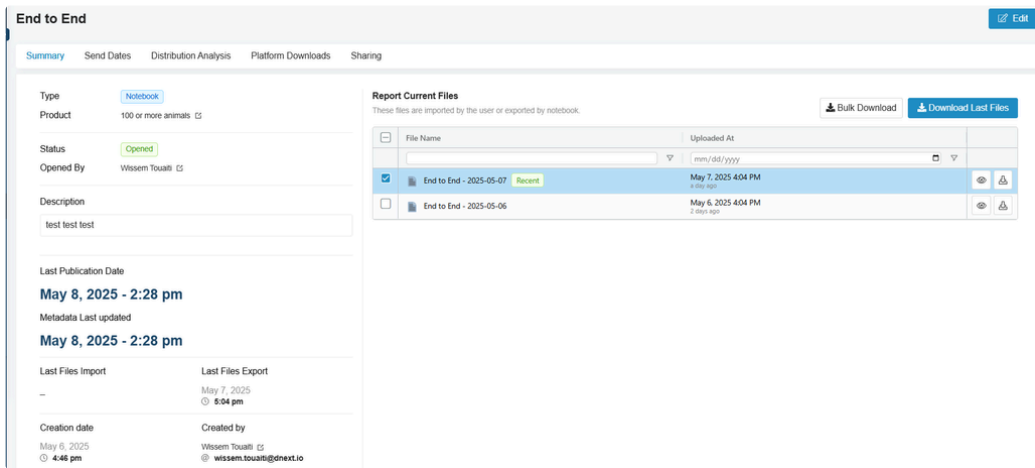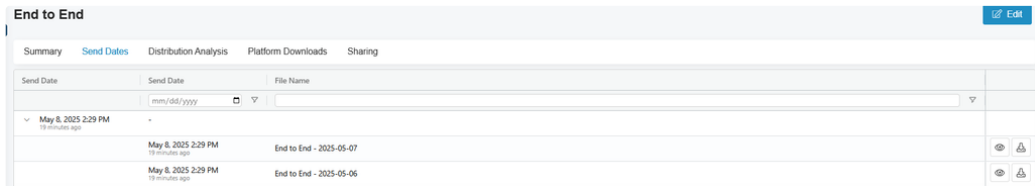# View report

View Source Report 🔗

In the Report view, at the **summary** level, you'll find all the information related to the report, including the Status attribute (Opened/Closed) for Notebook reports. A list of files available for download is also displayed, with a 'Recent' tag indicating new files added to the report.
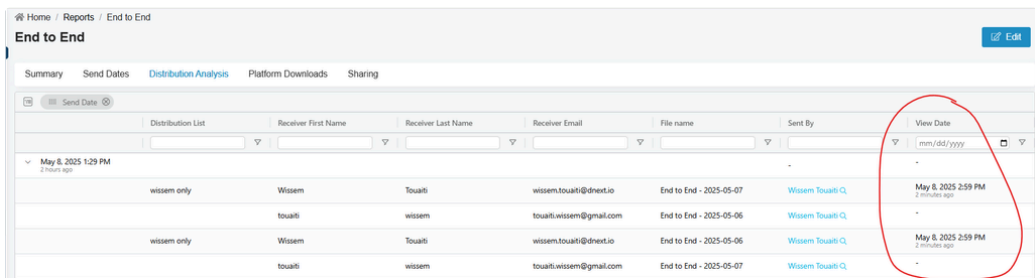

Send Date : 🔗

In the Send Date tab, you will find the list of files sent by email, grouped by date and time of sending (in date and minute format)

Distribution Analysis : 🔗

This tab displays all files sent via email, whether directly to recipients or via distribution lists.
If a recipient downloads the file from the received email, the last download date is displayed in the View Date column.
The Sent By field also displays, indicating the user who sent the file, the name of each file, and its recipient.
Files are grouped by sent date.

Platform Downloads 🔗

In Platform Downloads, every file download from the platform is logged, whether it comes from the list or a report view.
The user's name and download date are displayed for each action.
So, if the same user downloads a file 100 times, it will appear 100 times with the same information.

Even when a file from a shared report is downloaded from another environment, the download is logged in the source environment, along with the user's name.

View Shared Report 🔗

In the shared report view, you can only see the type, product, description, and last published date.

A list of all files associated with the report is also displayed.

The Bulk Download button allows you to download one or more files.

The Download Last Files button allows you to download only recent files, identified by a Recent tag displayed in front of each file.