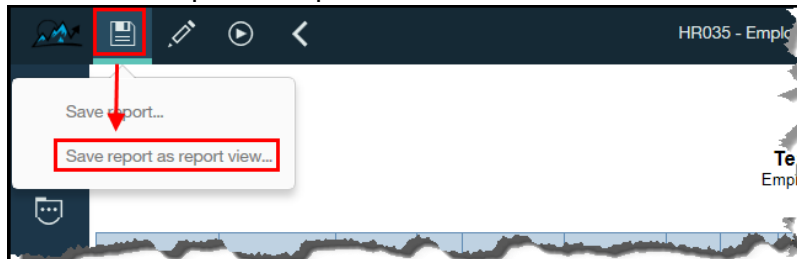# Report View Options
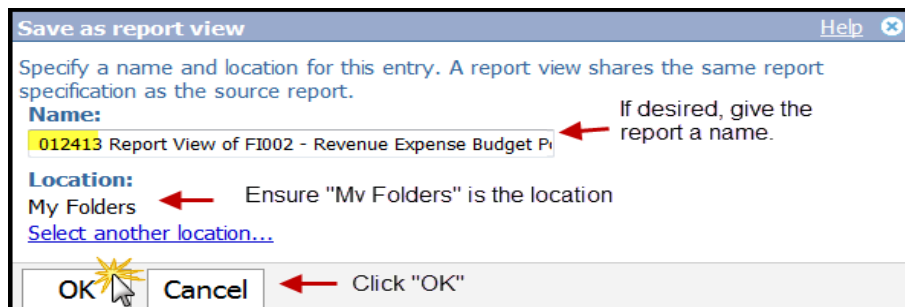
Save as Report View

This option lets you save the report output as you see it. The report data is saved as well as the parameters entered for that output.

To save, with report in view pane, select the disk icon in the upper left of the application bar. In the drop down choose "Save report as report view…"
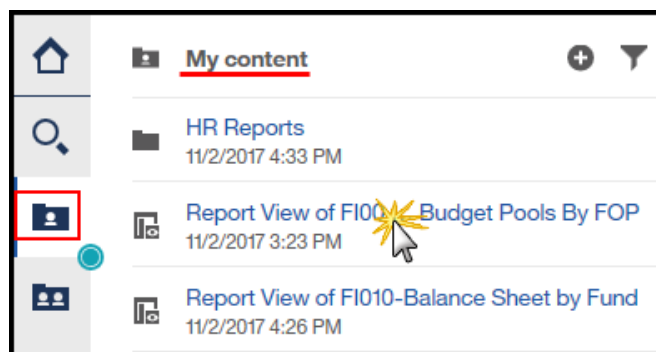

In the window that opens, the report name will populate the "Name" field with a default report name. You may choose to rename the report. Within "Location", select "My Folders" if not prepopulated. Click OK. The saved report is accessed from "My Content".

Executing from a Report view
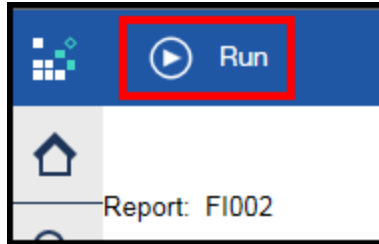
Select the "My Content" icon in left menu. Choose the desired report by by clicking on the link to it. The saved report view will display in view pane.
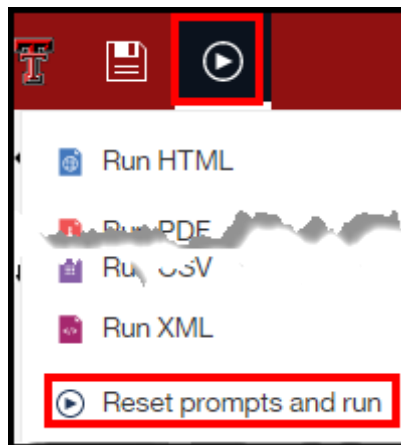
Other Options from a Report View

You may execute a report from a report view and get current data and you can change the parameters and receive information for a different data set.

To execute using same parameters. Open report view. With report in view pane, select the "Run" icon in upper left of application toolbar as shown below. Parameter page opens with saved parameters. Select "Finish".

Once rendered, you may change the format of the report or execute with different parameters. These options are available by selecting the clock icon in the application toolbar at the top of the window; choose the desired format or choose "Reset prompts and run" which returns you to the paramater page. Here you can enter a new set of parameters.

To save any of the changes, select the disc icon in the upper right toolbar .

Saving will overwrite the saved report with data currently in view pane.