Reporting Functions

FUNCTION NAME: **REPORT DOWNLOAD**

WHEN TO USE:

- To **print** report(s) and to **download** report data images.

AVAILABLE FUNCTION TIME:

- Reports can be printed and downloaded between 7:15 a.m. to 9:30 p.m., on weekdays (i.e. Monday to Friday, except public holiday) and 7:15 a.m. to 1:00 p.m. on Saturday (except public holiday).

FUNCTIONAL DESCRIPTION:

- To print report(s) directly to the connected printer.

- To save report(s) into specified directory.

- To download report data images into specified directory.

- To preview report text (from page 1 to page 10).

- Although printing and downloading functions are operated from the same screen they must be performed separately.

- All reports displayed on the REPORT TEXT LIST / DATA IMAGE LIST screen are available for printing / downloading.

- Upon successful printing / downloading of reports, a Report Download Result will be displayed on screen.
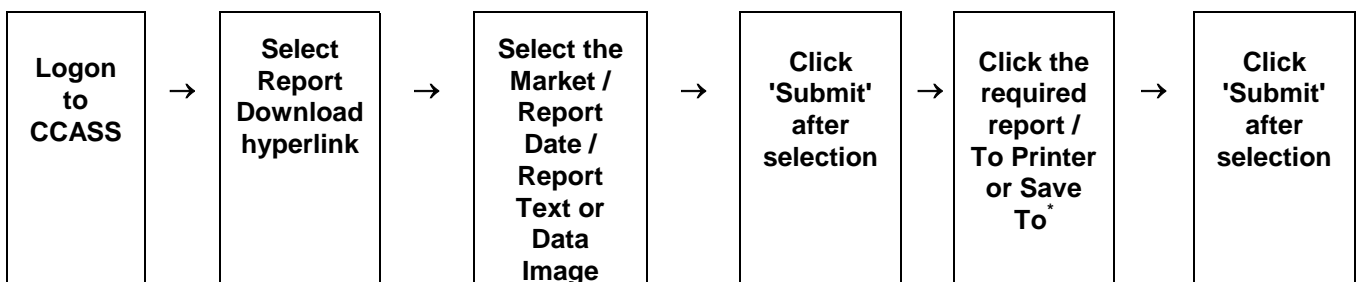
a. Print report(s):

- Report printing function is available to all designated banks (BNK).

- All reports related to the designated banks can be printed.

- Report(s) created **within last two settlement days and current settlement day** are available for printing.

- Report(s) can also be saved by specifying a designated directory.

b. Download report data:

- Report data download function is available to all designated banks (BNK).

- After downloading the report data images to the designated bank's specified disk drive, the report data can be processed according to the designated banks' internal requirements.

- Only some of the reports have data images available for downloading. Please see section 4.4 for details on the report data files layout.

- Report data image(s) created **within last two settlement days and current settlement day** are available for downloading.

The access path for Downloading and Printing Report(s) is:

Logon to CCASS	→	Select Report Download hyperlink	→	Select the Market / Report Date / Report Text or Data Image	→	Click 'Submit' after selection	→	Click the required report / To Printer or Save To *	→	Click 'Submit' after selection

Note : * Specify a designated directory to save the report data image(s).

DOWNLOADING AND PRINTING REPORTS – Example Screen

DESCRIPTION OF FIELDS:

Field	*Description/Format*
PARTICIPANT ID	- display the ID of the Participant being logon.
MARKET	- display the market code of the market assigned by HKSCC.

Field	*Description/Format*
REPORT DATE	- click at the "selection box" to select date of the reports. - refer to the "as of " date of the reports (generally, it is same as the date when CCASS generates the reports).
REPORT TYPE	- radio button for the selection to list those reports available either in form of 'Report Text' or 'Data Image'.
SELECT	- click at the 'selection box' to select the report(s) for printing or downloading the related data image(s). - printing and downloading must be performed separately. - more than one report can be selected at a time.
REPORT NAME	- display the report short name. - to preview the report, click on the report name hyperlink, the report (from Page 1 to Page 10) will be displayed on screen under "Report Text View" with PRINT (with printing criteria) and SAVE TO (with designated directory) buttons for selection.
REPORT ID	- display the report ID.
CREATION TIME	- display the time when the CCASS report is being created.
AVAILABLE TIME	- display the time when the CCASS report is available for download / print
TOTAL PAGES	- display the total number of pages of the CCASS report.
PRINT COUNT	- display the number of copies of that CCASS report have already been printed. - the print count increases by one each time the report is printed. - only displayed after selecting the "REPORT TEXT" as RECORD TYPE at REPORT DOWNLOAD function. - PRINT COUNT for the report "Interest / Retention / Accommodation Fee Rates and Exchange Rate / Haircut Listing Report (CCMIR02)" display as "N/A".
DOWNLOAD COUNT	- display the number of times the report data image(s) have been downloaded. - the download count increases by one each time the report data image is downloaded. - only displayed after selecting the 'DATA IMAGE' as RECORD TYPE at REPORT DOWNLOAD function.

Field	Description/Format
DISPLAY	- select respective category from the pull down menu to filter the report(s) to be displayed under the list screen. - select "ALL" option via the pull down menu for display of all available reports. - select "ONLINE" option via the pull down menu for display of all online generated reports. - select "OVERNIGHT" option via the pull down menu for display of all day end generated reports. - select "UNPRINT" option via the pull down menu for display of all not yet printed reports. - select "UNDOWNLOAD" option via the pull down menu for display of all not yet downloaded reports.
PRINT TO DOT MATRIX PRINTER	- click to select to print the report(s) directly to the connected dot matrix printer.
PRINT TO LASER PRINTER	- click to select to print the report(s) directly to the connected laser printer.
SAVE TO[#] (under Data Image list screen)	- click to select to save the report data images to the default directory or the specified directory. - data image files will be downloaded to the default directory or the specified directory with the following naming convention: *For CCASS Reports,* *\<Market>\YYYYMMDD\<ReportID_CreationTime.txt>*
SAVE TO DIRECTORY	- click to select to save the report(s) to the default directory or the specified directory.
SAVE TO[#] (under Report Text view screen)	- click to save the displayed report to the default directory or the specified directory with the specified file name. - report text files will be downloaded to the default directory or the specified directory with the following naming convention: *For CCASS Reports,* *\<Market>\YYYYMMDD\<ReportID_CreationTime.txt>* *For CCMS Reports - by Firm Level,* *\<FirmID>\YYYYMMDD\<ReportID_CreationTime.txt>* *For CCMS Reports - by Part Level),* *\<PartID>\YYYYMMDD\<ReportID_CreationTime.txt>* *For CCMS Reports - common to all participants (i.e. "CCMIR02"), \YYYYMMDD\<ReportID_CreationTime.txt>*
PAGE RANGE	- select the page range for printing.
SELECT ALL	- click the 'Select All' box to select all available report(s)/data image(s) for printing or downloading.
COPIES	- specify the number of copies of the report to be printed.

Note :[#] Where YYYYMMDD represents the CCASS date (for Global Report) or the Market Date (for Market Specific Report) of the report being saved.