

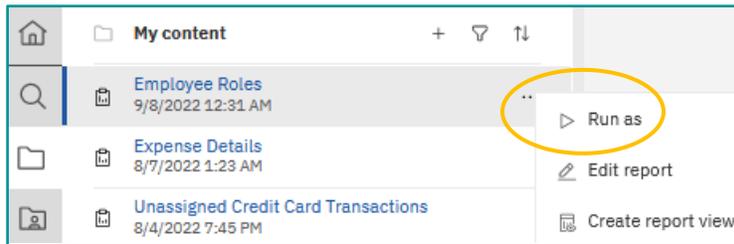


Run a Report

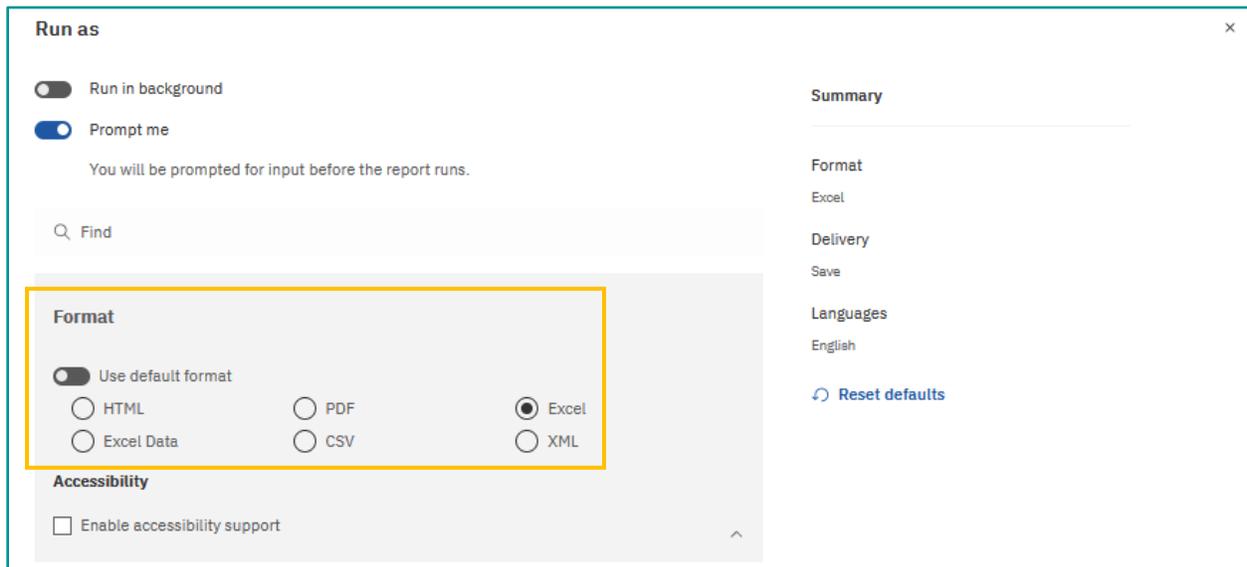
Users can run reports with the default settings by clicking the report name. Users can set the specific format, delivery method, run time, and save preferences through “Run with Options.” Once run with a selected format, that becomes the default format assigned to the report.

Always set default options from a report in My Content. Do not set default options on reports in Team Content. Changes to reports in Team Content are reflected in all users’ Team Content reports.

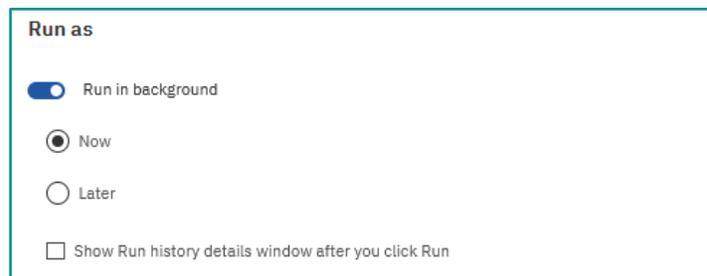
1. Copy the report to My Content
2. From the My Content panel, select “Run As” from the report’s More options



3. Set the “Format” and “Delivery” options



- a. Select “Run in background” to open the Delivery options





- b. “Save” downloads the report to the user’s device

Delivery

Save

Save report

Save as a report view

Send report by email

Print

- c. “Later” gives the user an option to run and save the report on a specific date and time

Run as

Run in background

Now

Later

2022-09-07

3:03 PM

4. Click “Run”

Cancel Run

Note: Depending on the information in and complexity of the report, it may take a few minutes to run and save.