**Launching Report Builder and Testing Connectivity**

To use Microsoft Report Builder with V1 Project Accounting, you must be running V1 Project Accounting through Microsoft Internet Explorer (version 8 or later). Attempting to run the report builder whilst using V1 Project Accounting in other web browsers such as Mozilla Firefox or Safari will result in an error.

To launch Report Builder, log into V1 Project Accounting, and go to the main reports page. Providing you have sufficient permissions, you will see a link to Report Builder at the top left of the page. Click the link and the application should open automatically without further interaction:
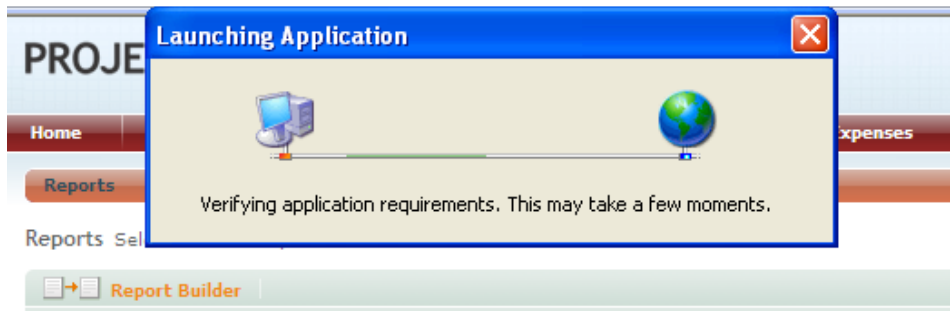
Once Report Builder has opened, you should see a dialog box to log in, as shown below:
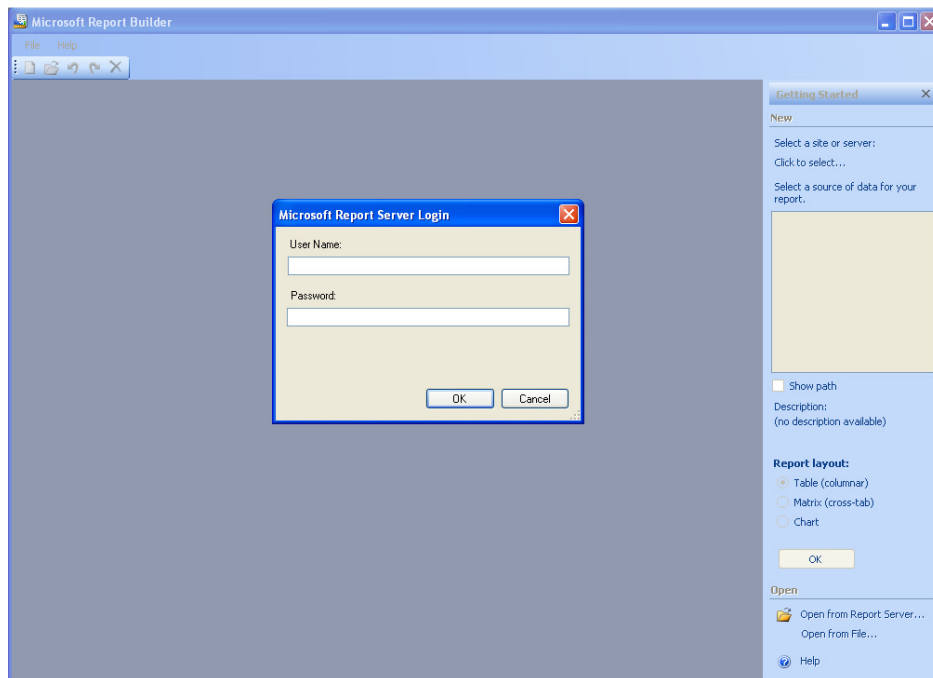
If you see the application open but there is no dialog box to log in, have a look on the windows task bar and check that it is not hidden. If you can still not see the dialog box on the task bar, then there is a connectivity issue that needs to be resolved.

The most likely cause of this connectivity issue is a proxy server or firewall that restricts network traffic on your local network.

The default port for SQL server connections is 1433. Any firewall or proxy server must be able to allow connections on this port to
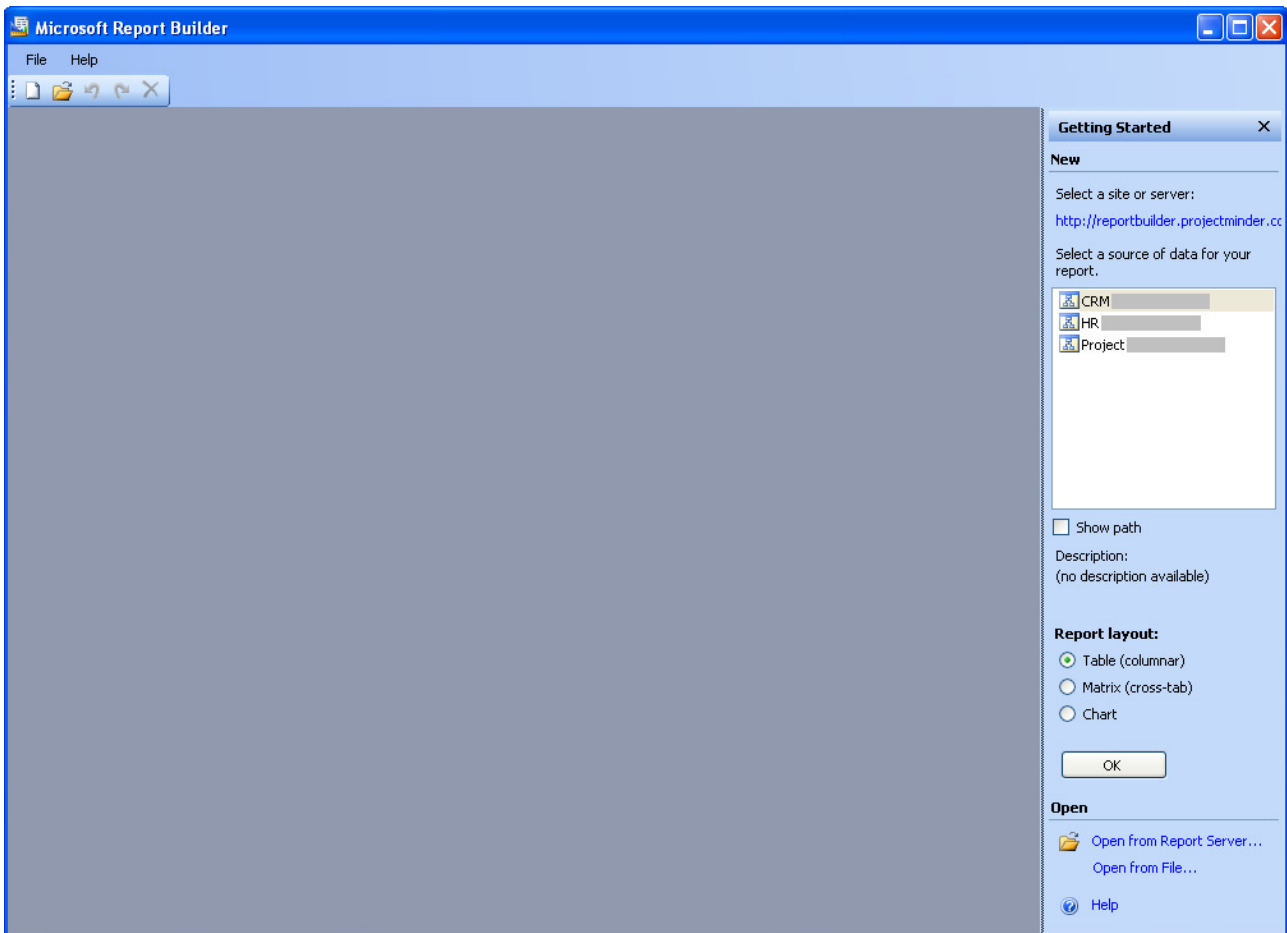http://reportbuilder.V1ProjectAccounting.com/reportbuilder/reportbuilder.application (83.138.171.39).

Please see http://support.microsoft.com/default.aspx?scid=kb;en-us;287932 for more information on identifying any further ports that need to be unblocked.

Please also run Windows update on the client PC to ensure that you have at least MDAC 2.6 (Microsoft Data Access components) installed.

Unfortunately we can only offer limited support for the Report builder as it is a Microsoft product, and therefore connectivity issues will need to be resolved by local IT administrators who are familiar with the network.

Once you have entered your username and password into the dialog box, you should see the report builder as shown below:

Double click on one of the data sources listed on the right to begin using the report builder.

If there are no data sources listed, but instead you get the message *"No data models are available"*, please contact V1 Project Accounting support (support.PA@wearev1.com).