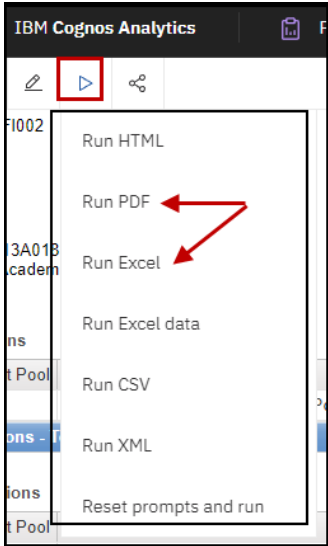


Changing Report Format after Rendering

From within the rendered report, choose the “run” icon in the upper left section of the application toolbar. From the drop down that opens, choose the desired report format. The report will render the current report view in selected format.



Changing Report Format before Rendering

From the “My Content” or “Recent” folder found in left column, choose the desired report. Click the ellipsis that appears to the right of the report as you hover over the report link. Select “Run as”. In the next window, “prompt me” should be selected. Choose desired format by clicking in the radio button for the desired report output. Choose *Run* in the bottom right of this pane. The parameter page will display. Enter parameters as desired and execute the report.

