

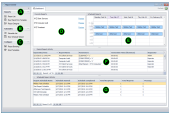
Navigating the Report Center

Overview

The Report Center, when opened, defaults to the Dashboard. The Dashboard displays reports that have been marked as favorites, reports that have been scheduled, recent report activity, and scheduled report activity. Features and actions relating to reporting, scheduling, configuration, and report design are accessible from the sidebar of the Dashboard. This page shows you how to access all of the available features.

To locate the Report Center, navigate to **Tools > Report Center**.

Dashboard



A. Report Options

The Reports section of the Dashboard provides access to the Report List, New Report from Template, and Report Designer options. A brief explanation of each option is listed below. For step-by-step instructions on creating, deleting, and editing reports, refer to [Configuring the Report Center](#).

- **Report List:** This option displays a new tab in the reporting Dashboard where all reports, including subreports (used by another report), can be searched, viewed edited, and deleted, as well as added as a favorite report. These reports can be further customized by creating filters using the Quick Filters and the Filter Builder. Double-clicking on any of the reports opens a print preview of the report.
- **New Report from Template:** This option opens a list of existing report templates that can be used to create a new report.
- **Report Designer:** This option opens the Report Designer, which allows you to create new reports from scratch and bind them to data, as well as customize existing reports. In addition to report editing capabilities, it allows you to display its print preview and send its output to a printer or export it to a file on disk. For more information about designing reports, please refer to the [Report Designer](#).

B. Schedule Options

The Schedules section provides access to the Schedule List and New Schedule Wizard options. These options are used exclusively for report scheduling and can be used to manage, create, view, edit and remove schedules.

- **Schedule List:** This option displays a new tab in the reporting Dashboard where all report schedules, including designated recipients for reports can be conveniently viewed, edited, and removed.
- **New Schedule Wizard:** This option opens the Report Scheduling Wizard that is used to schedule reports and designate the recipients and delivery method.

C. Configuration Options

The Configure section provides access to the Report Branding, Email Templates, and Report Generation options. These options are used for setting the branding image used within reports, the email template used when sending reports, and the number of reports that can be generated concurrently. For more information on configuration, please refer to [Configuring the Report Center](#).

- **Report Branding:** This option is used to brand a report with a different header logo. It allows you to specify a logo to be configured for use in the report.
- **Email Templates:** Email templates are used when sending report notifications and report deliveries using email. This option displays previously configured email templates and schedules that have been assigned. It also provides access to an editor to create new email templates.
- **Report Generation:** This option is used to change the number of reports that can be generated at one time when processing schedules. The default value is 4. Increasing this number may affect performance negatively.

D. Favorite Reports

The Favorite Reports section is a convenient way to access your favorite reports. Once a report has been configured as a favorite, it is displayed in this section. For more information on configuring a report as a favorite, please refer to [Create a Favorite Report](#). Clicking any report favorite displays the print preview version of the report.

E. Scheduled Reports

The Scheduled Reports section displays the current report schedules. The view can be configured to display scheduled reports in a day view, workweek view (Monday through Friday), week view (Monday through Sunday), month view, and timeline view. This also provides a go-to future, which allows you to return to the scheduled reports for the current day or a specific day.

Note: [Hover over the report to view the report name.](#)

F. Recent Report Activity

The Report Report Activity section provides a detailed list of each time a report is opened. It displays the open date and time, report name, parameters, generation time, and the requester.

G. Scheduled Report Activity

The Scheduled Report Activity section displays schedule information for scheduled reports: report schedule name, the date and time the schedule started and completed, the total count of recipients, the number of reports, and any message associated with the scheduled report activity.