

Explanation of the Reports Toolbar



Page Navigation Controls- Open the first or last page of a report, scroll through a report page by page, and open a specific page in a report. To view a specific page, type the page number and press ENTER.

Search Field- Search for content in the report by typing a word or phrase that you want to find (the maximum value length is 256 characters). The search is case-insensitive and starts at the page or section that is currently selected. Only visible content is included in a search operation. To search for subsequent occurrences of the same value, click **Next**.

Export Format- View and download the report in a specific format.

- Word - View the report in Microsoft Word.
- Excel - View the report in Microsoft Excel.
- PowerPoint – View the report in PowerPoint
- PDF - View the report using a client-side PDF viewer. You must have third-party PDF viewer (for example, Adobe Acrobat Reader) to use this format.
- TIFF - View the report in the default TIFF viewer. For some Microsoft Windows clients, this is the Windows Picture and Fax Viewer. Select this format to view a report in a page-oriented layout.
- MHTML - View the report in an MIME-encoded HTML format that keeps images and linked content together with a report.
- CSV - View the report in a comma-delimited format. The report opens in an application that is associated with the CSV file type.
- XML - View the report in XML syntax. Reports viewed in XML open in a new browser window.
- Data Feed – an XML-formatted text file that defines how a document should reach a data source.

Report Refresh - Refresh the report. Data for live reports will be refreshed. Cached reports will be reloaded from where they are stored.