My Focus

Report Portal 2 0 Configuration and Settings Guide

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1. Use existing administration routes

Report administration starts at Modules/HRF_REPPORTAL/ADMIN/HRF_REPPORTAL_ADMIN_INDEX.aspx. Modules/HRF_REPPORTAL/ADMIN/HRF_REPPORTAL_ADMIN_REPORTS_SETTINGS.aspx checks exact ADMINISTRATOR membership. The index also controls settings-link visibility. A visible link does not replace the page access check.

Use native catalogue administration for permitted reports, source configuration and availability. Retain report security and SQL/API source behaviour. This guide describes implemented controls; it does not authorise new sources, query changes or deployment scripts.

2. Review appearance and viewer settings

Control or prerequisite	Use and boundary
Native report settings	Logo URL/position, default font/size, disclaimer, footer and optional logo strip are existing controls. Confirm the resulting report.
Enable Report Builder	Controls builder availability; source rights still apply.
Enable Report Subscription	Controls subscriptions. Verify runtime and audience before operational use.
UseReportViewerV2	Setting under Report Portal / CONFIGURATION, maintained through the native page.
Per report configuration	Keep datasource, criteria and result fields consistent. Personal choices do not automatically become global defaults.

Record current values before an authorised change. Do not call runtime overrides, provisioning values or fallbacks new release settings. Branding changes alone cannot validate binary chart geometry.

Export defaults are existing controls on the same native settings page. DefaultExportFormat accepts excel, pdf, word or image and falls back to excel. DefaultExcelCombinedWorksheet selects one worksheet when 1; otherwise Summary and Results are separate. Users can override supported format and layout for a download; unsupported formats fall back. These options do not clear the chart export limitation.

3. Configure background execution responsibly

Control or prerequisite	Use and boundary
EnableBackgroundReportExecution	Native Report Portal / CONFIGURATION option. Enabling checks required background schema availability.
BackgroundReportCommandTimeoutSeconds	Settings-page fallback 300; accepted input 30 to 86400 seconds.
BackgroundReportRetentionDays	Settings-page fallback 7; accepted input 1 to 31 days.
BackgroundReportMaxConcurrentJobs	Settings-page fallback 2; accepted input 1 to 8.

These are actual settings-page values and validation ranges, not capacity recommendations. Check target load, worker availability, rights and retention policy before choosing values. Background work depends on IIS. A six-row example establishes neither capacity nor 200-employee performance.

Verify source, saved-definition and result access separately. A background job must preserve requesting-user scope. Keep credentials, private endpoints and environment-specific IDs out of reusable guidance.

4. Accept configuration with real outputs

1. Verify catalogue visibility with intended and restricted ordinary personas.
2. Run a small report with explicit criteria; compare expected rows and totals.
3. Save and reopen a personal definition; confirm source access remains effective.
4. When enabled, queue a representative run, check transitions and open its ready result as the correct user.
5. Test retention and error behaviour in a controlled environment.
6. Download each required format and inspect file, rows, criteria, branding and charts.

Binary chart export is not cleared. Keep the geometry issue open until fresh actual exported-file evidence resolves it. Browser charts, catalogue rendering or unrelated tests do not close that gate. These companions made no remote deployment, publication or database changes.