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Version 1.1

*Web Portal User Guide*

SSRS 2016 for WITS

Applies to:

WITS Version 18.0+

Microsoft® SQL Server® Reporting Services (SSRS) 2016

Microsoft® SQL Server® 2016 Report Builder 3.0

**WITS Customers**

**SSRS 2016 for WITS**

Preface

PA WITS uses Microsoft® SQL Server® Reporting Services (SSRS) 2016 and Microsoft® SQL Server® 2016 Report Builder 3.0 as the primary reporting and analytics tool for WITS. SSRS is a web-based application allowing the development, storage, and generation of user-generated reports on data collected directly in WITS, in real time.

## Intended Audience

This user guide has been prepared for all WITS customers using SSRS for reporting. Topics covered include new features in SSRS 2016, Web Portal system conventions, user interface items, and Report Builder installation instructions.

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## System Requirements

WITS and the SSRS Web Portal are web-based applications accessed through an Internet (web) browser using an Internet connection.

### Internet Browsers

WITS is compatible with up-to-date versions of most modern Internet browsers such as:

* Mozilla Firefox
* Google Chrome
* Microsoft Internet Explorer version 10+
* Apple Safari

## Contact Production Support

For access to PA WITS, please contact your organizations Agency Administrator. If you are the Agency Administrator and you are unable to grant access, please contact the PA WITS Service Desk at [RA-DAPAWITS@pa.gov](mailto:RA-DAPAWITS@pa.gov). The PA WITS Service Desk will only grant access to SSRS from requests made by your organizations designated Agency Administrator. Please read the section titled “Report Subscriptions” to determine whether your user’s requirement can be met by emailing their requested report on a set frequency without granting access to SSRS.

In addition, WITS Production Support provides assistance with the following SSRS items:

* Access to PA WITS reports.
* Troubleshooting problems that users experience when navigating in SSRS or Report Builder
* Assists with determining accuracy of reports

If you need assistance related to SSRS, email WITS Production Support at [RA-DAPAWITS@pa.gov](mailto:RA-DAPAWITS@pa.gov). When contacting WITS Production Support for assistance with a report, please provide the logged in username, report title and a description of the folder path where the report is stored. If an error message occurs, please provide steps leading up to the error message and the actual wording of the error message.

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# New Features and Changes

## New Terminology

* **Web Portal**: Formerly called Report Manager.
* **Paginated Reports**: This term refers to regular reports (in previous versions) and is used to differentiate between *mobile* reports and *regular*report types.

## New Features

**Web Portal**: This is the new report server manager which replaces the previous version (known as Report Manager). The Web Portal includes new features such as Mobile Reports and Key Performance Indicators (KPIs). For more information, see [Web Portal](#_Web_Portal) on page 5.

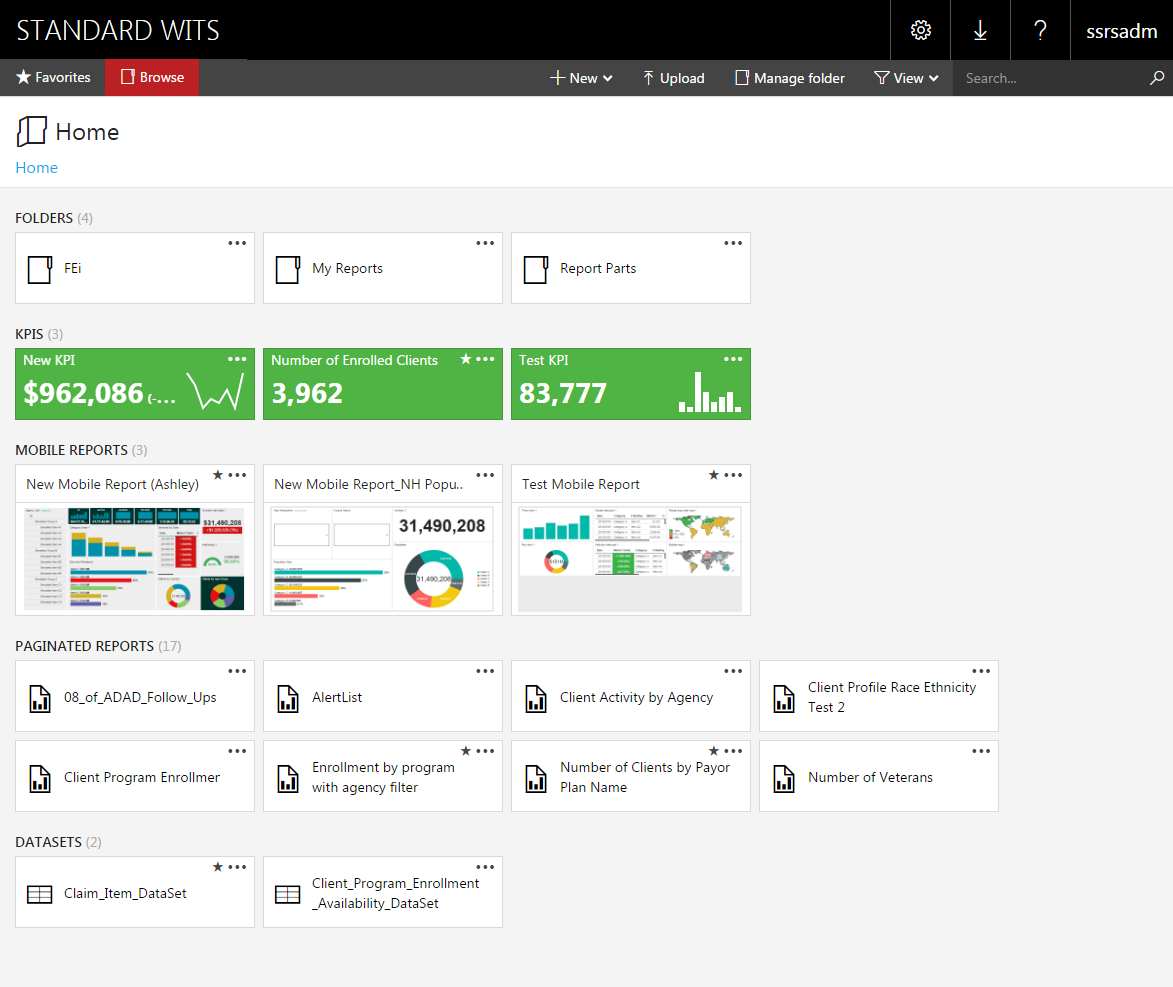


Figure ‑: Web Portal Browse Page

**Mobile Reports**: Mobile Reports are built using Microsoft’s free SQL Server Mobile Report Publisher tool and are optimized for mobile devices with a responsive layout that adapts to different screen sizes and orientations. This tool is downloaded to users’ computers where users can upload their own data from an Excel spreadsheet or connect to their Reporting Services server (Web Portal) and use shared datasets. These reports can be saved locally or published to the Reporting Services server. *Please note, instructions for building mobile reports are not included in this document*.

**NOTE •** Microsoft SQL Server Mobile Report Publisher is required to build mobile reports. Click the following link to download the free application from Microsoft: <https://www.microsoft.com/en-us/download/details.aspx?id=50400>.

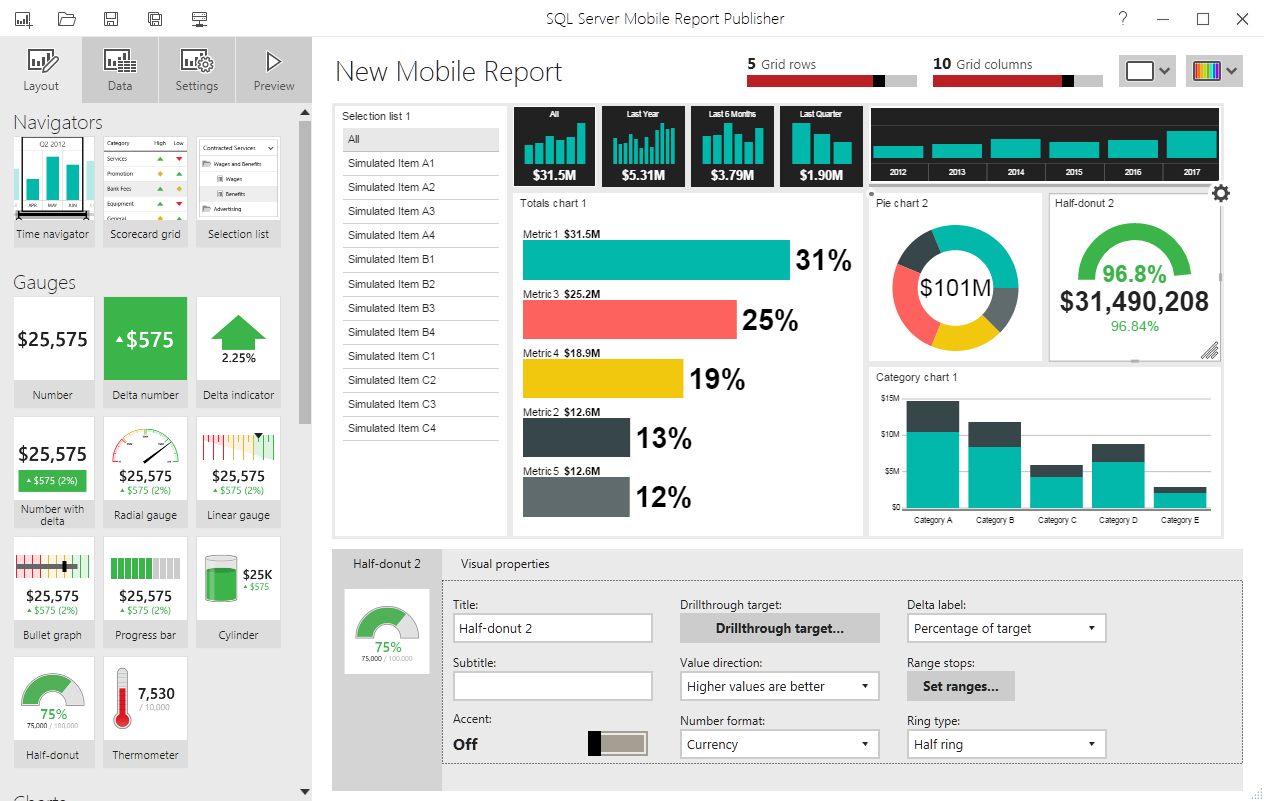


Figure ‑: SQL Server Mobile Report Publisher

**Download Button**: This button takes users to Microsoft’s website to download supported applications such as Report Builder, Mobile Report Publisher, Power BI Dashboard, and Power BI Mobile.

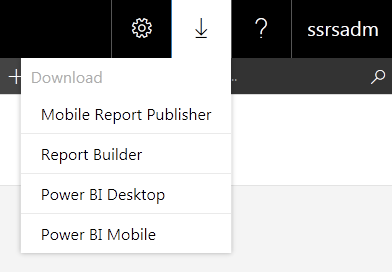


Figure ‑: Download Button

**Favorites Tab**: The Favorites tab is a new folder that stores linked copies of users’ “favorite” report items. Users can mark report items as their “favorite” which automatically creates a linked copy within the Favorites tab and those items will be marked with a star. This saves time, as users will not have to navigate to the report’s folder to run the item. This feature is especially helpful for reports users run frequently. To learn how to add items to the Favorites tab, see [Favorites](#Favorites) on page 8.

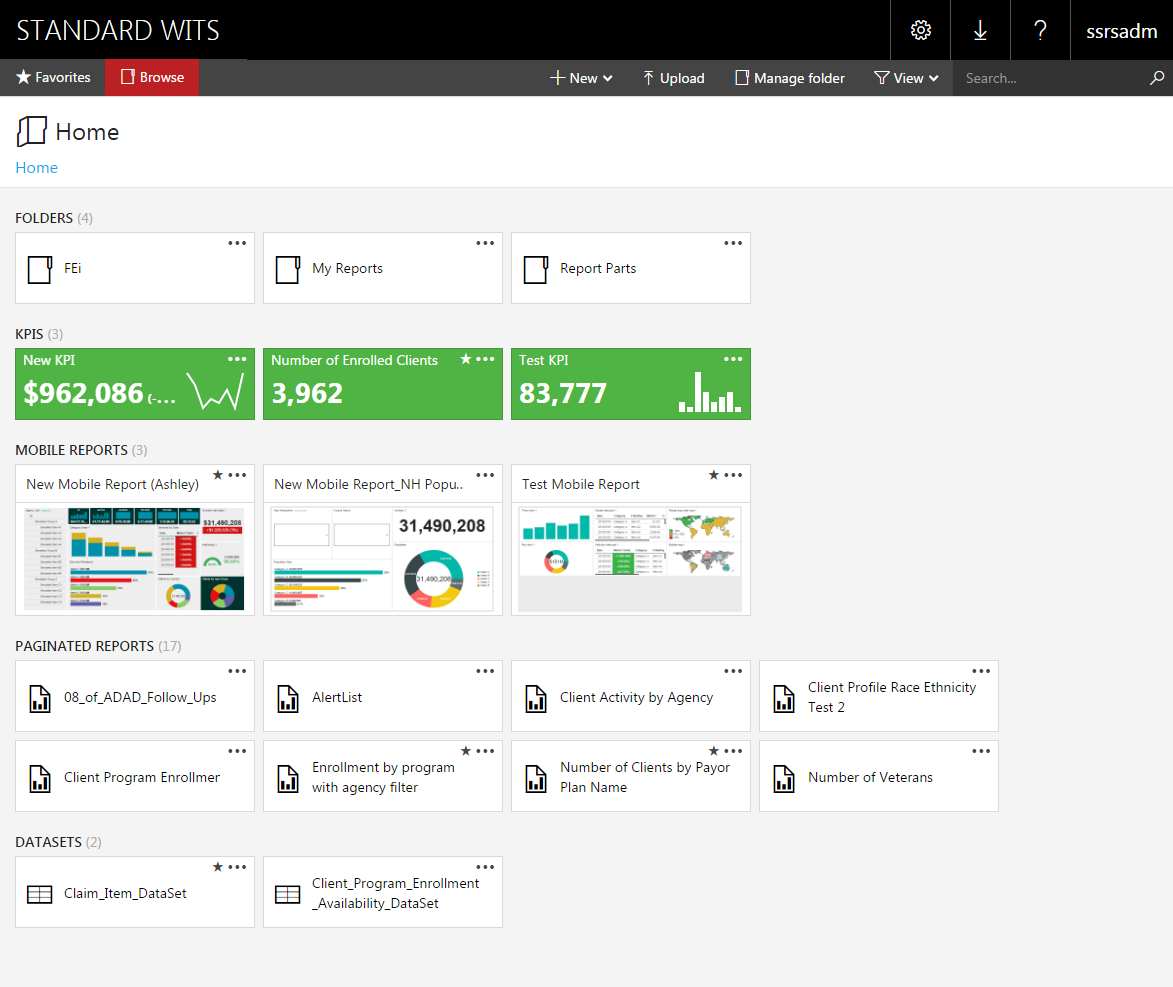


Figure ‑: Favorites Tab

To learn more about new features included in SSRS 2016, please click the following link: <https://docs.microsoft.com/en-us/sql/reporting-services/what-s-new-in-sql-server-reporting-services-ssrs#whats-new-in-sql-server-2016>.

## Benefits

With the new Microsoft SQL Server 2016, users can now open (or launch) the Report Builder tool from *all modern browsers*. This is an improvement from the previous versions where Report Builder access was only available through Internet Explorer. For instructions on opening Report Builder from your browser, see [How to Open Report Builder](#_How_to_Install) on page 22. Additional information on supported browser versions can be found by clicking the following link: <https://docs.microsoft.com/en-us/sql/reporting-services/browser-support-for-reporting-services-and-power-view>.

**NOTE •** Access to report builder now requires a one-time installation on users’ local machine.

## Items Not Changing

When WITS customers update to SSRS 2016, the following features will *not* be affected and will function as they did in the previous version of SSRS. These features include:

* **SSRS Model**
* **Model** **Item** **Security**
* **Roles**
* **Existing Reports** (ad hoc and canned)

All existing reports (ad hoc and canned) that currently work in SSRS 2012 will continue to work in SSRS 2016 as the SSRS model is not changing.

# Reporting Services Web Portal (SSRS Report Manager)

## Report Services Overview

PA WITS uses Microsoft® SQL Server® Reporting Services (SSRS) 2016 and Microsoft® SQL Server® 2016 Report Builder 3.0 as the primary reporting and analytics tool for WITS. SSRS is a web-based application allowing the development, storage, and generation of user-generated reports on data collected directly in WITS, in real time.

SSRS access requires a WITS login, password, and role assignments, so administrators have full control over who can access the reporting database, as well as the level of access users have to the data and tools contained within SSRS. In addition, when state or agency administrators disable a user’s WITS login, that user will be blocked from accessing SSRS.

Users with appropriate roles are able to quickly create reports using **Report Builder** and make them available through the **Web Portal** to users with different levels of security. The Web Portal offers interactive ways to manipulate and view data within a report using its set of features and functions. End users can apply filters, select from drop-down lists, perform searches, and save and export filtered reports. Subscription services allow individuals to receive periodic copies of reports via secure e-mail, so even if a person has no access to SSRS, they may still receive updated reports on a periodic basis.

### Major Components of Every SSRS Instance

* **Web Portal** (formerly called **Report Manager**): web-based administrative component that gives users the ability to control how reports are organized and distributed, including report security and subscription management. Administrators control access to the Web Portal by granting SSRS roles to users’ System Accounts in WITS, and can set permissions for individual items and folders within the Web Portal.
* **Report Viewer**: SSRS web-based component that allows users to view published reports within web browsers.
* **Report Builder**: the SSRS tool that gives users the ability to build reports. Users may install this application on their computer to edit and create reports built using Report Builder (except for canned reports developed by DDAP).
* **Live WITS Database**: central repository of all data collected in each WITS instance.
* **SSRS Reporting Database**: an exact copy of the Live WITS Database used to generate SSRS reports. This database is updated almost instantaneously with a new database backup (using AlwaysOn technology), which allows for real time reporting.
* **SSRS Web Server**: the server which stores the SSRS database of user-generated reports as well as serves the web-based application components. The report server is a resource used for storing items such as, saved and published reports, shared data sources, report parts, shared datasets, and shared subscriptions. When using report builder, there are two report servers you may connect to: training site and production site.

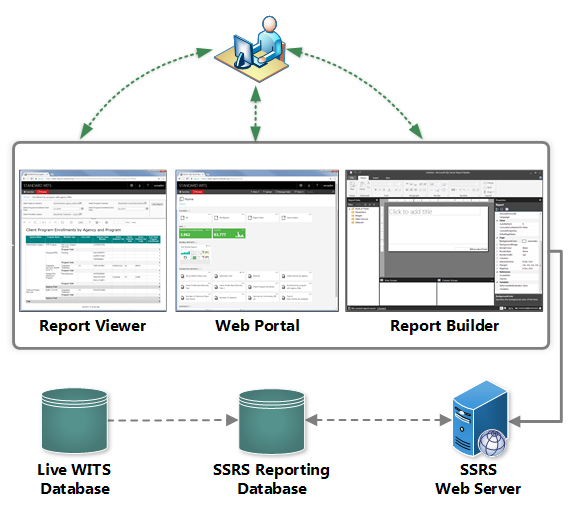


Figure ‑: SSRS Components

## Web Portal

The Web Portal is an administrative component that gives users the ability to control how reports are organized and distributed, including report security and subscription management. Administrators control access to the Web Portal by granting SSRS roles to users’ System Accounts in WITS, and can set permissions for individual items and folders within the Web Portal.

Web Portal Capabilities:

* View, search, print and subscribe to reports
* Create, secure and maintain the folder hierarchy to organize items on the server
* Configure role-based security that determines access to items and operations
* Configure report execution properties, report history and report parameters
* Create shared schedules and shared data sources to make schedules and data source connections more manageable
* Create data-driven subscriptions that send out reports to a large recipient list
* Create linked reports to reuse and re-purpose an existing report in different ways
* Download common tools such as Report Builder and Mobile Report Publisher
* Create KPIs

### How to Access the Web Portal

Users with SSRS roles have two (2) options to access their site’s Web Portal.

#### Web Portal Access: Option 1

Users with SSRS roles will be able to view the **SSRS Reports** link located at the top right section in WITS. Clicking the SSRS Reports link will then open SSRS Web Portal in a new browser tab.

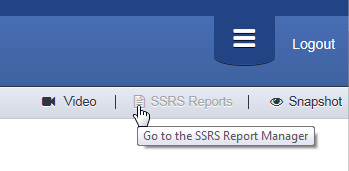


Figure ‑: SSRS Reports link in WITS

#### Web Portal Access: Option 2

In addition, users may log directly into the Web Portal by accessing a Production or Training site URL.

* In a web browser, type the Web Portal URL and then enter your WITS login information.

|  |  |
| --- | --- |
| WITS Site | Web Portal URL |
| Production | https://reports.witsweb.org/InstanceName |
| Training | https://training-reports.witsweb.org/InstanceName |

### Web Portal User Interface

The Web Portal is a web-based report access and management tool that users can access through your web browser. Items contained in the Web Portal typically include folders, reports (linked reports), data sources, datasets, report models and the My Reports folder.

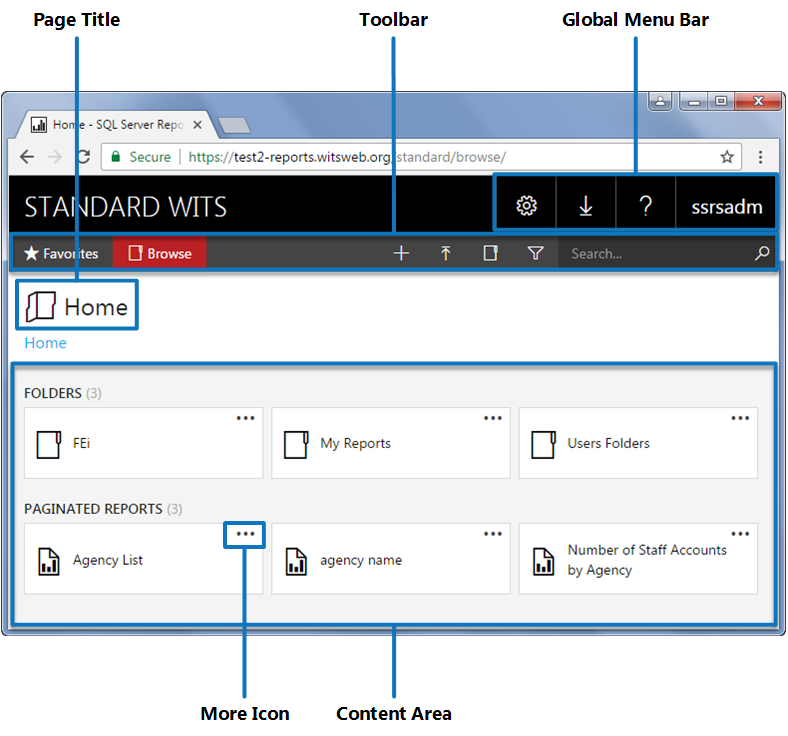


Figure ‑: Reporting Services new Web Portal home page; Tile layout

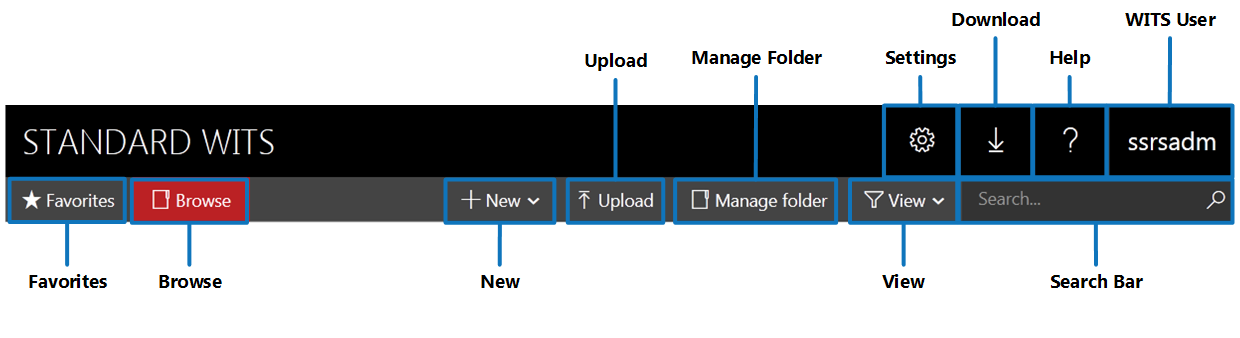


Figure ‑: Reporting Services new Web Portal Icons, Standard Size

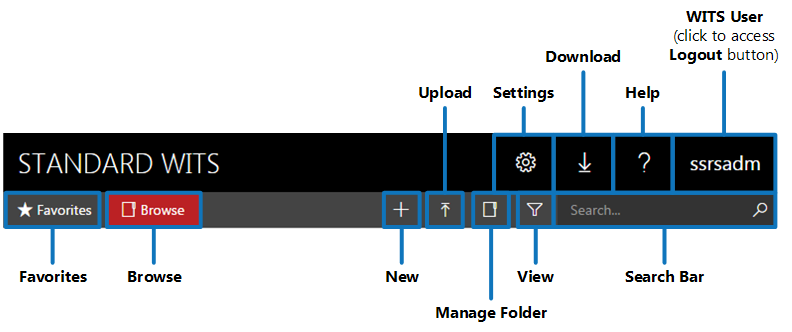


Figure ‑: Reporting Services new Web Portal Icons, Compact Size

### Web Portal User Interface Elements

Table ‑: User Interface Items within the Web Portal

|  |  |  |
| --- | --- | --- |
| Element | Description | |
| Favorites | [New Feature]  Stores a linked copy of reports and other items inside the Favorites folder for users to easily access without having to navigate the report path. Items marked as “favorite” will display a star icon.   1. To add an item to your Favorites folder, click the **more** button (or the three dotted lines).      1. Then click Add to Favorites. | |
| Browse | Click to return to the Home Page. | |
| New | Add new report items; click to open the drop-down menu with the following options:   * Folder * KPI * Mobile Report * Paginated Report * Dataset * Data Source |  |
| Upload | Opens file explorer to find and select a file to upload. Types of files that can be uploaded include:   * Report Builder Report File (.rdl) * Report Builder Shared Dataset (.rsd) * RSC File (.rsc) * SQL Server Mobile Report (.rsmobile) * Adobe Acrobat Document (.pdf) * Microsoft Word Document (.docx) * Microsoft Excel Worksheet (.xlsx) |  |
| Manage Folder | Manage settings for the current folder location. |  |
| View |  |  |
| View | Click the View button to open a drop-down menu with options for managing how report item are displayed:   * Tiles * List * Show hidden items   By default, the **Tiles** layout is selected. |  |
| Select the **List** layout to view additional information about each report item, such as **Description**, **Size**, **Modified date**, and **Modified by**. | |
| Click each column header to sort report items. | |
| Click the check box on one or more report items to either **Move** or **Delete**. | |
| Settings | Click the Settings button to access the following options:   * My subscriptions * Site settings |  |
| Download | Click the Download button to view a drop-down menu with free applications available to install on your computer:   * Mobile Report Publisher * Report Builder * Power BI Desktop * Power BI Mobile   Clicking each option will open a new browser tab with download information from Microsoft’s website. These applications only need to be downloaded one time. |  |
| Help | Click the Help button to open a drop-down menu with the following options:   * Getting started * Community * About SQL Server Reporting Services |  |
| WITS User | Displays the User ID of the WITS staff member; click to access the **Logout** button. |  |

## Report Viewer

Report Viewer is a user-facing application that runs directly in a web-browser and allows end-users to view reports created in Report Builder including canned reports developed by DDAP. The report viewer does not require any additional software or plug-ins to operate, and can be viewed anytime from any Internet-connected computer.

Although simple in design, report viewer provides a powerful set of features that can make reports more informative and useful. With features like filters, lists and search functionality, end-users can interact with reports by manipulating the way the data is presented and organized, making reports more engaging and useful. In addition, report viewer allows end-users to export the reports in a variety of file formats including **Excel[[1]](#footnote-2)**, **PDF**, **Word**, **PowerPoint**, **TIFF** file, **MHTML** (web archive), **CSV** (comma delimited), **XML** file with report data, and **Data Feed[[2]](#footnote-3)**.

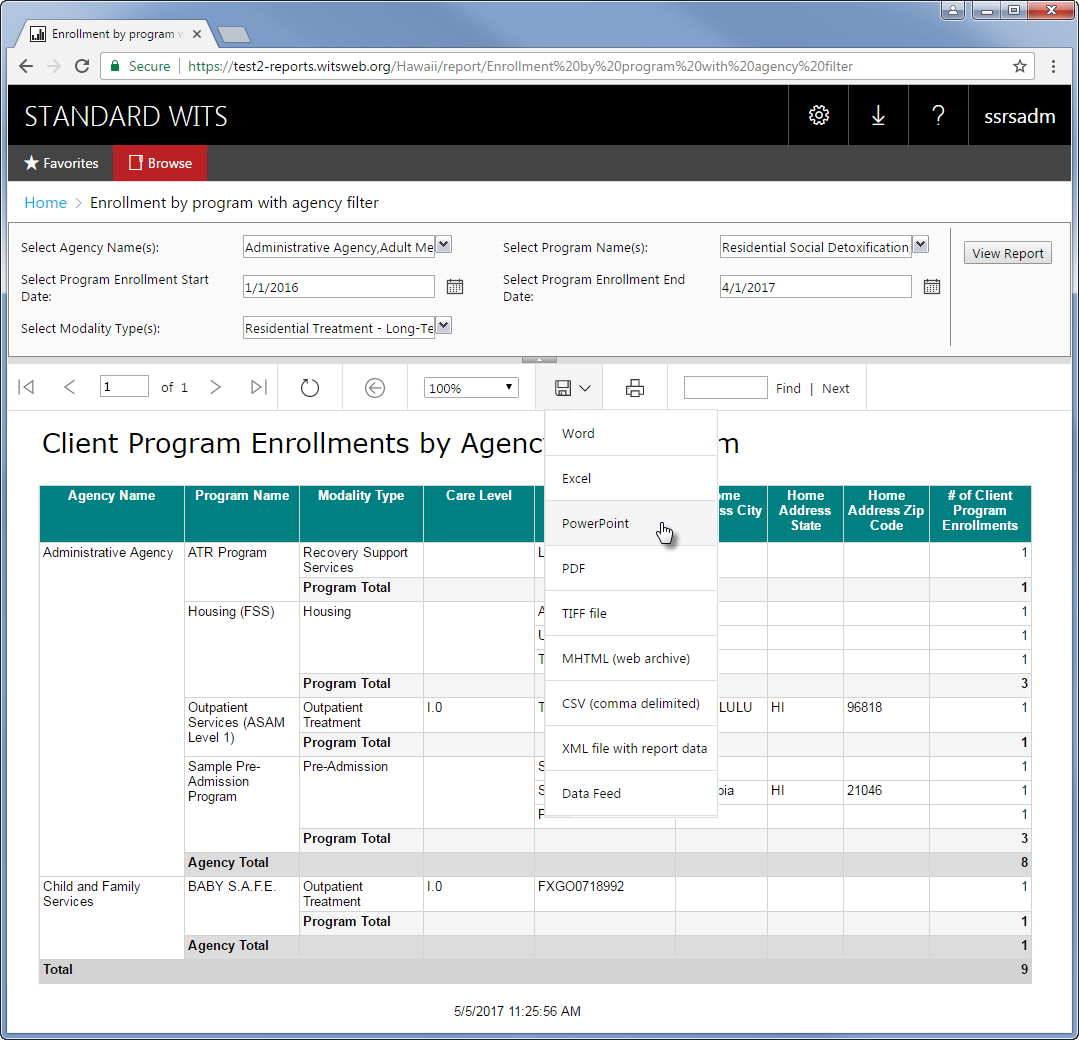


Figure ‑: Report Viewer

## Upload and Share Reports and Report Parts

On the Web Portal, files can be shared between your training site instance and your production site instance, and also between other WITS customers. Types of files include:

* Report Builder Report File (.rdl)
* Report Builder Shared Dataset (.rsd)
* RSC File (.rsc)

### Download and Share Report Files

1. To share a file on the Web Portal, click the item’s drop-down menu and select **Download**.
2. Save the file to your computer.

### How to Upload Files on the Web Portal

On the Web Portal, files can be shared between your training site instance and your production site instance, and also between customers.

1. On the Web Portal, click the **Upload** button located in the tool bar.

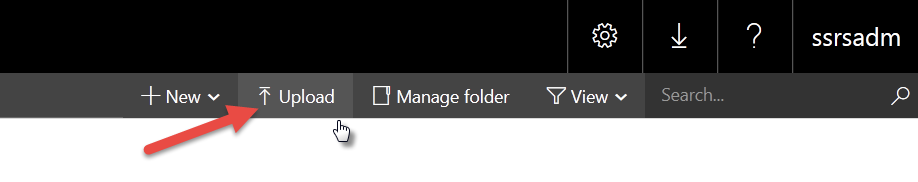


Figure ‑: Web Portal Tool Bar, Upload File

1. Select a file then click **Open**.

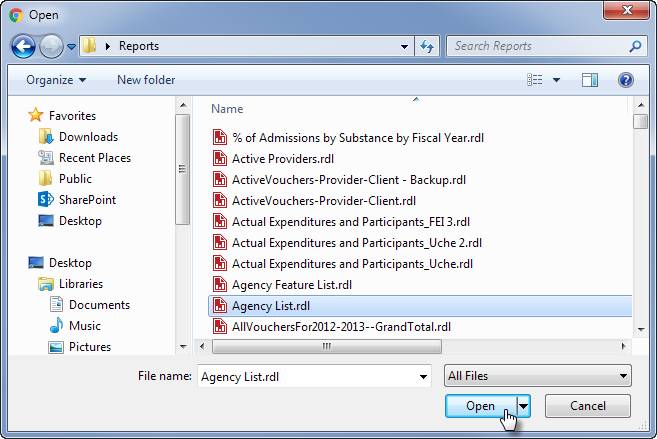


Figure ‑: Upload File, click Browse

### How to Change the Data Source for a Report or Shared Dataset

When reports and datasets are shared between WITS customers, the data source connection will need to be updated to your instance’s data source. By connecting to your instance’ data source, the shared report or dataset will display data collected from your WITS instance. If you forget to update the data source connection, the report or dataset cannot run and will display the error message shown below in Figure 2‑9.

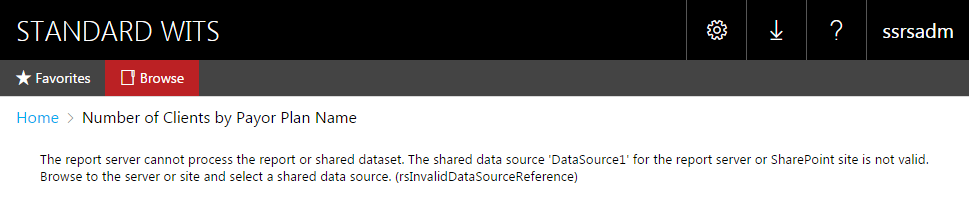


Figure ‑: Invalid Data Source Error Message

#### Update the Data Source

1. Click the report’s **More** icon to open the menu, and then select **Manage**.

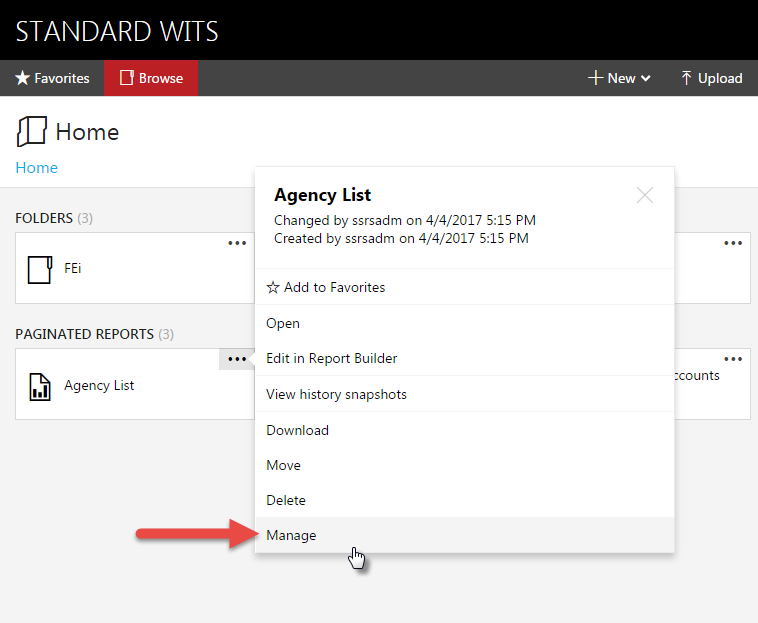


Figure ‑: Report Menu Items, click Manage

1. Click the **Data sources** tab.

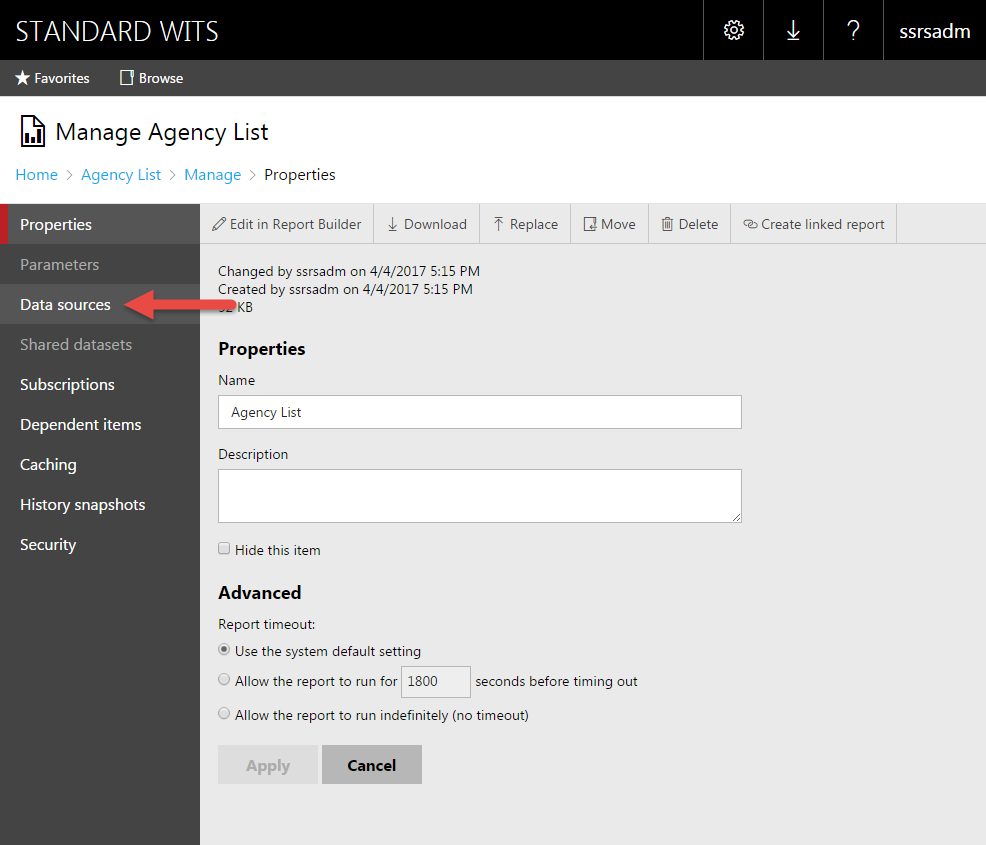


Figure ‑: Report Properties, click Data sources

1. On the Data sources tab, click the **More** icon.

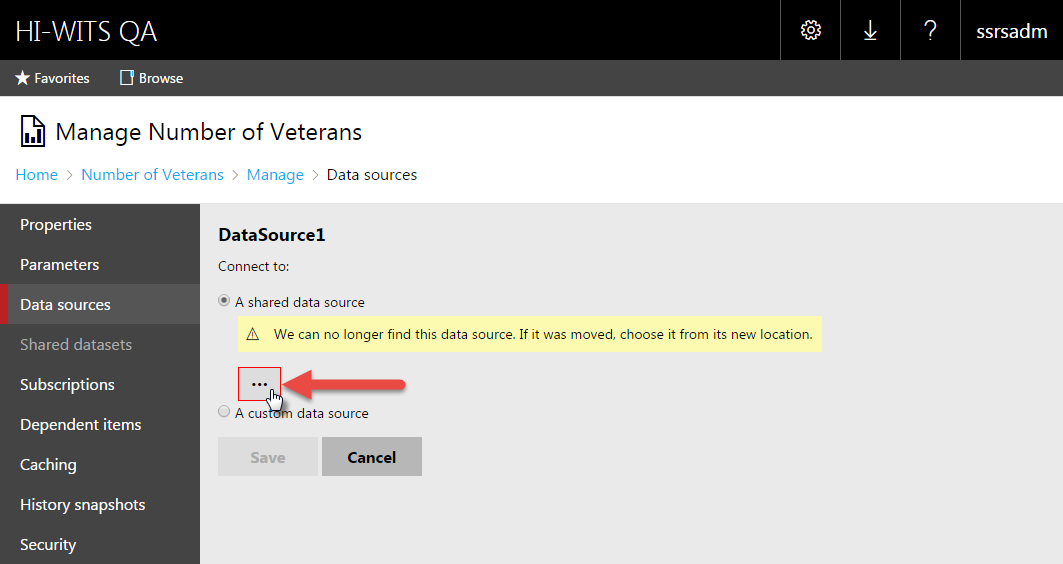


Figure ‑: Data sources tab, choose a new data source

1. Click the **FEi** folder.

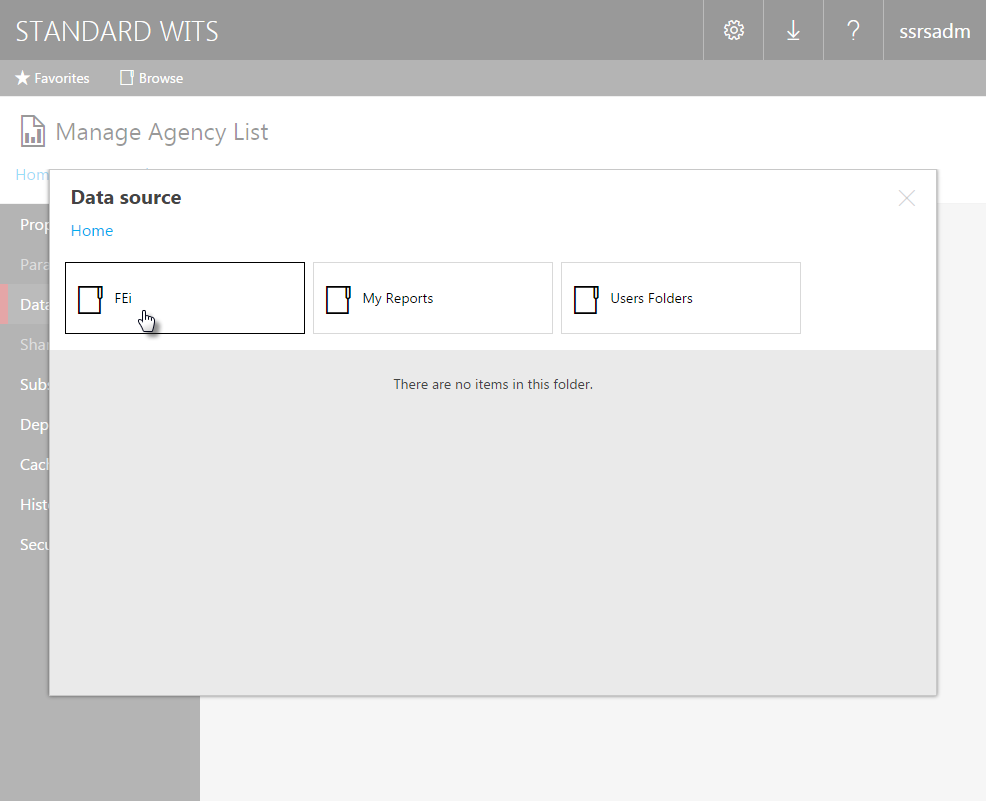


Figure ‑: Data source window, select FEi folder

1. Click the **Models** folder.

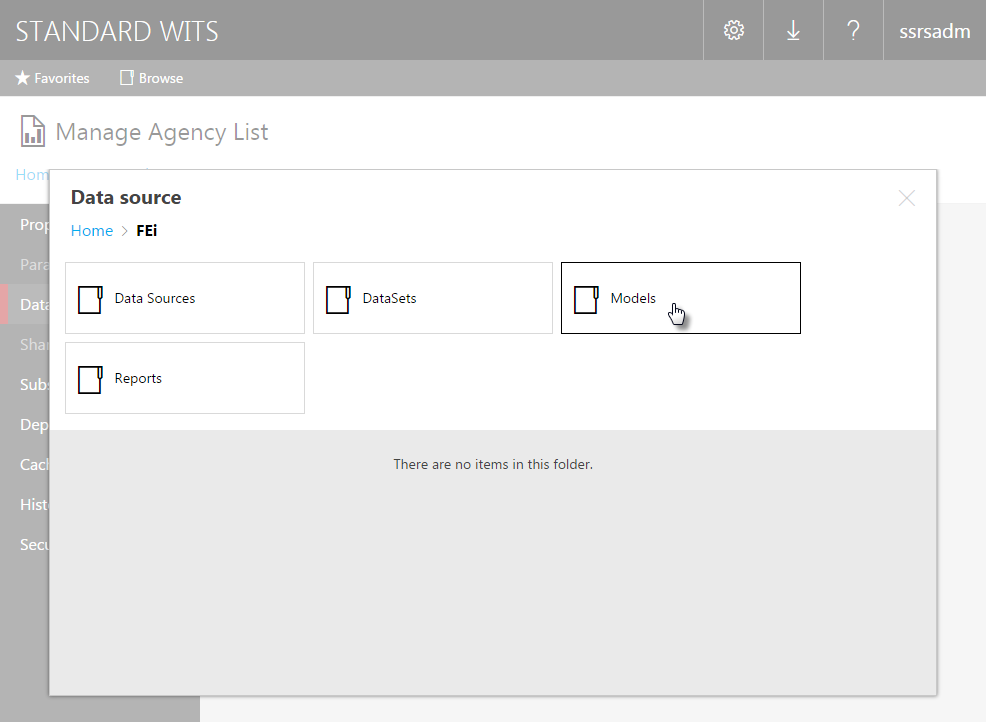


Figure ‑: Data source window, select Models folder

1. Click the SSRS model.

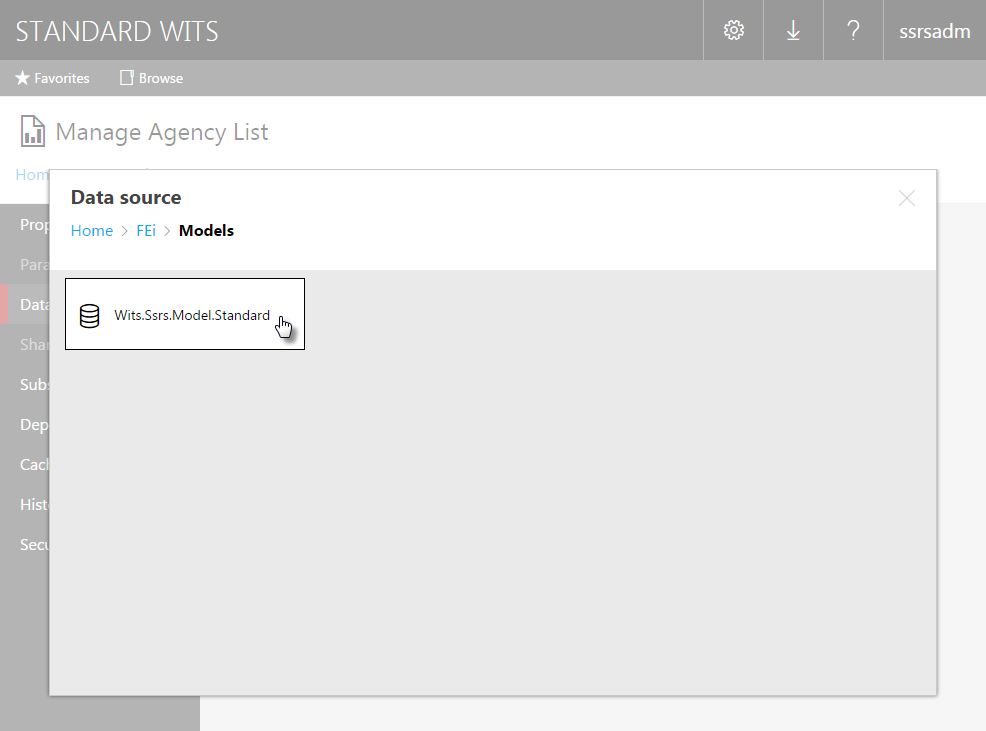


Figure ‑: Data source window, click the SSRS model

1. Click **Save**.

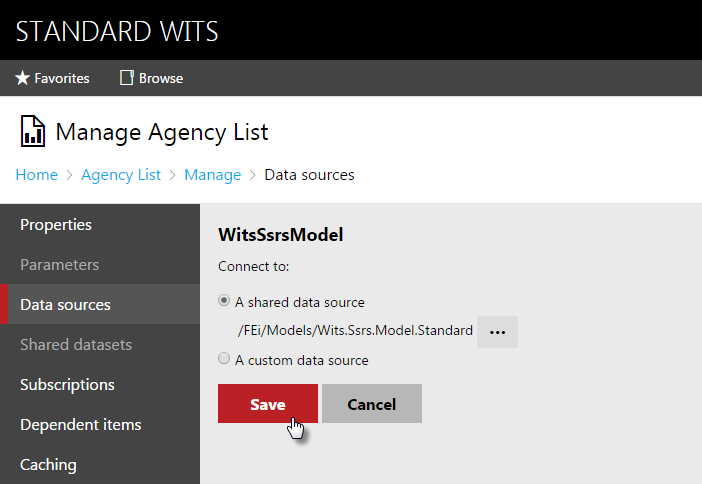


Figure ‑: Data sources tab, click Save

1. Once the data source has been saved successfully, the Save button will become grayed out.

## Report Subscriptions

Subscriptions are a great way to keep end users notified and informed with the latest data. After publishing the report to the report server, you can configure the report to run at a specific time, create a report history, and set up e-mail subscriptions. Once a user has been subscribed to a report, the process is completely automated so you don’t have to worry about sending out scheduled reports.

Additional Information on Report Subscriptions:

* Subscriptions and Delivery (Reporting Services): <https://docs.microsoft.com/en-us/sql/reporting-services/subscriptions/subscriptions-and-delivery-reporting-services>
* Create a Data-Driven Subscription (SSRS Tutorial): <https://docs.microsoft.com/en-us/sql/reporting-services/create-a-data-driven-subscription-ssrs-tutorial>

### How to Create a New Subscription

1. Click a report’s **More** icon, and then click **Subscribe**.

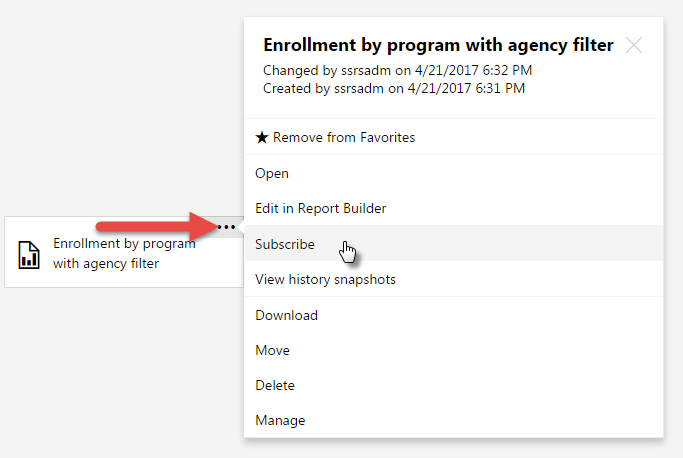


Figure ‑: Report's More icon, Subscribe link

1. On the **New Subscription** page, type the subscription’s **Description** and then complete the sections listed below.

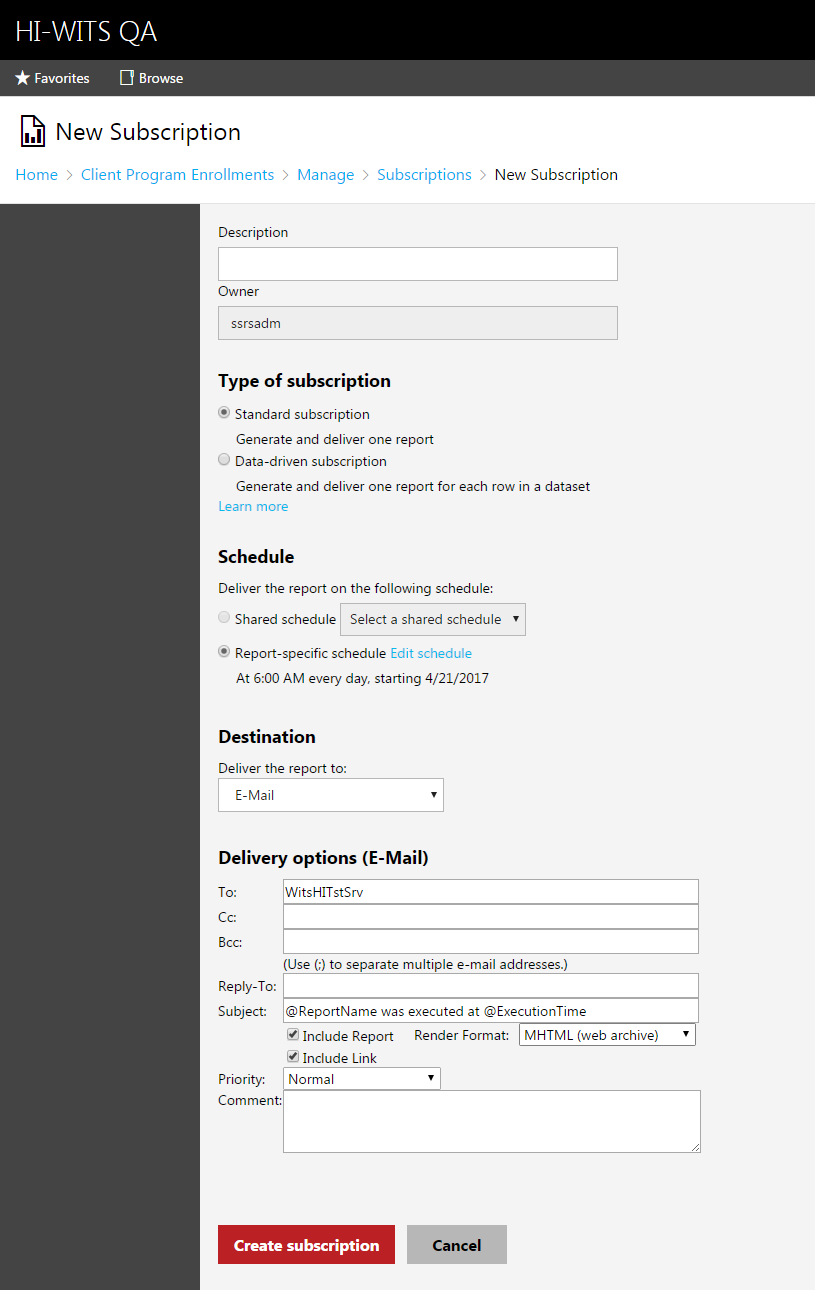


Figure ‑: New Subscription page

#### Type of Subscription

1. Select either **Standard** or **Data-driven** (Standard is the easiest option).

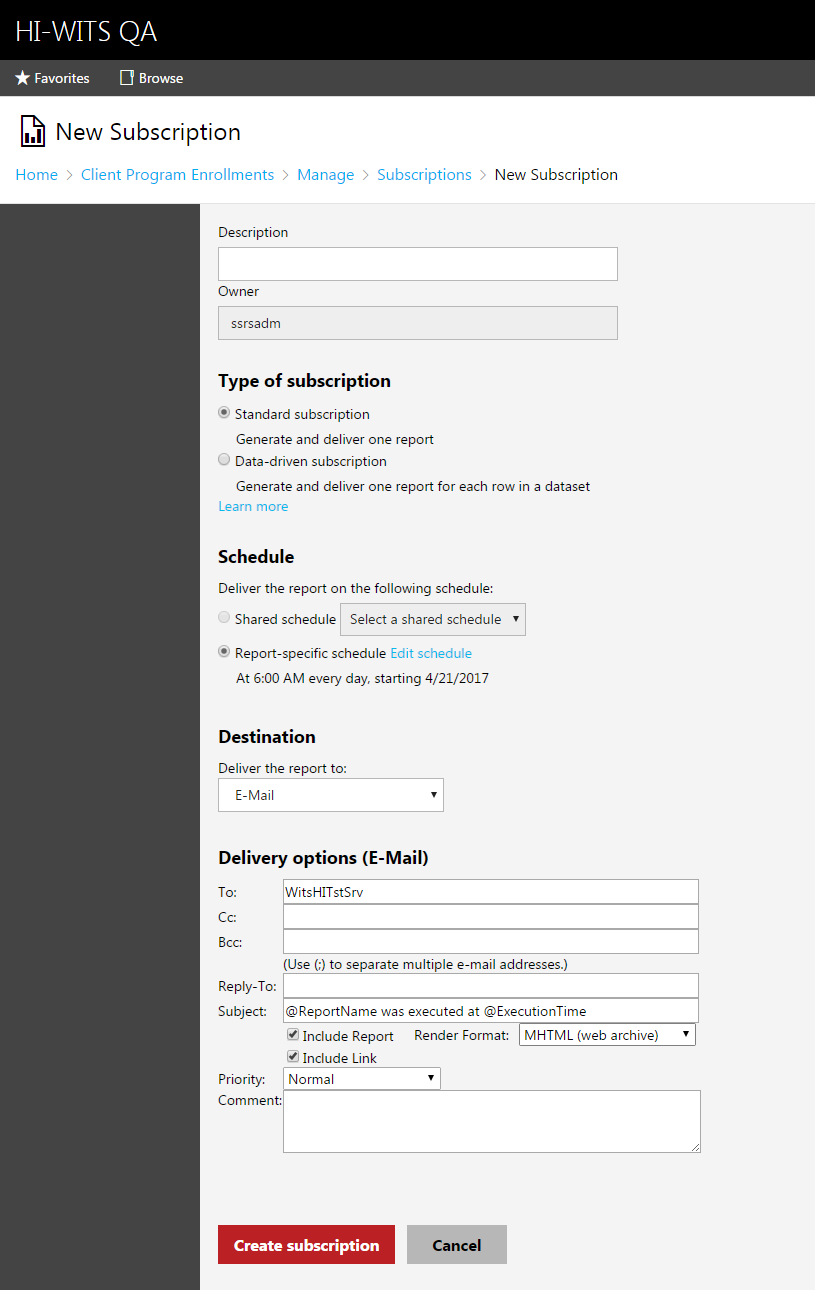
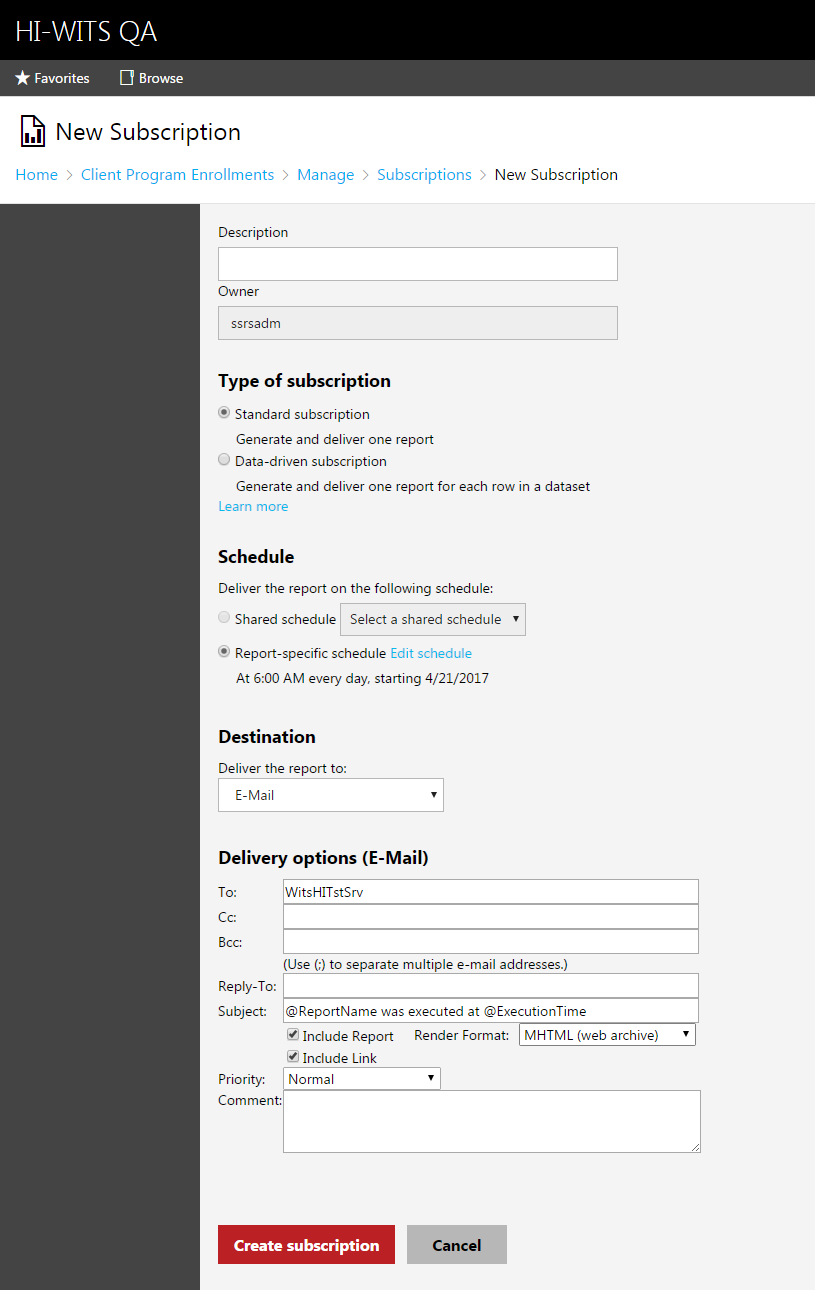


Figure ‑: Report Subscription Types

#### Schedule

1. Select either a Shared scheduled (if available) or a Report-specific schedule.



**NOTE •** A shared schedule must be set up in the **Site Settings** before it can be selected.

Figure ‑: Report Subscription Schedules

##### Report-specific schedule

1. For a report-specific schedule, click **Edit schedule**.
2. In the **Schedule** **details** section, choose whether to run the report on an hourly, daily, weekly, monthly, or one time basis. Additional fields will become available based on this selection.

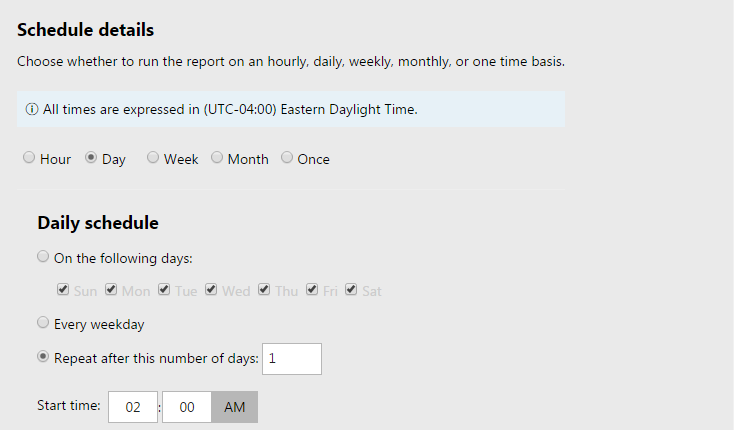


Figure ‑: Schedule Details

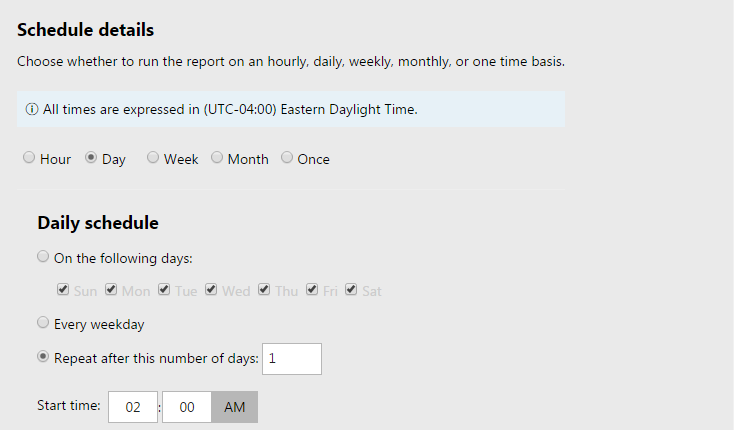


Figure ‑: Daily Subscription Schedule

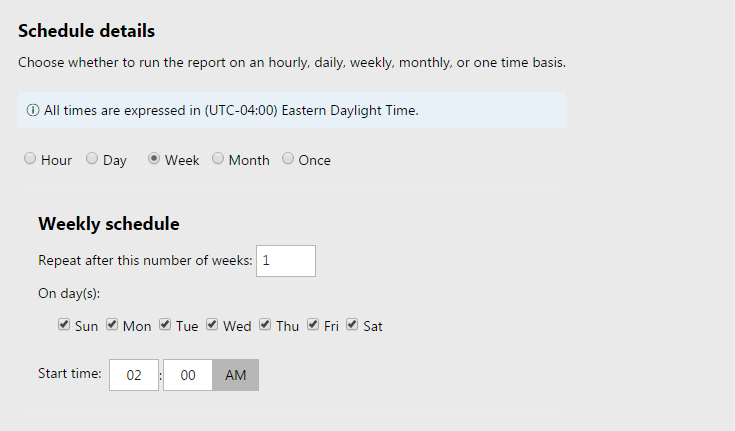


Figure ‑: Weekly Subscription Schedule

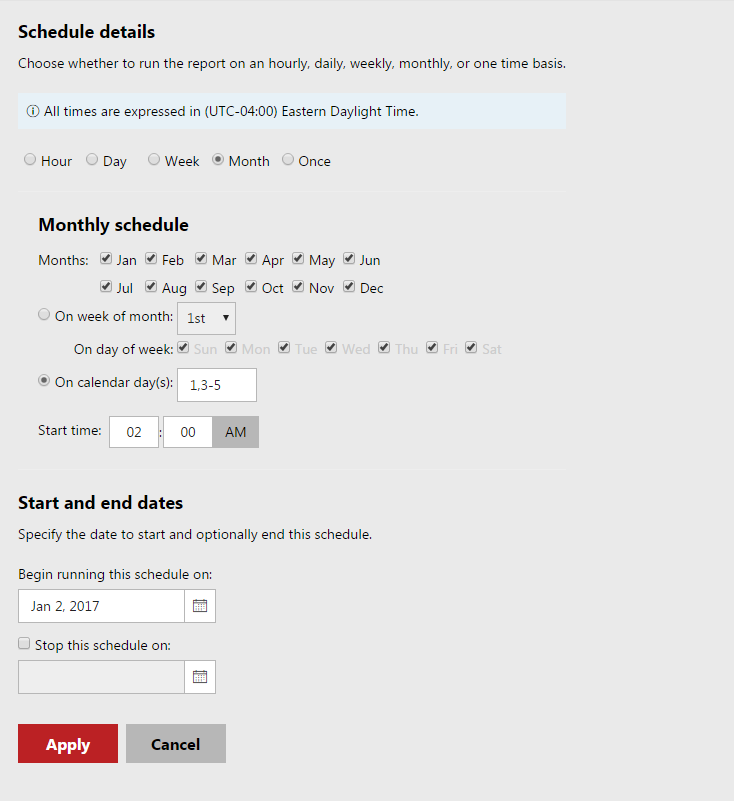


Figure ‑: Monthly Subscription Schedule

1. Select the **start and end dates** (the end date is optional).

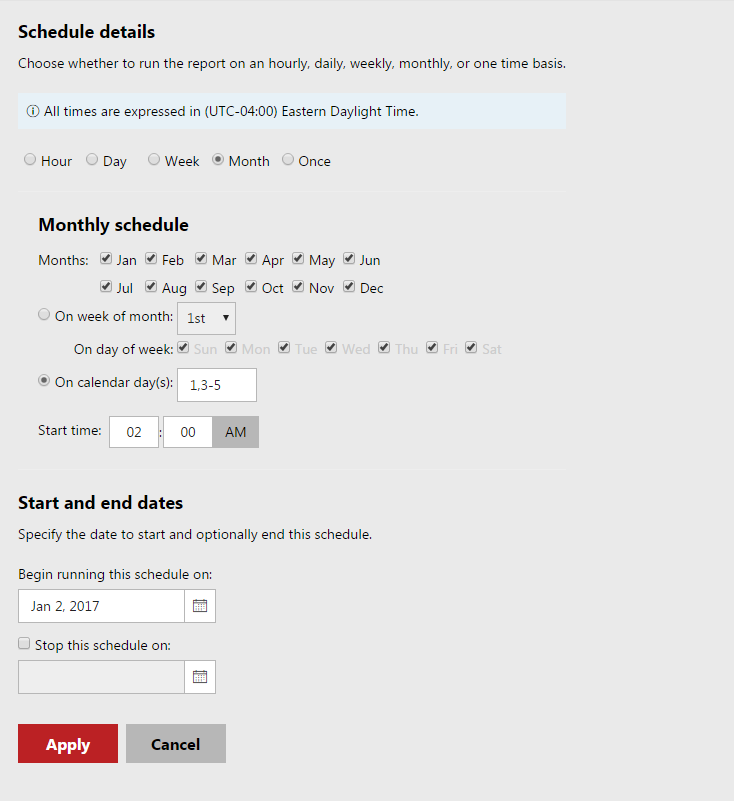


Figure ‑: Subscription Start and End Dates

1. Click **Apply**.

#### Destination

1. Select **E-mail**.

#### Delivery Options (E-Mail)

1. Type recipients’ e-mail address in the appropriate fields. Multiple e-mail addresses are separated by a semicolon (**;**).
2. If the **Include Report** option is selected, choose the **Render Format** (Excel, PDF, Word, PowerPoint, TIFF file, MHTML (web archive), CSV (comma delimited), XML file with report data, or Data Feed).

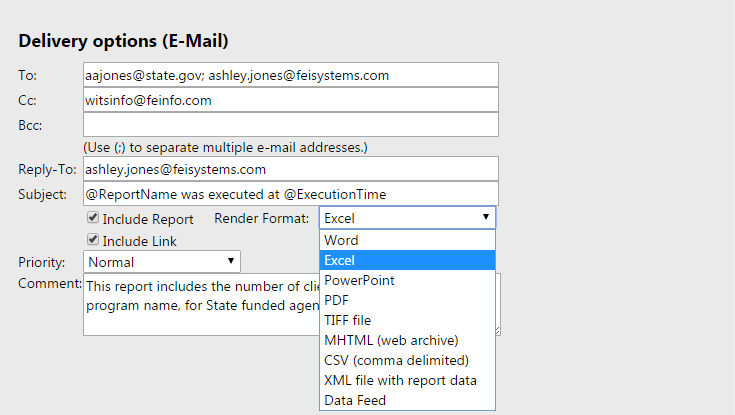


Figure ‑: Report Subscription Delivery Options

#### Report Parameters (if applicable)

1. If the report includes parameters, a value must be select for each field.

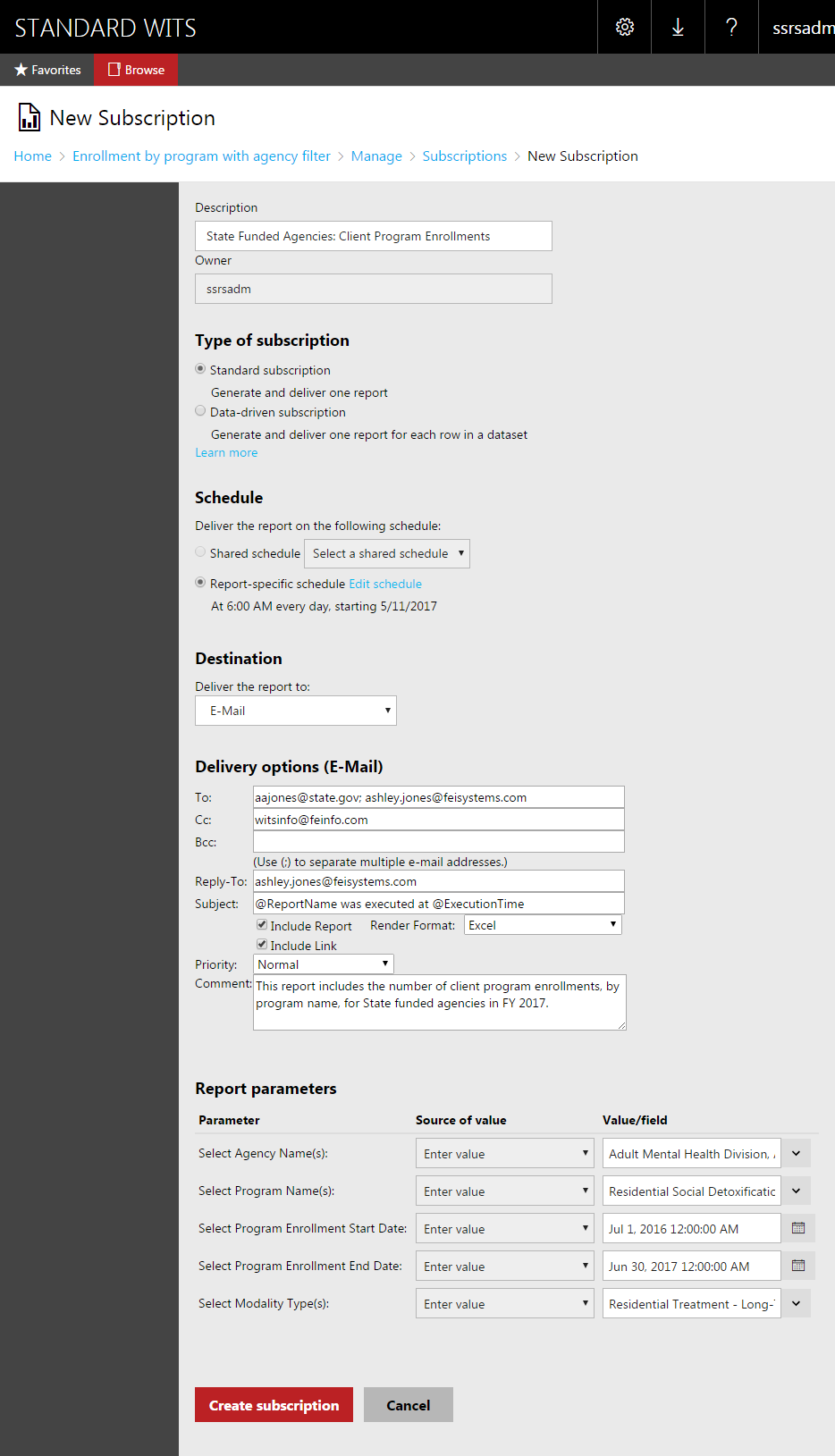


Figure ‑: Report Subscription Parameters

1. Click **Create** **subscription**.

## Snapshots

The **Snapshot** feature is a very useful tool to save and view historical report data over time. This is especially helpful when reports are needed to view data from a specific moment. Report Snapshots can be created manually and/or created based on a schedule. If the report includes parameters, default parameter values must be specified before a snapshot can be created. By using the Snapshot feature, you can maintain a history of reports which are saved in the report’s history.

For more information on snapshots, click the following link: <https://docs.microsoft.com/en-us/sql/reporting-services/report-server/create-modify-and-delete-snapshots-in-report-history>.

For step-by-step instructions on creating snapshots, click the following link: <https://docs.microsoft.com/en-us/sql/reporting-services/report-server/add-a-snapshot-to-report-history-report-manager>.

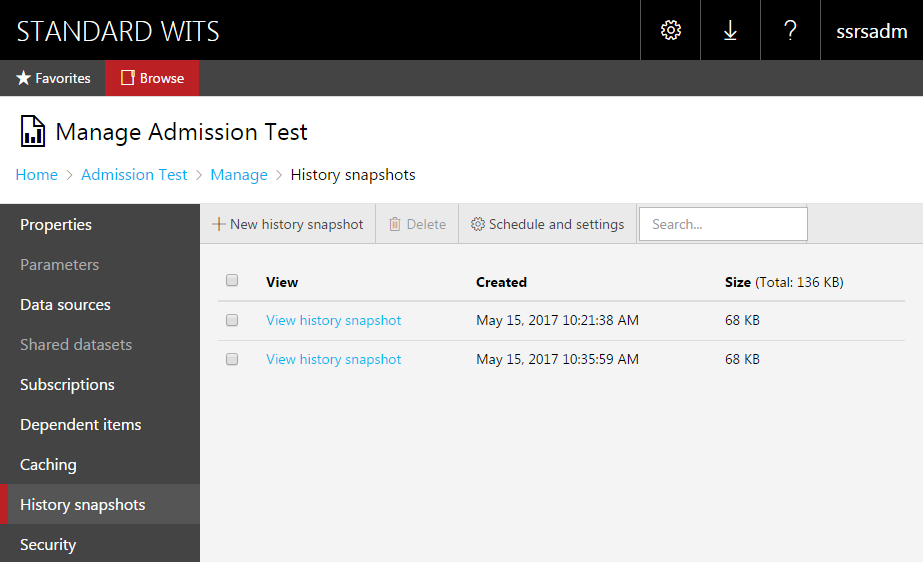


Figure ‑: Report History Snapshots

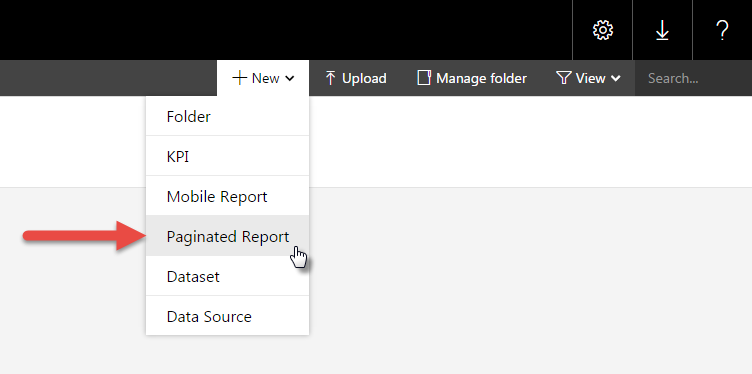
# How to Open Report Builder

**NOTE •** To open Report Builder from the Web Portal, users must first complete a one-time download and installation of Report Builder on to their computer. Once Report Builder is installed, users will just need to accept the prompt to launch it when asked. See [How to Install Report Builder](#_How_to_Install) on page 28 for installation instructions.

## Option 1: Create a New Report

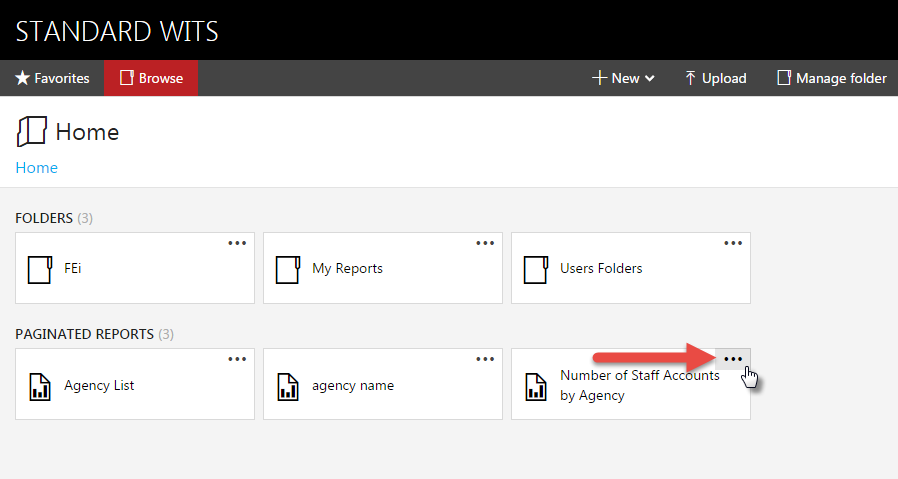
Report Builder can be opened using any modern browser.

1. On the Web Portal, click **New**, then click **Paginated Report**.

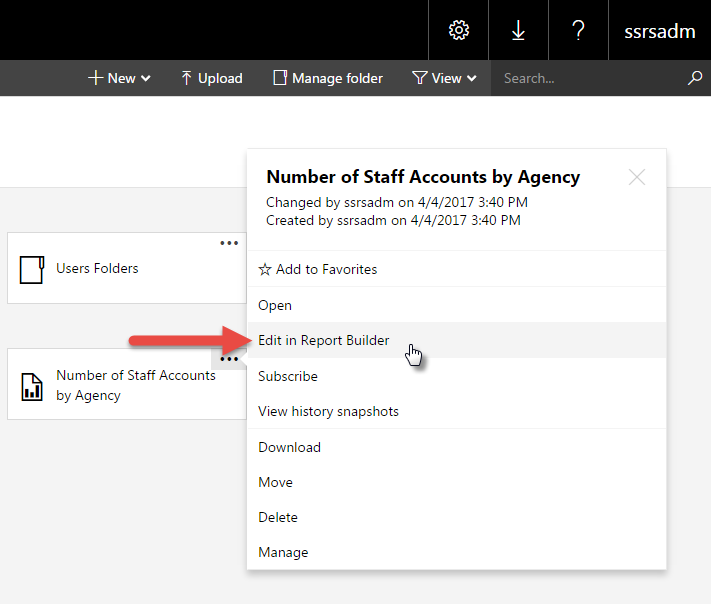


## Option 2: Open a Saved Report (Edit a Report)

1. Click on a report’s More icon to open the menu options.



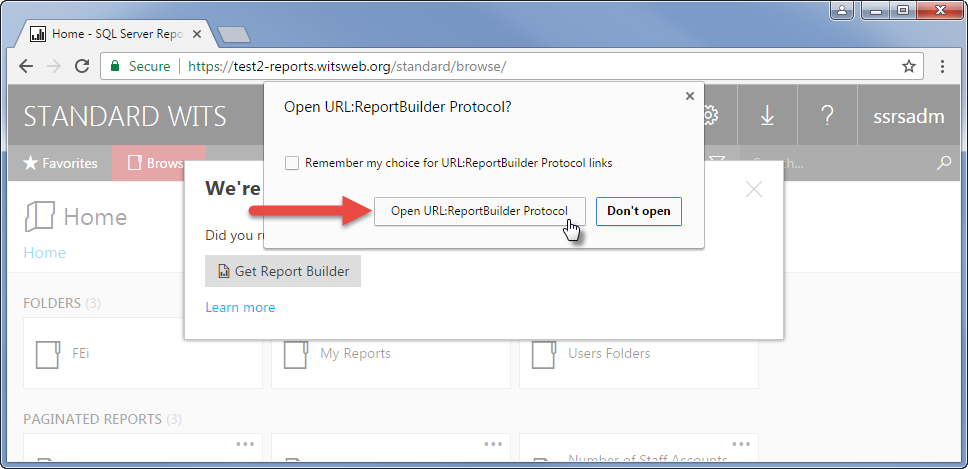
1. Click **Edit in Report Builder**.



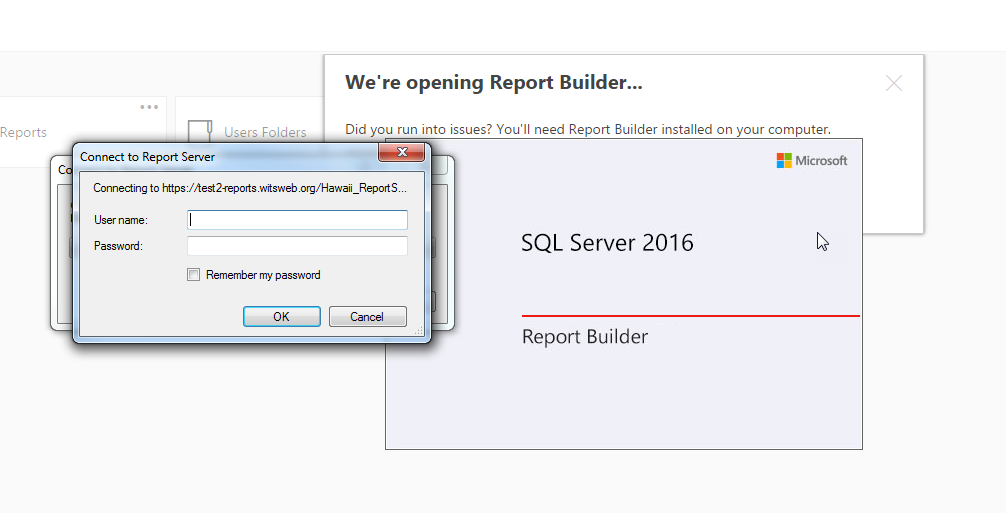
## Open in Google Chrome

**NOTE •** If Report Builder has not been installed, close the top dialog box and click **Get Report Builder** on the bottom dialog box. See [How to Install Report Builder](#_How_to_Install) on page 27 for installation instructions.

1. In Google Chrome, use one of the options listed above to launch Report Builder.
2. If Report Builder has been installed, click **Open** [**URL:ReportBuilder**](URL:ReportBuilder) **Protocol**.



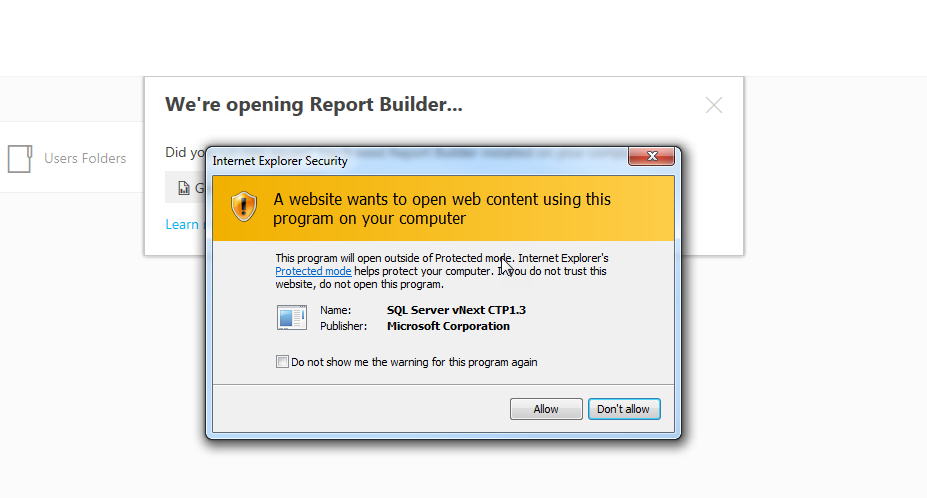
1. Type your WITS **User name** and **Password**, then click **OK**.



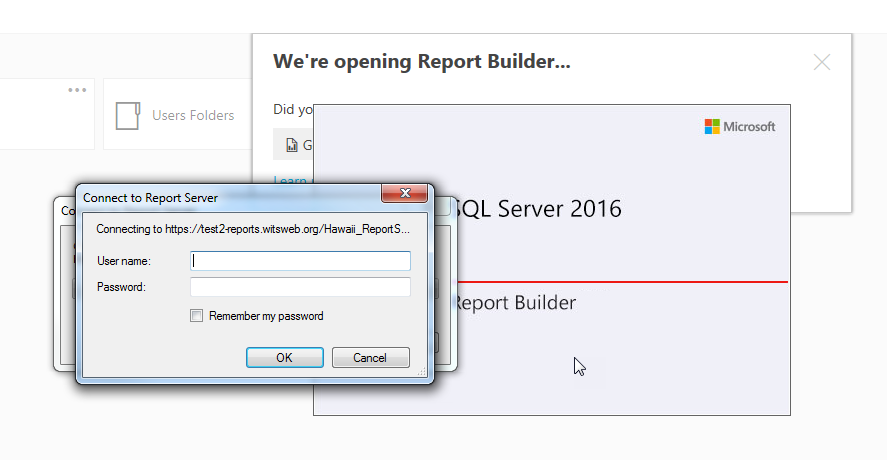
## Open in Internet Explorer

**NOTE •** If Report Builder has not been installed, close the top dialog box and click **Get Report Builder** on the bottom dialog box. See [How to Install Report Builder](#_How_to_Install) on page 27 for installation instructions.

1. In Internet Explorer, use one of the options listed above to launch Report Builder.
2. If Report Builder has been installed, click **Allow**.



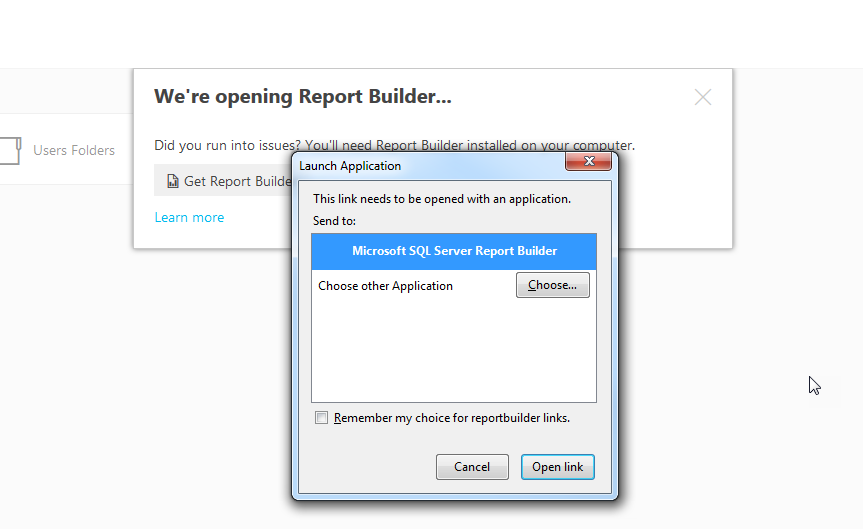
1. Type your WITS **User name** and **Password**, then click **OK**.

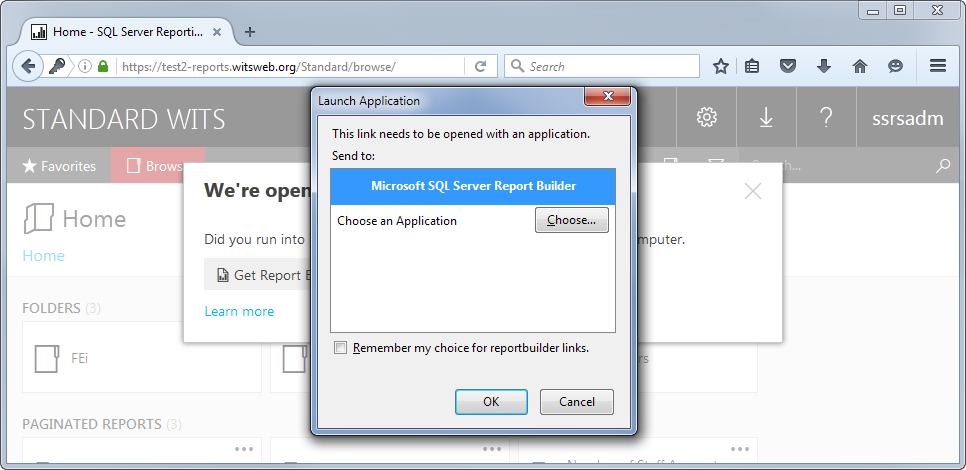


## Open in Firefox

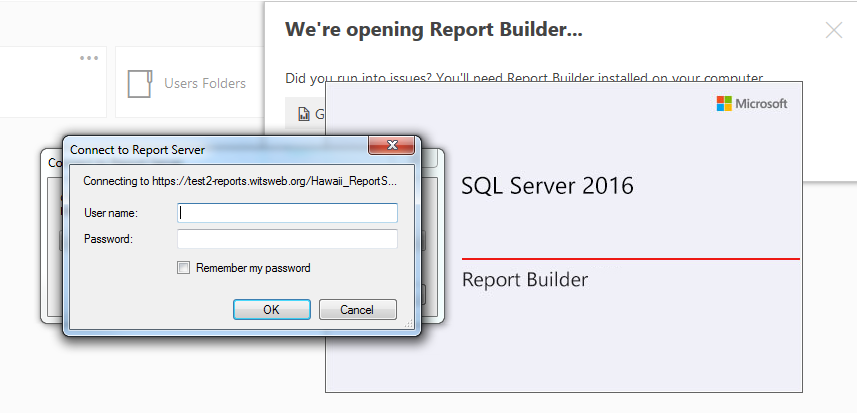
**NOTE •** If Report Builder has not been installed, close the top dialog box and click **Get Report Builder** on the bottom dialog box. See [How to Install Report Builder](#_How_to_Install) on page 27 for installation instructions.

1. In Firefox, use one of the options listed above to launch Report Builder.
2. If Report Builder has been installed, click **Open link**, or click **OK**.





1. Type your WITS **User name** and **Password**, then click **OK**.



# How to Install Report Builder

Install Microsoft® SQL Server® 2016 Report Builder

Download the free Report Builder application from[Microsoft](https://www.microsoft.com/en-us/download/details.aspx?id=53613) and add a desktop shortcut or pin the program to your computer’s taskbar.

**Download URL**: <https://www.microsoft.com/en-us/download/details.aspx?id=53613>

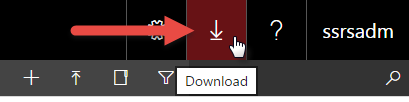
|  |  |
| --- | --- |
| **Version:** | **Date Published:** |
| 14.0.344.82 | 3/9/2017 |
| **File Name:** | **File Size:** |
| ReportBuilder3.msi | 22.6 MB |

**Supported** **Operating** **System**

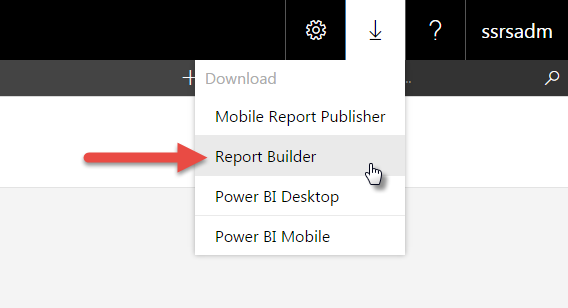
Windows 10 , Windows 7, Windows 8, Windows 8.1, Windows Server 2008 R2, Windows Server 2008 R2 SP1, Windows Server 2012, Windows Server 2012 R2

## Download Steps

1. On the Web Portal, click the **download** button.



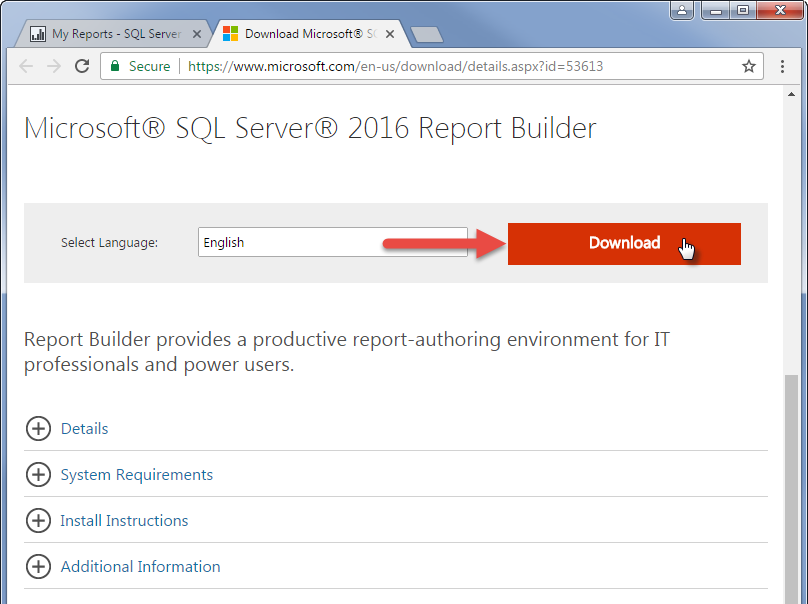
1. On the drop-down list, click **Report Builder**.



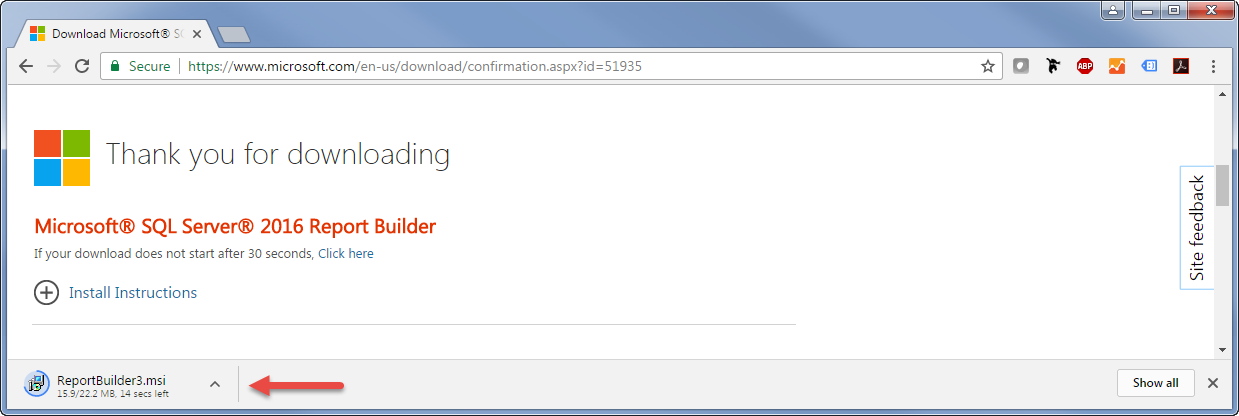
1. This will open another browser tab with the following link:

<https://www.microsoft.com/en-us/download/details.aspx?id=53613>

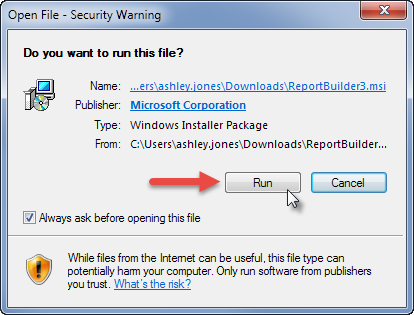
1. Click the **Download** button.



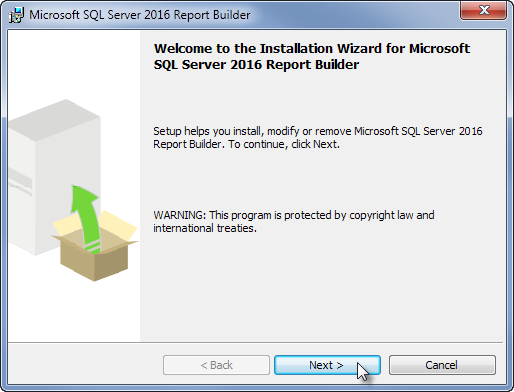
1. Once the file has downloaded, click to open.



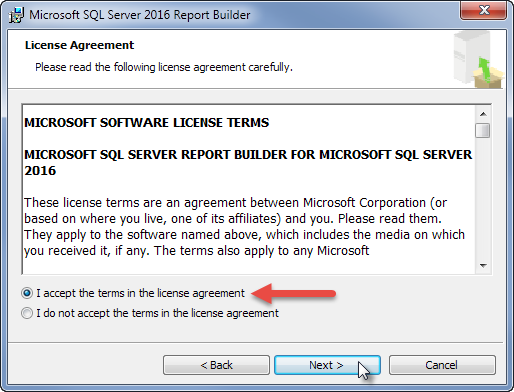
1. On the Open File dialog box, click **Run**.



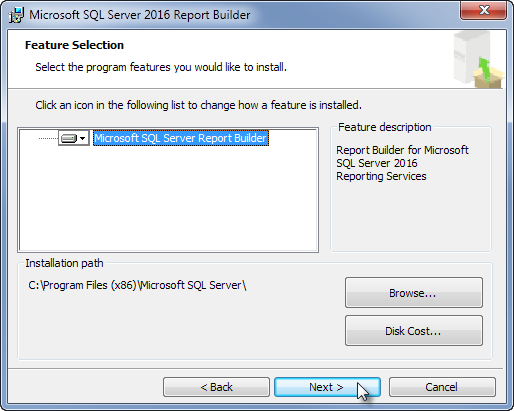
1. On the Installation Setup dialog box, click **Next**.



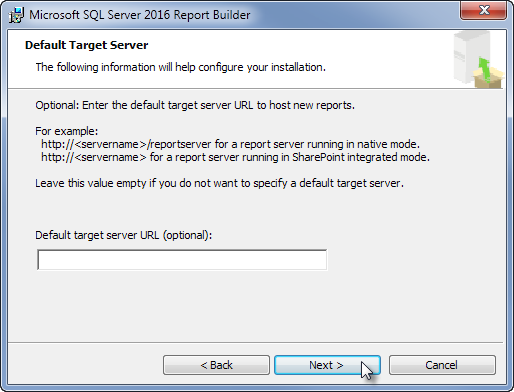
1. On the License Agreement screen, read the license agreement, click accept, then click **Next**.



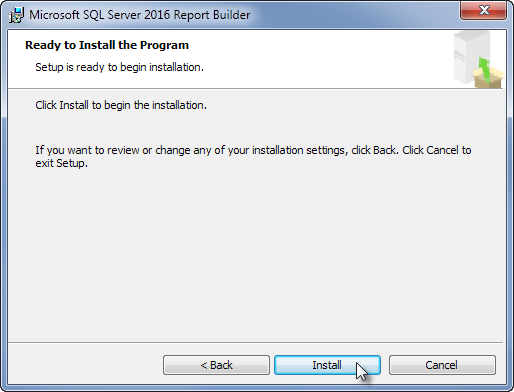
1. On the Feature Selection screen, click **Next**.



1. On the Default Target Server screen, leave the URL section blank, and click **Next**.



1. Click **Install**. The installation may take several minutes.



1. Click **Finish**.



## Update Windows Registry Settings

Effective **June 16, 2018**, individual staff members need to implement the following change on their computer to continue using Report Builder. There will be no impact to the other functionality of SSRS, running reports or creating/receiving subscriptions; this only impacts those who use Report Builder.

### Background

Due to a vulnerability in the protocol, FEI/WITS has disabled TLS 1.0/SSL V3 on all application servers.  As the next step, we will be disabling TLS 1.0/SSL V3 on SSRS servers as well.  We have identified an issue with the SSRS Report Builder application breaking when TLS 1.0 is disabled on the server.  Since the Report Builder application uses an older .NET 4.51, it will not use higher versions of TLS by default without modifying a registry setting on each user’s Windows install.  Microsoft has not published plans to update Report Builder to a higher version of .NET, and we have found no other work around.

### Action Needed

In order to force SSRS Report Builder to use TLS 1.1 and above and have it function properly, the following registry settings need changed on the user’s Windows install.  This can be done by executing the following PowerShell commands with administrative privileges ([Option 1](#_Option_1:_Execute)), or by importing the attached Windows Registry setting file with RegEdit (unzip first), see attached instructions ([Option 2](#_Option_2:_Import)).  **Without this registry change, Report Builder will cease to work once FEI/WITS has disabled TLS 1.0/SSL V3 on the SSRS servers on June 16, 2018.**

Additional information:

* <https://support.microsoft.com/en-us/help/3155464/ms16-065-description-of-the-tls-ssl-protocol-information-disclosure-vu>
* <https://success.outsystems.com/Support/Enterprise_Customers/Maintenance_and_Operations/(.NET)_Enable_SSL_Protocols_for_your_Integrations_-_TLS_1.1_and_TLS_1.2>
* <https://johnlouros.com/blog/enabling-strong-cryptography-for-all-dot-net-applications>

#### Option 1: Execute PowerShell Commands

**Requirement**: Administrative Privileges for your computer.

PowerShell commands to enable SchUseStrongCrypto in the registry:

New-ItemProperty -path 'HKLM:\SOFTWARE\Microsoft\.NETFramework\v4.0.30319' -name 'SchUseStrongCrypto' -value 1 -PropertyType 'DWord' -Force

New-ItemProperty -path 'HKLM:\SOFTWARE\Wow6432Node\Microsoft\.NETFramework\v4.0.30319' -name 'SchUseStrongCrypto' -value 1 -PropertyType 'DWord' -Force

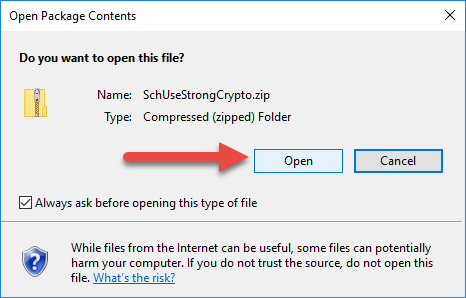
#### Option 2: Import Windows Registry Setting File

Follow the steps below:

1. Double-click the following file “**SchUseStrongCrypto.zip**”.



1. On the Open Package Contents window, click **Open**.



1. Click **Extract all** or **Export** (depending on your PC version).

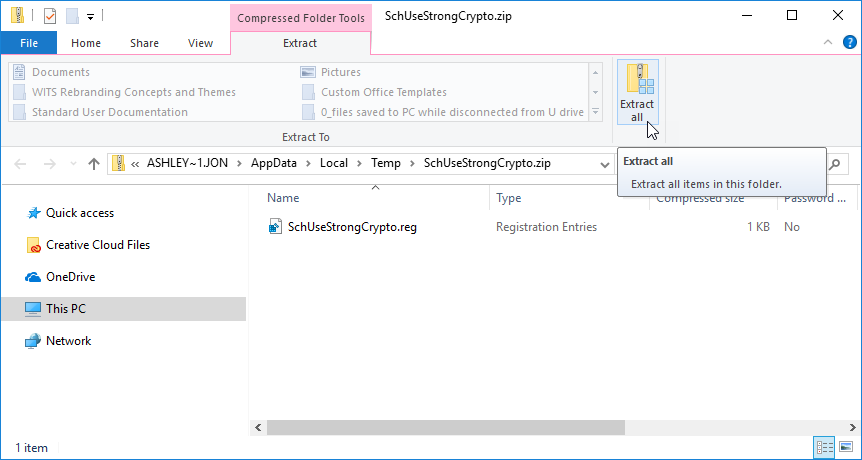


Figure ‑: Extract all or Export

1. Click **Browse**.

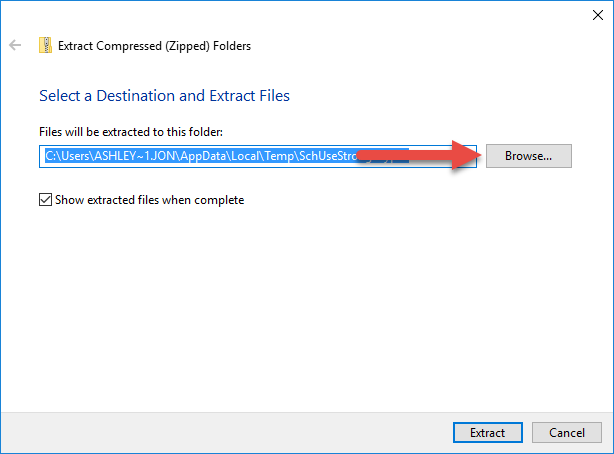


Figure ‑: Click Browse

1. Choose a location for the extracted files. (In this example, a folder was created called “SSRS Update”.)
2. Click **Select Folder**.

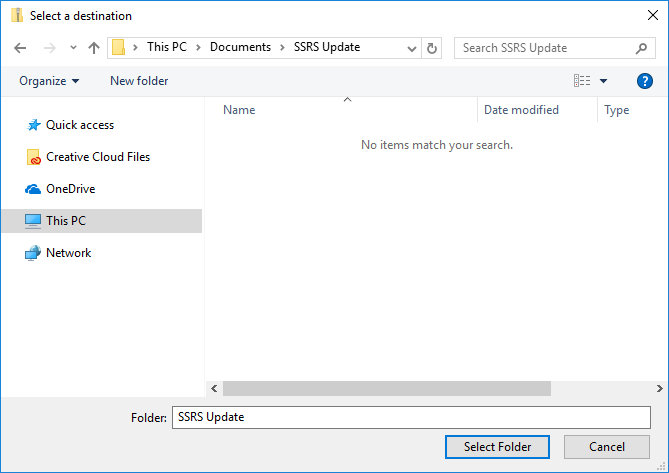


Figure ‑: Select Folder

1. Click **Extract**.

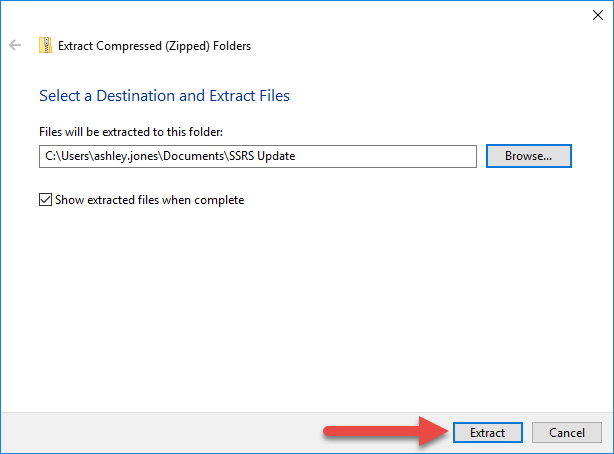


Figure ‑: Click Extract

The extracted file is now saved in the destination folder.

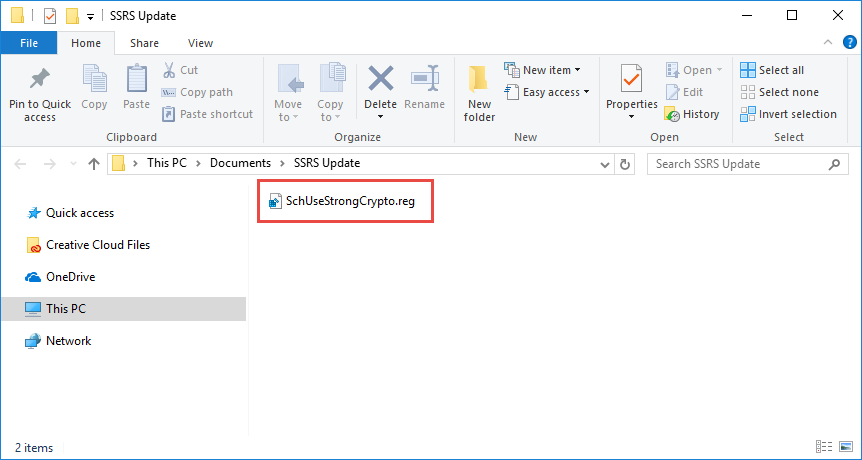


Figure ‑: Extract File Location “SchUseStrongCrypto.zip”

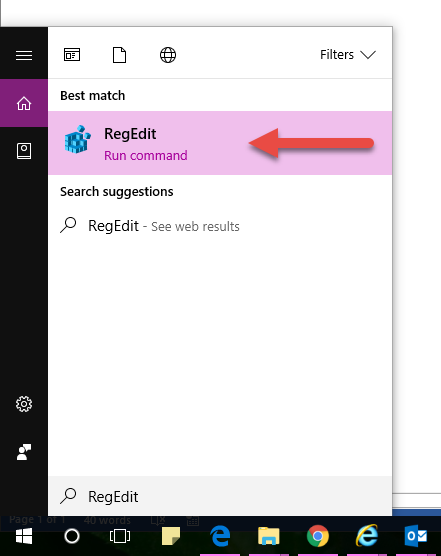
1. Open the program, “Registry Editor”.

Figure ‑: Open the RegEdit Program on your computer

1. In Registry Editor, click **File** and then click **Import**.

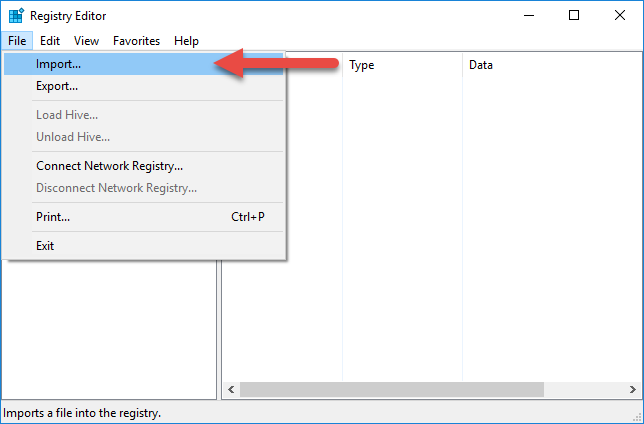
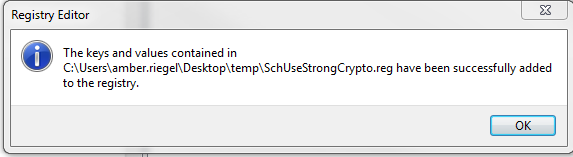


Figure ‑: Click File, then click Import

1. Navigate to the location where the extracted “**SchUseStrongCrypto.zip**” file was saved and click the file.
2. A confirmation message similar to the message below should appear. Click **OK**.

You have completed the import and you can close Registry Editor.



## Open Report Builder Directly from Computer

1. On the Start menu, click All Programs, then search for **Microsoft SQL Server 2016 Report Builder**.
2. Click Report Builder.

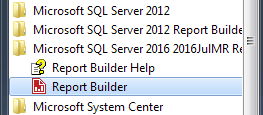


Figure ‑: Start menu, Report Builder application

1. When Report Builder launches, close the **Getting Started** dialog box, if open.

## Connect to a Report Server

1. In the **Status Bar**, click the **Connect** link located at the bottom left corner of Report Builder.

C:\Users\ASHLEY~1.JON\AppData\Local\Temp\SNAGHTML30186fa.PNG

Figure ‑: Connect to a Report Server

1. On the **Connect to Report Server** dialog box, select or type your report server name following the format below. Then click **Connect**.

|  |  |
| --- | --- |
| WITS Site | Report Server Name |
| Production | https://reports.witsweb.org/InstanceName\_ReportServer |
| Training | https://training-reports.witsweb.org/InstanceName\_ReportServer |

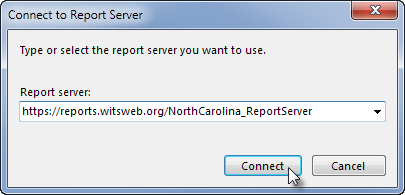
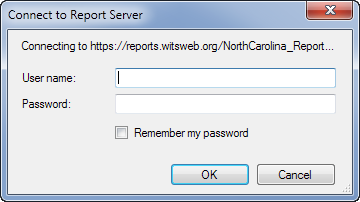


Figure ‑: Connect to a Report Server, type or select your Report Server name

1. Next, type in your **WITS User ID** and **Password**. Then click **OK**.



**NOTE •** Your user name and password are the same as your WITS User ID and Password.

Three (3) failed log in attempts will disable your account.

Figure ‑: Connect to a Report Server by entering your WITS User ID and Password

## Add a Data Source

To connect to the report model, follow the steps below.

1. In the Report Data area, right-click on the **Data Sources** folder and select **Add Data Source**.



Figure ‑: Right-click the Data Source folder and select “Add Data Source”

1. This will open the **Data Source Properties** dialog box.
2. On the Data Source Properties dialog box, select the option **Use a shared connection or report model** (**note**: this option is selected by default).
3. Click, **Browse**.

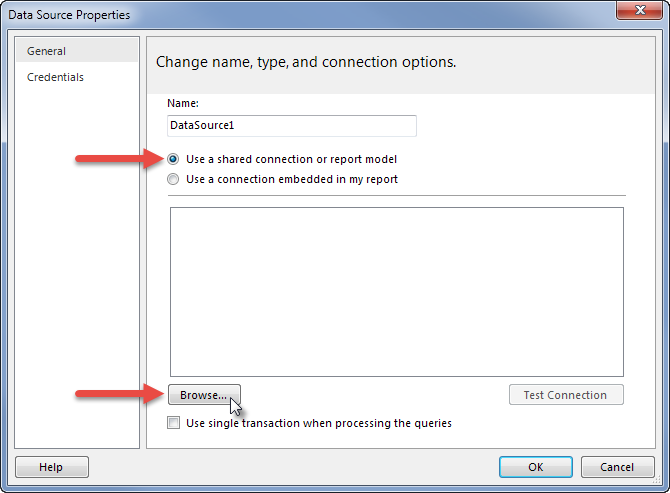


Figure ‑: Data Source Properties dialog box

1. Next, search for the data source. The data source is found by navigating through the following folders:
   1. FEi > Models > Wits.Ssrs.Models.
   2. To open a folder, double-click the folder name, or click the “Open” button.

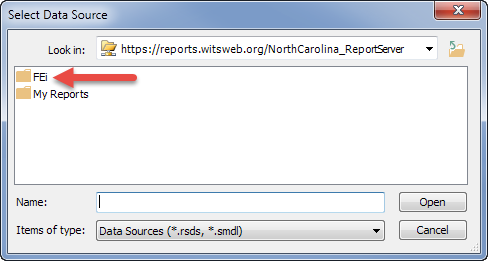


Figure ‑: Select Data Source, open the “FEi” folder

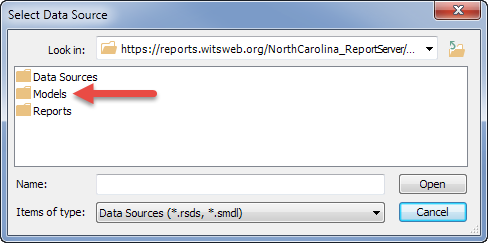


Figure ‑: Select Data Source, open the “Models” folder

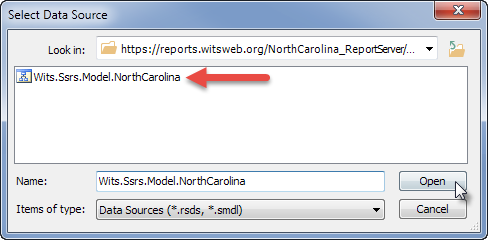


Figure ‑: Select Data Source, click the WITS SSRS Model

1. On the Data Source Properties box, click **OK**.

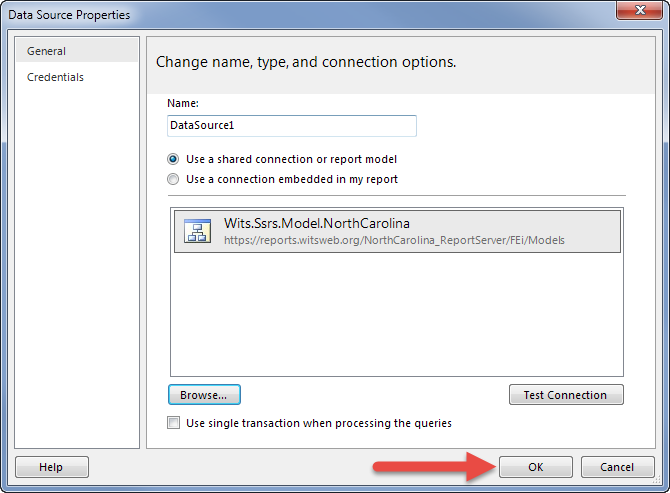


Figure ‑: Data Source Properties

1. In the Report Data section, notice the new Data Source has been added.

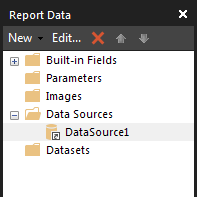


Figure ‑: Data Source Connection

# Error Messages

## Invalid Data Source

If you receive the following error message, see [How to Change the Data Source for a Report or Shared Dataset](#_How_to_Change) on page 14 for steps to update the data source.

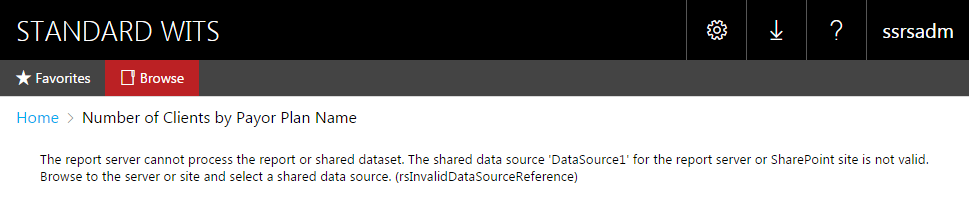


Figure ‑: Invalid Data Source Error Message

**Error Message Text**:

The report server cannot process the report or shared dataset. The shared data source 'DataSource1' for the report server or SharePoint site is not valid. Browse to the server or site and select a shared data source. (rsInvalidDataSourceReference)

1. More information on exporting to **Excel**: <https://docs.microsoft.com/en-us/sql/reporting-services/report-builder/exporting-to-microsoft-excel-report-builder-and-ssrs> [↑](#footnote-ref-2)
2. More information on **Data Feeds**: <https://docs.microsoft.com/en-us/sql/reporting-services/report-builder/generating-data-feeds-from-reports-report-builder-and-ssrs> [↑](#footnote-ref-3)