

## V05 Generating a Report

### I. Purpose:

This procedure shows a user how to generate a report that displays the hierarchy of associations for a selected concept (requirement, document, case, RODs, closed or open deliverables).

### II. Who this is for:

General users of the RMS.

### III. Prerequisites

The user should be well practiced searching the RMS (#V03 and #V03A). The user should review the Cheatsheet for General Users (#V00) and the RMS definitions to use and search the RMS (#V01). There is a video on generating a report (#V05-video).

### IV. Specific Details

1. Select "Generate Report" button in the DETAILED PANEL.

2. Popup appears. Drop down list of Available Reports for this Concept type (this happens to be a Requirement Concept)

3. Select Report of interest.

4. Hit "Run" in the popup.

The screenshot displays the RMS interface. At the top, there is a search bar and a 'Search Result' tab. Below this, a table lists search results. The 'Generate Report' button is highlighted in the 'DETAILED PANEL'. A yellow arrow points to this button. A popup window titled 'Select a Report to Run' is shown, displaying a list of 'Available Reports'. The list includes 'Associated Requirements and Documents', 'Associated Documents', 'Associated Requirements', 'Associated Requirements and Documents', 'Closed Cases', 'Closed Deliverable Documents', 'Closed RODs', and 'Open Deliverable Documents'. A yellow arrow points to the 'Associated Requirements and Documents' option in the list. Another yellow arrow points to the 'Run' button in the popup. The background shows a detailed view of a requirement, including fields for Contract Part, Contract Section, Contract Subsection, Source Requirement Type, SRD Citation, SRD Title, Brief Summary of Requirement, Link to SRD (hyperlink), Contract Effective Date, Status, Primary Owner, Function (Primary), Hierarchy Level, Policy Area, and various checkboxes for embedded requirements, main components, contract deliverables, and pending modifications. The bottom section shows 'Associations' and 'Resources'.

5. System responds with a window for an Excel report.

Once you set this, you will need to hit "Generate Report" again (sorry!).

report-1.xlsx [Read-Only] - Microsoft Excel

Home Insert Page Layout Formulas Data Review View Developer Acrobat

A1 Report:

Associated Requirements and Documents  
 Release: 1464  
 Creation: The 04/04/2018 09:20:28 PDT 2018

Related Concepts [Requirements]:

Requirement ID	Label	Short Label	Concept Section	Concept Subsection	SRD Title	SRD Citation	SRD Subsection Title	Narrative Level	Version Set ID
1	20100801_Req_17_Req	17/Req	1	1.1	Functional Goals	DCAR-078-1001-1		1	20100801_Req_17_Req

Supporting Requirements [Requirements]:

Related Requirements [Requirements]:

Supporting Documents [Documents]:

Document ID	Label	Short Label	Document Title	Document Number	Lab PDB Number	Pre-2012	Document Type	Document Level	Version Set ID
1	20100801_Req_17_Req	17/Req	Functional Goals	DCAR-078-1001-1			Functional Goals	1	20100801_Req_17_Req

Related Documents [Documents]:

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Related Documents [Documents]:</

The Generated Report for a given requirement or document shows the full flow-down of all the related concepts, whereas the detailed panel provides only the concepts directly above and directly below the given requirement or document.

**NOTE:** The RMS application does not include the ability to link from the Excel spreadsheet back to the database. User will need to search the concepts of interest. We recommend cut/paste the label shown in the Excel report into the concept label field in the RMS search window.

#### **V. Other Related “How-to’s for the RMS**

- V00 – Cheatsheet for General Users
- V01 – Definitions to Help Use and Search the RMS *[VERY USEFUL!]*
- V02 – Basic Screen Orientation
- V03A – Searching the RMS (video and text)
- V05 – Generating a Report **(video)**

#### **VI. Revision History**

Revision	Date	Who	Description
0	10/5/2012	L.J. Young	Initial
0.1	12/14/2014	L.J. Young	Formalize formatting, update cross--references