CS Lucas Extension Store

PURPOSE

This document explains the use of CS Lucas Extension Store in CS Lucas system.

WHY IS THIS IMPORTANT?

CS Lucas Extension Store is a platform, developed and maintained by CS Lucas, for publishing new user reports, alerts, dashboards, user guides, and tooltips from time to time. Users can browse and download the available user reports, alerts, dashboards, user guides, and tooltips to their environment if they find it useful.

PROCEDURE

Pre-requisite: To access Extension Store in CS Lucas, the following access rights is required.



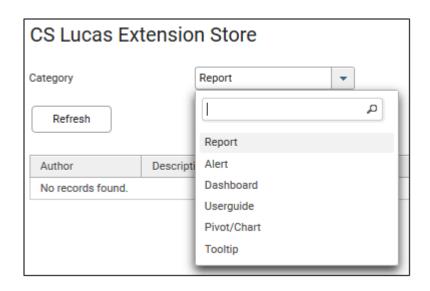
1. From the main menu, select Extension > Extension.



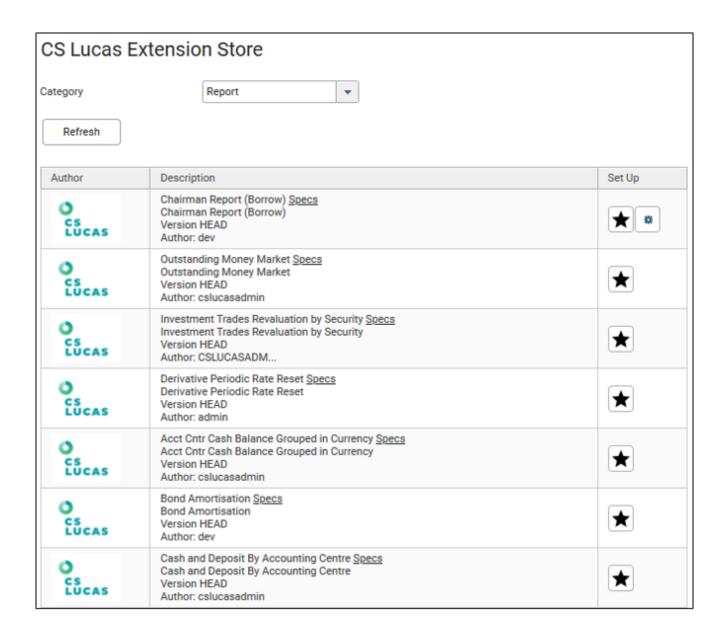
2. The screen below displays.



3. Choose to view the available report/ alert/ dashboard/ user guide/ tooltip from the Category dropdown field.



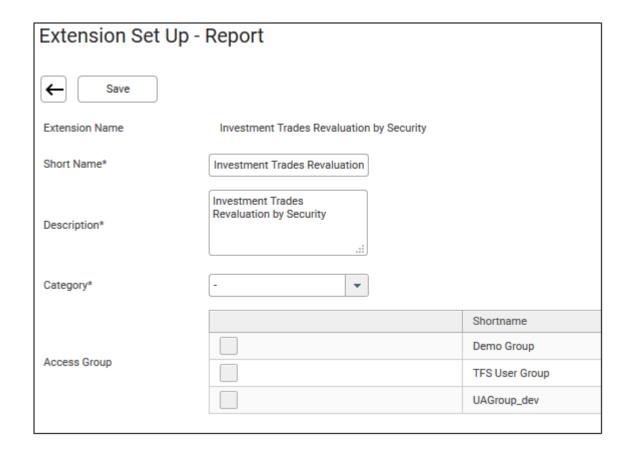
- 4. In this example, Report will be chosen.
- 5. Click Refresh. All downloadable reports will be displayed.



6. Choose which report to download. In this example, Investment Trades Revaluation by Security will be selected.

Note: You can view the design or the report layout by clicking on the Specs beside the report name.

- 7. Click to download the report to the system.
- 8. Once downloaded, click to assign the report access rights to user group.



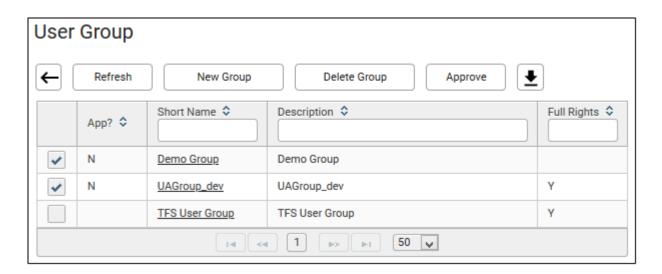
- 9. Tick on the checkbox of the user group to assign the access rights for this user report. Multiple user groups can be selected. In this example, Demo Group and UAGroup_dev will be chosen.
- 10. Choose the category from the Category dropdown on how you wish the user report to be categorised in the user report listing. The Category field is user definable. This can be created under Set Up > User Definable > Look for User Report Category. For more details on user definable set up, click here.

Note: For dashboard, look for Dashboard Category.

11. When completed, click Save. Note that user groups selected will be disabled until the changes are approved. A popup appears to confirm saving, click OK.



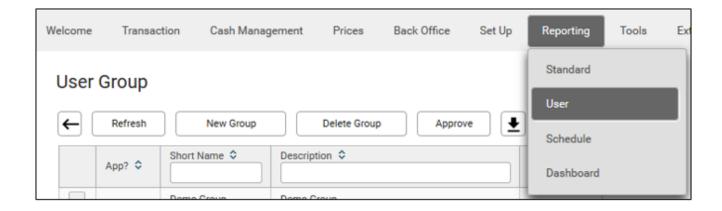
- 12. To approve the user groups with the new access rights assigned, navigate to Set Up > User and Rights.
- 13. From the User screen, click Group.
- 14. Tick the checkbox beside the short name of the user groups to approve.



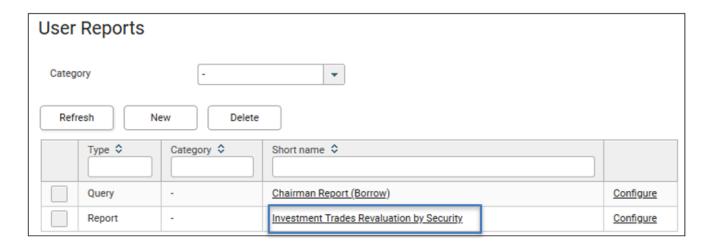
15. Click Approve. A popup appears to confirm, click OK.



16. Once the user groups are approved, you can now access and print the user report. Navigate to Reporting > User.



17. Click Refresh. The newly downloaded user report from Extension Store will be available for printing.



FREQUENTLY ASKED QUESTIONS

RELATED INFORMATION

CHANGE HISTORY

Date	Ву	Changes
14-Sep-2017	Clarissa	Created.
26-Feb-2020	Lуга	Updated Screenshots.