback – Visit the Jet Global Idea Portal where you can give feedback about existing products and make suggestions regarding new features.</p>
	<p>Help > About – Displays the current version, build and bitness of your installation.</p>