



Setting Default Preferences

ACE Reports

April 2024



U.S. Customs and
Border Protection



INTRODUCTION

ACE Reports allows you to customize some of the user interface (UI) settings. Use the option to modify settings such as your starting page, current time zone, and options to view and save reports. They can be found in **Settings**, in your username drop-down menu.

DEFINITION OF BI SETTING PREFERENCES

Account Preferences

- **Page Preferences:** Modify non-default user settings (e.g. **Landing Page**, document column view options).
- **Page Customization:** Select tabs and tiles to display on the landing page.
- **Locales and Time Zone:** Set **Preferred Viewing Locale** and **Current Time Zone**.

Application Preferences

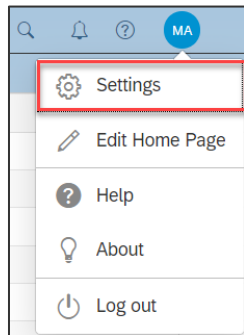
- **Web Intelligence:** Select the interfaces to use for **Reading** and **Edit** modes, and saving preferences when saving a report.

Appearance

- **Themes:** Select different color schemes for easier viewing.

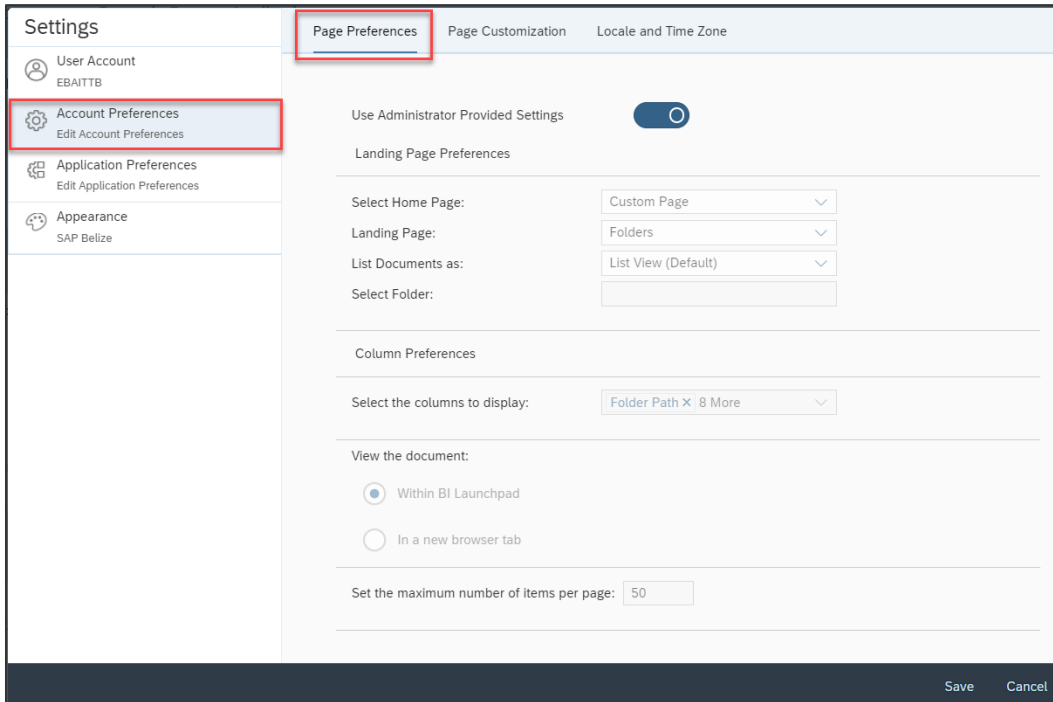
SETTING ACCOUNT PREFERENCES

1. In **ACE Reports**:
 - a. Select your username.
 - b. Select the **Settings** option.



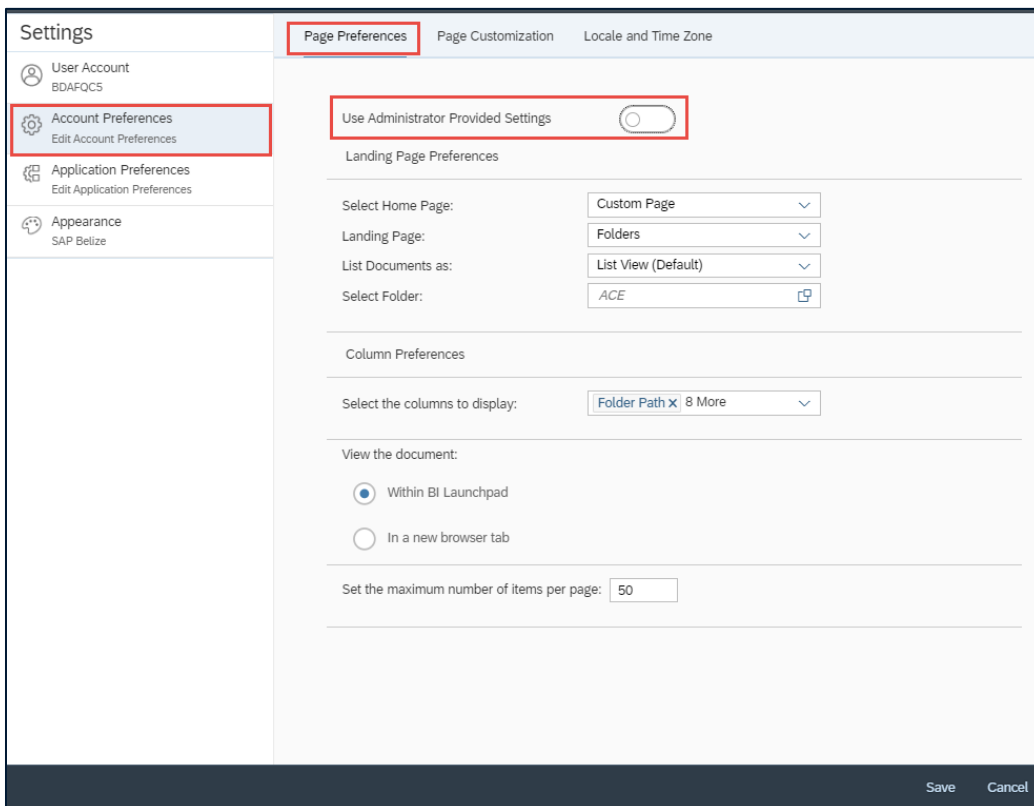
2. In the **Settings** dialog box, select **Account Preferences**.

3. Select the **Page Preferences** tab.



The screenshot shows the 'Settings' interface with the 'Page Preferences' tab selected. The left sidebar contains 'User Account' (EBAITTB), 'Account Preferences' (highlighted with a red box), 'Application Preferences', and 'Appearance' (SAP Belize). The main content area shows the 'Page Preferences' settings. The 'Use Administrator Provided Settings' toggle is currently turned on. Below this, the 'Landing Page Preferences' section includes dropdowns for 'Select Home Page' (Custom Page), 'Landing Page' (Folders), and 'List Documents as' (List View (Default)), along with a 'Select Folder' field. The 'Column Preferences' section has a dropdown for 'Select the columns to display' (Folder Path X 8 More). The 'View the document:' section has radio buttons for 'Within BI Launchpad' (selected) and 'In a new browser tab'. A text input field for 'Set the maximum number of items per page:' is set to 50. 'Save' and 'Cancel' buttons are at the bottom right.

4. De-select **Use Administrator Provided Settings** to make any changes.



This screenshot is similar to the previous one, but the 'Use Administrator Provided Settings' toggle is now turned off (highlighted with a red box). Additionally, the 'Select Folder' field in the 'Landing Page Preferences' section now contains the text 'ACE' and has a small icon to its right. All other settings and the sidebar remain the same.

5. If necessary, make any edits in the **Page Preferences** tab.

6. Select the **Page Customization** tab.



NOTE: To make changes in the **Page Customization** tab, ensure the **Use Administrator Provided Settings** is toggled to off in the **Page Preferences** tab.

7. If necessary, make any edits in the **Page Customization** tab.
8. Select the **Locale and Time Zone** tab.
9. If necessary, make any edits in the **Locale and Time Zone** tab.

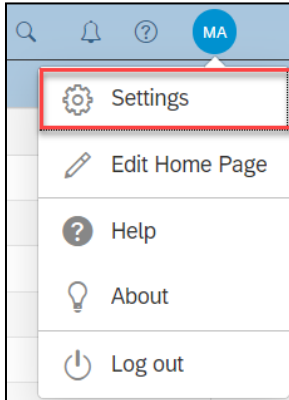


NOTE: The **Preferred Viewing Locale** can be selected if different from the browser locale. The **Current Time Zone** can be selected if different from the time zone that is local to the web server. The default for the **Product Locale** is the browser locale.

10. Select the **Save** button.

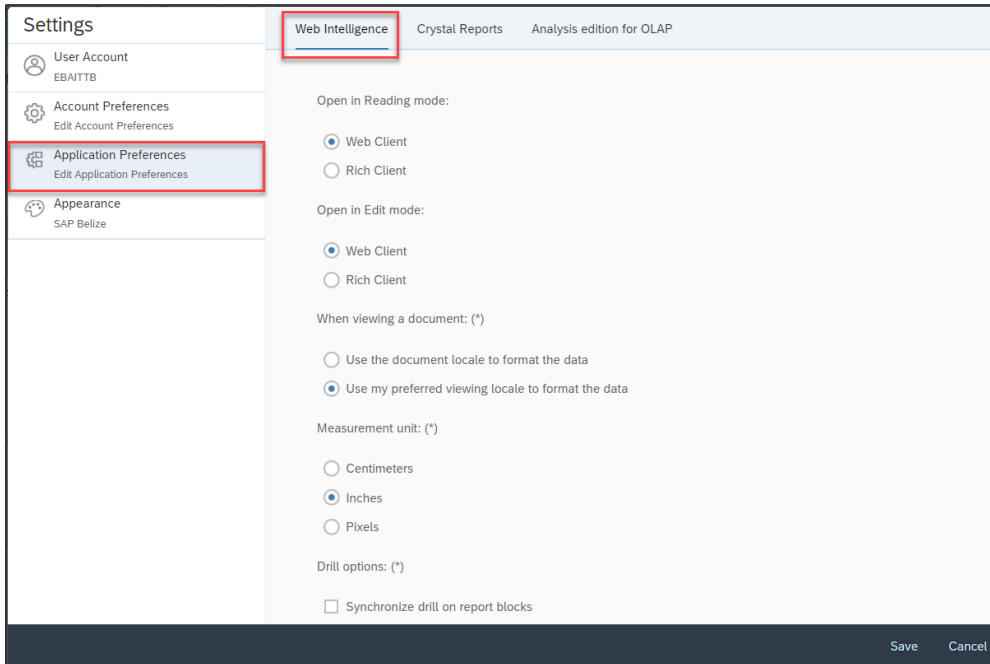
SETTING APPLICATION PREFERENCES

1. In **ACE Reports**:
 - a. Select your username.
 - b. Select the **Settings** option.



2. In the **Settings** dialog box, select **Application Preferences**.

3. Select the **Web Intelligence** tab.



Settings

User Account
EBAITTB

Account Preferences
Edit Account Preferences

Application Preferences
Edit Application Preferences

Appearance
SAP Belize

Web Intelligence Crystal Reports Analysis edition for OLAP

Open in Reading mode:

- Web Client
- Rich Client

Open in Edit mode:

- Web Client
- Rich Client

When viewing a document: (*)

- Use the document locale to format the data
- Use my preferred viewing locale to format the data

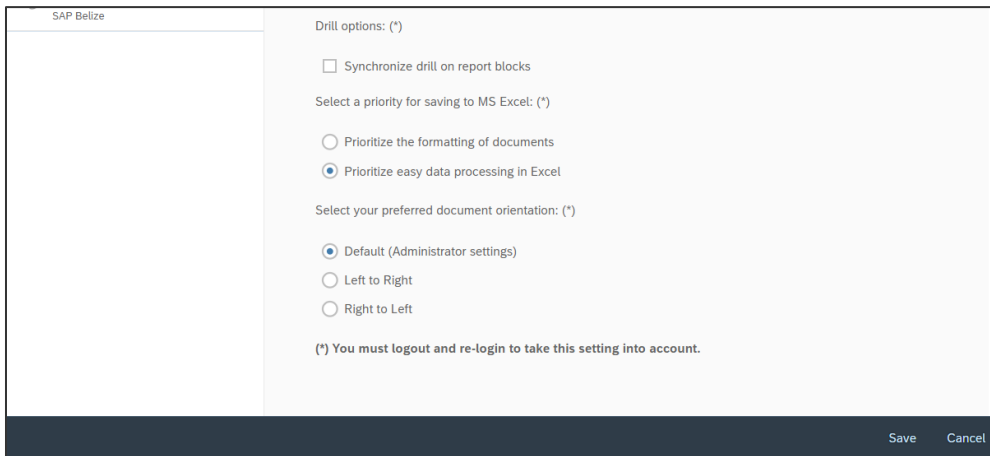
Measurement unit: (*)

- Centimeters
- Inches
- Pixels

Drill options: (*)

- Synchronize drill on report blocks

Save Cancel



SAP Belize

Drill options: (*)

- Synchronize drill on report blocks

Select a priority for saving to MS Excel: (*)

- Prioritize the formatting of documents
- Prioritize easy data processing in Excel

Select your preferred document orientation: (*)

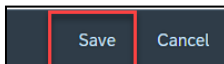
- Default (Administrator settings)
- Left to Right
- Right to Left

(*) You must logout and re-login to take this setting into account.

Save Cancel

4. If necessary, make any edits in the **Web Intelligence** tab.

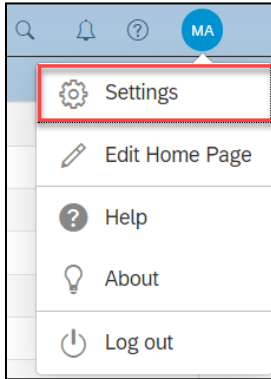
5. Select the **Save** button.



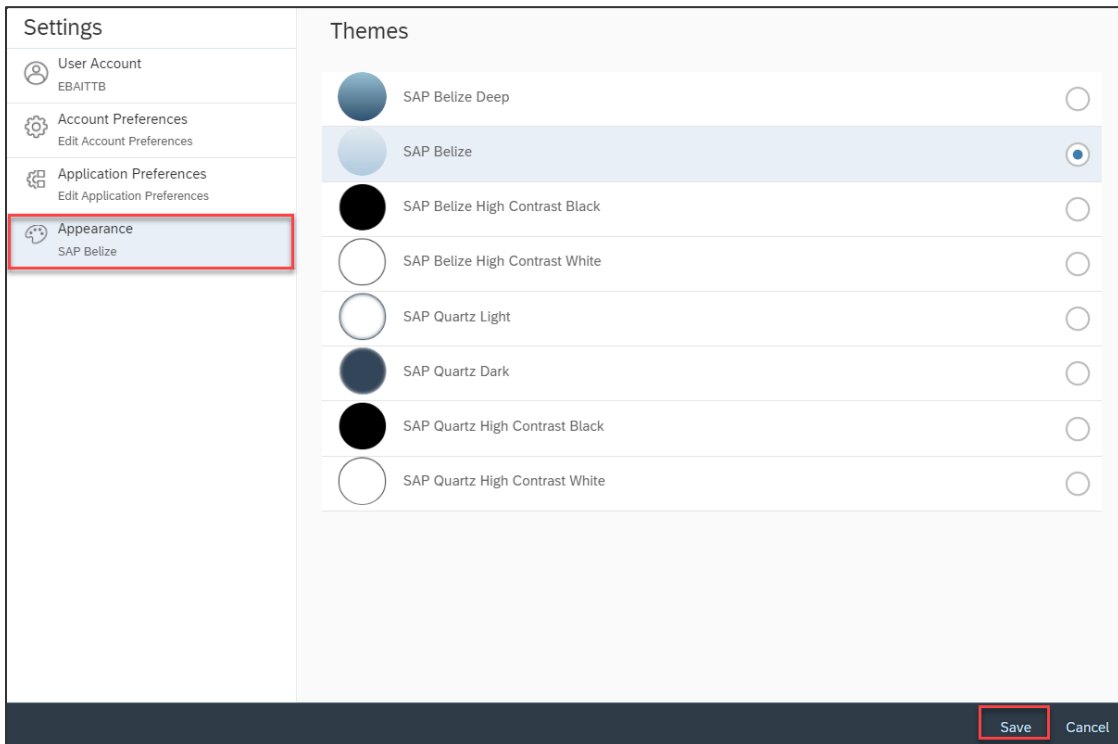
Save Cancel

SETTING APPEARANCE

1. In **ACE Reports**:
 - a. Select your username.
 - b. Select the **Settings** option.



2. In the **Settings** dialog box, select **Appearance**.



3. If necessary, select a color theme.
4. Select the **Save** button.