

Contents

Viewing Reports	3
-----------------	---

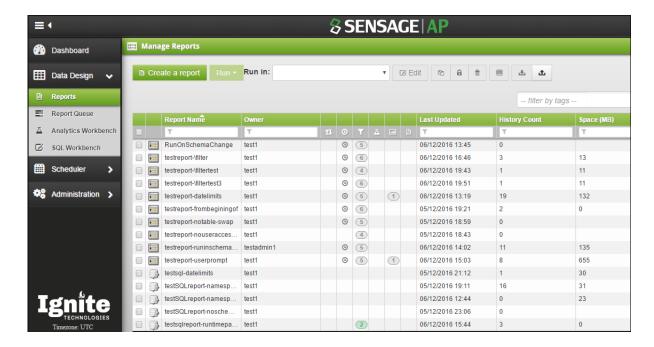
Viewing Reports

To view reports:

1. Go to the Analyzer dashboard and select Data Design from the dropdown list, and click Reports.

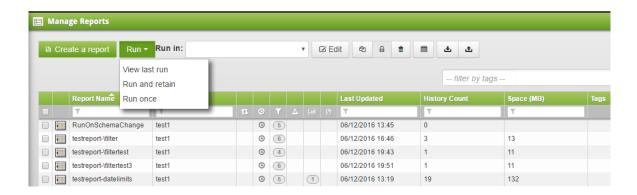
A list of reports that you have permission to access displays.

Figure 2-1: Manage Reports Screen



- **Note:** The Manage Reports screen lets you find a report by name, last updated, history count, space, and by a report tag. Six icons provide additional information on each report letting you know if a report is a summary, its date range limit (timestamp), number of fields used as filters, models, chart type, and associated reports. For more details, see the table under *Using Filters to find a Report*.
- 2. Check the report that you want to view, click **Run**, and from the dropdown select **View last run** to obtain the latest report for viewing. For a sample report display, see *Viewing a Default Report Display*, next.

Figure 2-2: Run Latest Report for Viewing



=

Note: The **View Last Run** option will access which ever is the latest report from the report's history; the last report run can be either an ad hoc or scheduled report. For details on other Run options, see *Running a Report*.