# Editing Reports

## Editing Reports

The Edit Report feature allows you to change the name of the report, the filter assigned to the report, the fields that are included in the report, and whether records are sorted.

This feature is only available in the Red and Blue levels.

1. Click the **Filters and Reports** tab.

   The **Filters and Reports, Standard Report Features** and **Custom Report Features** ribbons will be displayed.

2. Click the **Edit Report** button.

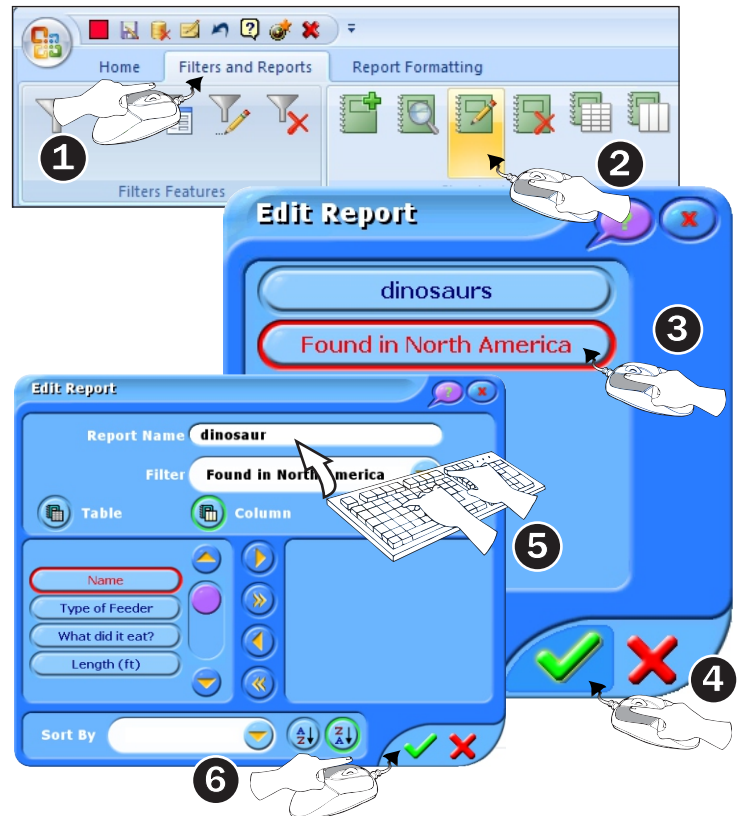   The Edit Report dialog will be displayed.

3. Select a report (it will appear with red border).

4. Click the **OK** button.

   The Edit Report dialog will be displayed.

5. Change the report details as required.

6. Click the **OK** button to save changes and run the report.

## Deleting a Report

1. Click the **Filters and Reports** tab.

   The Custom Report Features Group will be displayed.

2. Click the **Delete Report** button.

   The Delete Report dialog will be displayed.

3. Select a report to delete (it will appear with red border).

4. Click the **OK** button.

   A confirmation dialog will appear.

5. Click the **OK** button to delete the report.

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