



Generate a Report

Table of Contents

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The main report page allows you to select the report that you want to generate.



Select a report:

1. Click a report to select it. The parameter page for the selected report is displayed.
2. Type or select the report options. **Parameters in bold are required.**
3. Click **Run Preview** to generate the selected report.
[Review, save and/or print the report.](#)

Review the report using the following buttons:

- Click  to go to the first page of the report.
- Click  to go back one page.
- Click  to go forward one page.
- Click  to go to the last page of the report.

The report can be viewed and saved in various file formats.

- Click  to save and print the report in PDF format.
- Click  to save and print the report in CSV format. (This option is not available for all reports.)
When a report is exported to the CSV format, the report headers may not be included.
- Click **X** to close the report window. Some reports may have a **Close Report**, **Exit**, or **Cancel** button instead.