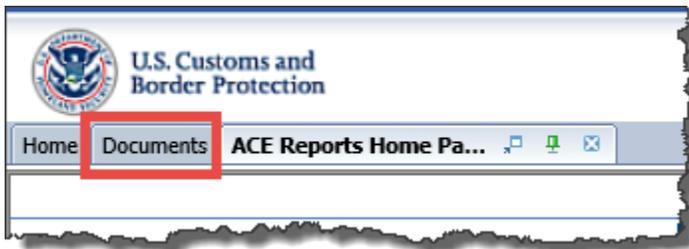


INTRODUCTION

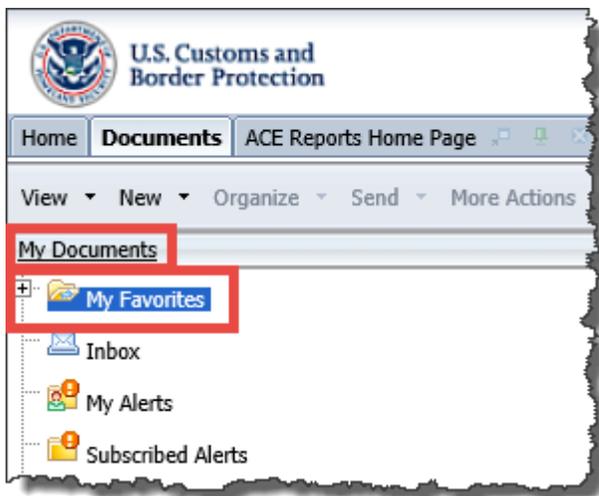
This QRC provides guidance on changing the data source of a report from one universe to another universe in ACE Reports. This allows you to use an existing report to query data from a new universe instead of recreating the report entirely. The **Change Source Wizard** guides you through selecting a new universe and mapping the report's current data objects to data objects available in the new universe.

OPEN A SAVED REPORT FROM MY DOCUMENTS

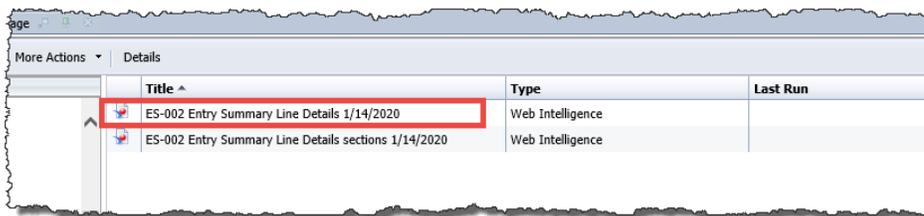
1. From the **ACE Reports** landing page, select the **Documents** tab.



2. Under **My Documents** or applicable shared folder, locate the saved report.



3. Open the report.



CHANGE THE DATA SOURCE OF REPORT

1. Navigate to and open a saved report.
2. Select the **Design** button to toggle from **Reading** to **Design** mode.

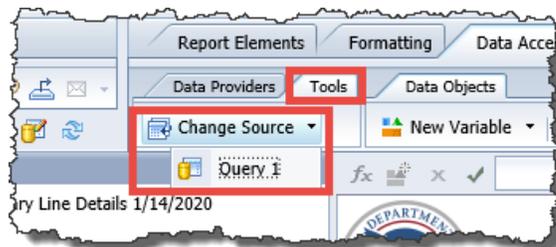


3. Select the **Data Access** tab.



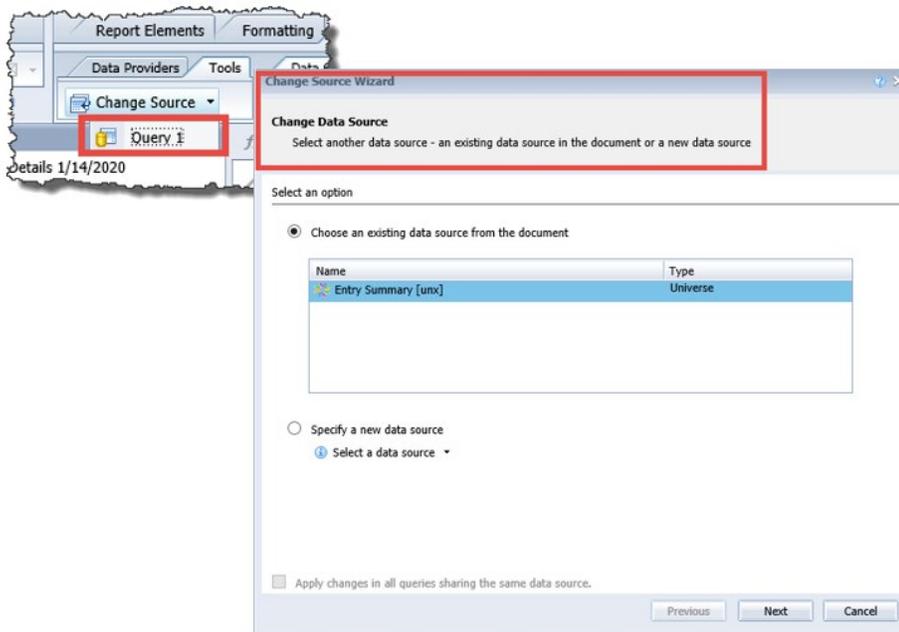
4. Select the **Tools** subtab.
5. In the **Tools** subtab, select the **Change Source** drop-down menu.

The query(s) associated with the report will display.

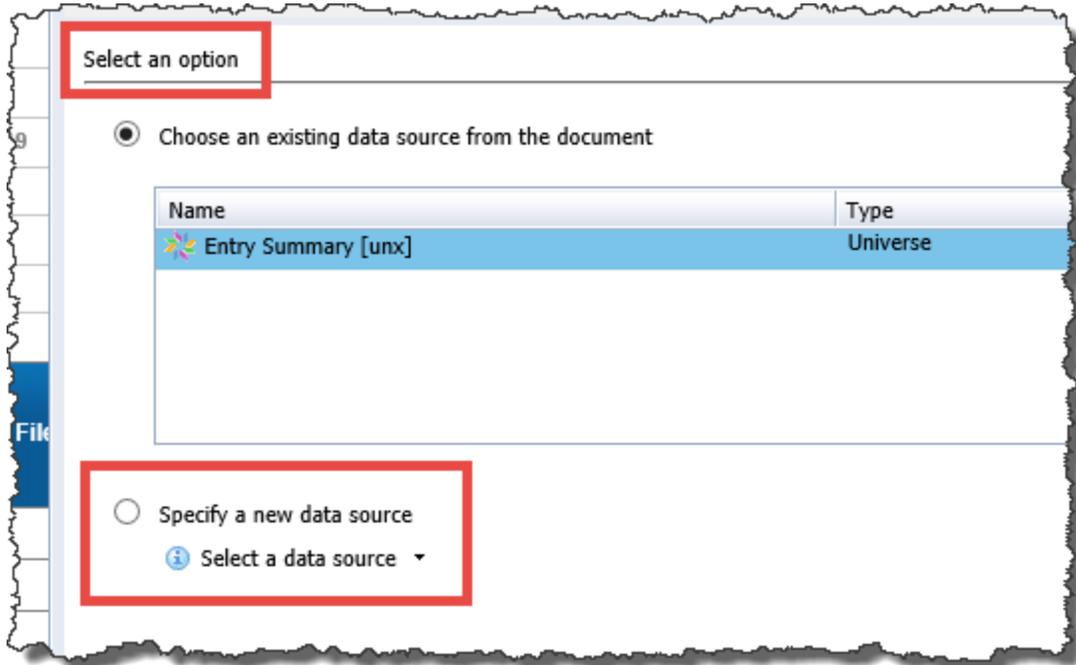


6. Select the query to change data source.

The **Change Source Wizard** dialog box displays.

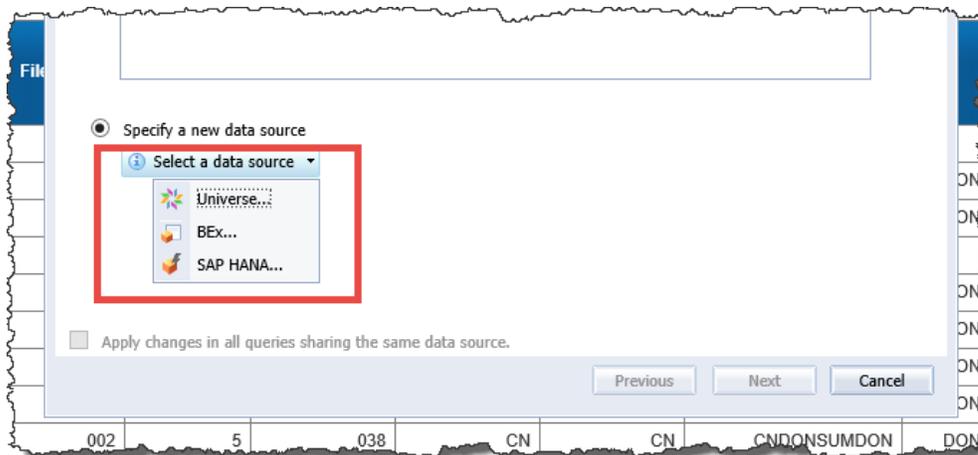


7. In the **Select an option** section, select the **Specify a new data source** radio button.



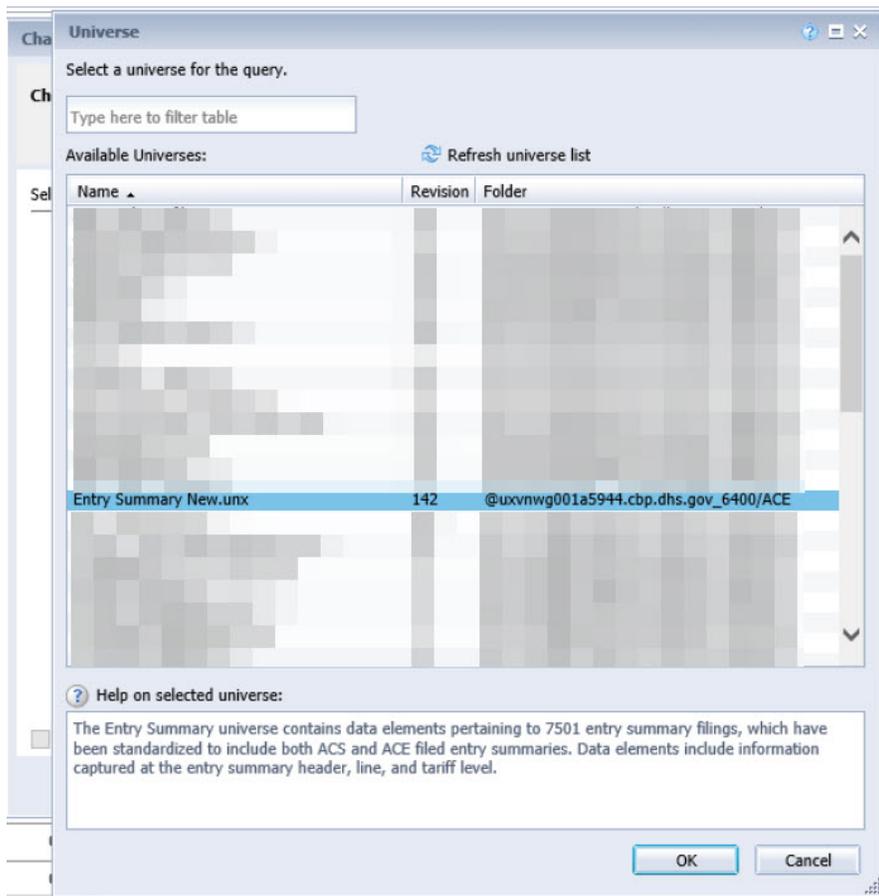
8. In the **Select a data source** drop-down menu, select **Universe**.

The **Universe** dialog box displays.





9. In the **Universe** dialog box, select the universe to use as the new data source.



10. Select **OK**.

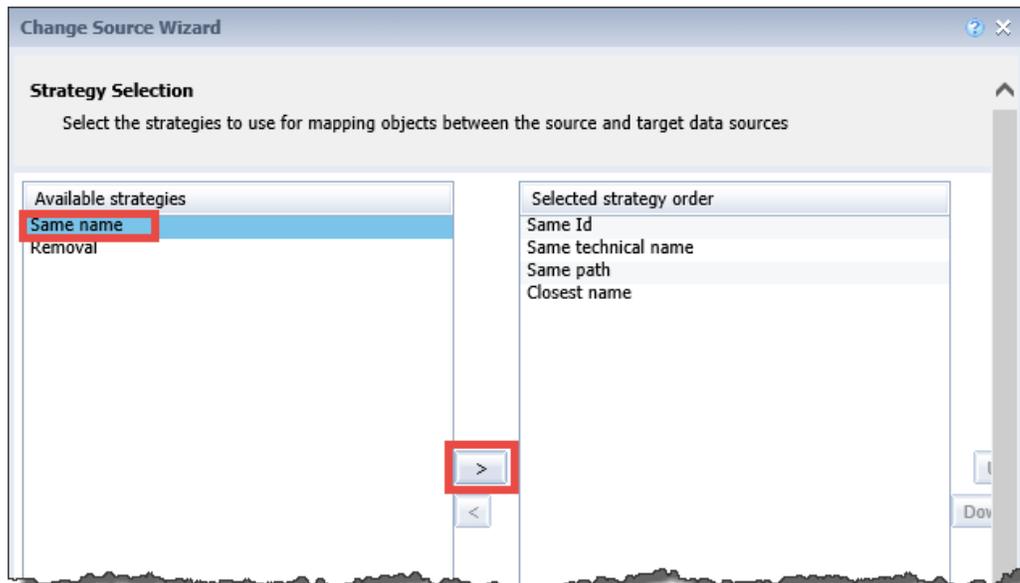
11. In the **Change Source Wizard** dialog box, select **Next**.

The **Strategy Selection** will open.

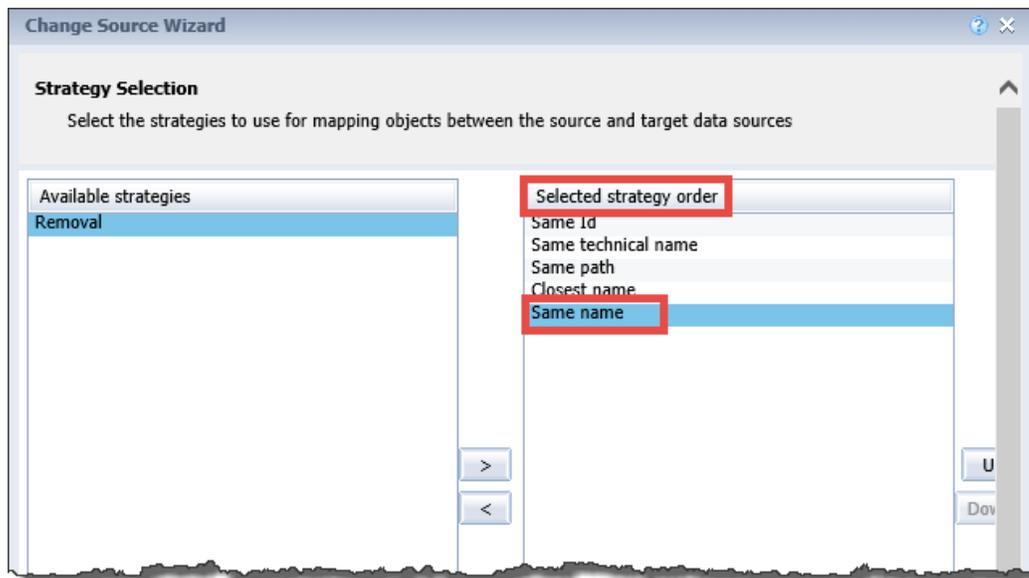


12. In the **Strategy Selection** section, in the **Available strategies** column,
 - a. Select **Same name**.
 - b. Select the right arrow.

Same name moves to the **Selected strategy order** column.



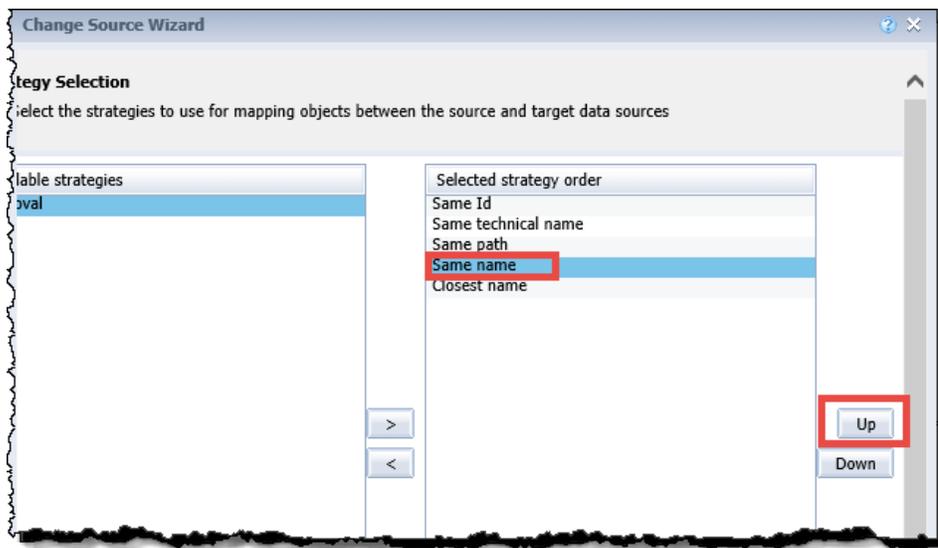
13. Select the arrow to move **Same name** to the **Selected strategy order** column.



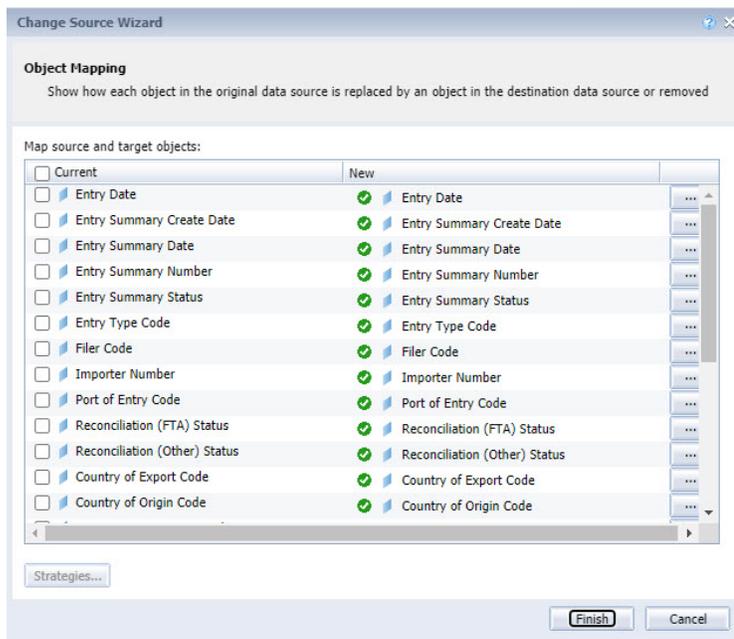
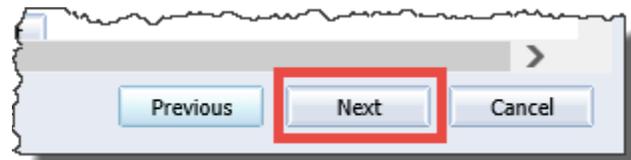
14. Use the **Up** and **Down** buttons to change the priority of methods to map data objects from the current universe to the new universe.



NOTE: The recommended order is: **Same Id, Same technical name, Same path, Same name, Closest name.**



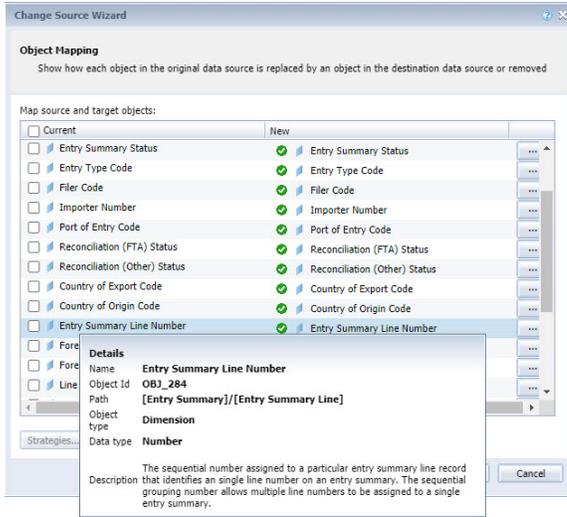
15. Select the **Next** button.
The **Object Mapping** section displays.



IMPORTANT: The **Object Mapping** section displays the name of each data object in the current report query and the new universe data object that will replace it.

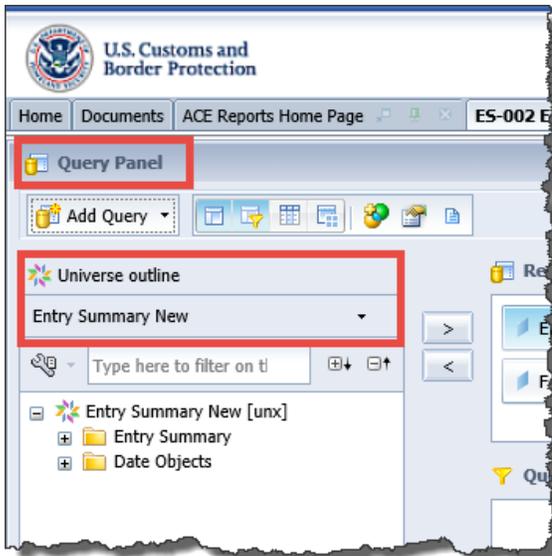
If the new universe is an updated version of the current universe, the automated mapping should match all objects. If the data objects do not match, the  icon appears. Hover over this icon for additional information on the best recommended data object in the new universe.





16. After all data objects are mapped, select the **Finish** button.

The reports **Query Panel** displays with the new universe.



17. In the **Close** drop-down menu, select **Apply Changes and Close**.

18. Save the report.

