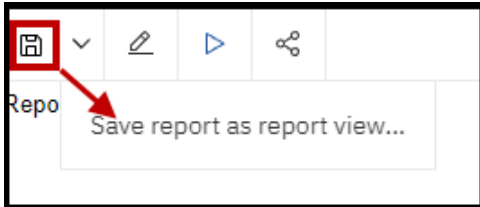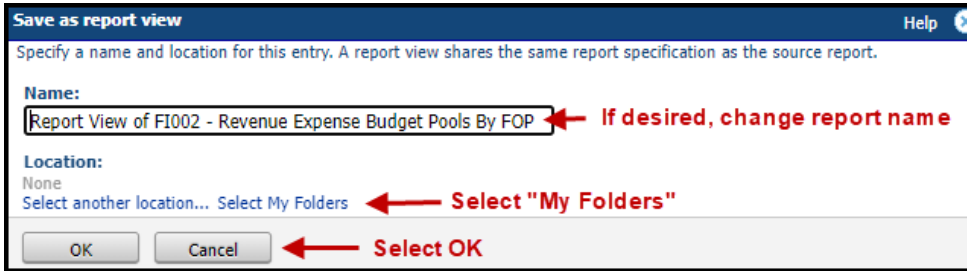# Report View Options

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 a rendered report, 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. Select either "Select another location: or "Select My Folders". 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 clicking on the link to it. The saved report view will display in view pane.
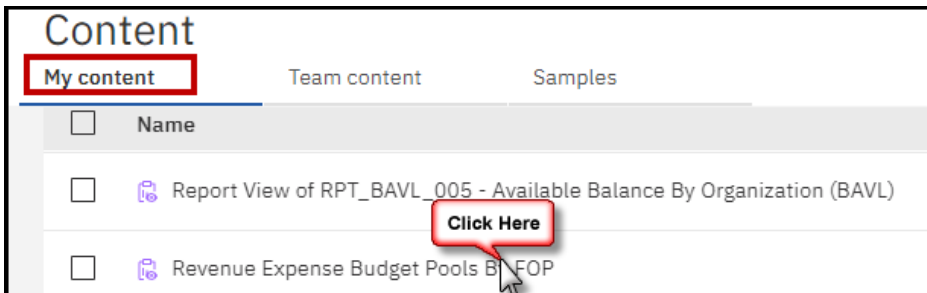
Options from a Report View

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,** Open report view. With report in view pane, select the "Run" icon in upper left of application toolbar as shown below.
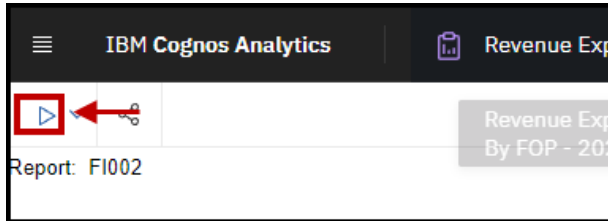
The report parameter page opens with the saved parameters. To execute, select Finish. To change data, enter new parameters and select finish. To save the new report output to your "My Content", select the disc icon [disc icon] in the upper left corner. This overwrites the previously saved report with the new output.
.
Once rendered, you may change the format of the report or execute with different parameters. There options are available by selecting the "run" icon in the top left and selecting the desired format. To execute for different parameters, utilize the Reset prompts and run feature at the bottom of the drop down.
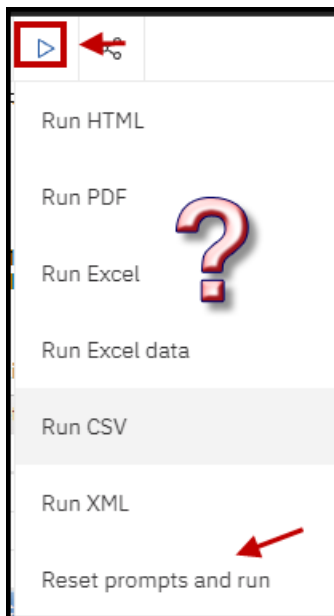
To save any of the changes, select the disc icon [disc icon] in the upper right toolbar.
Saving overwrites the saved report with data currently in view pane.