

Directory - Create Report Templates

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The Report Selection directory is used to retrieve private and public report templates.

Locate a private or public template:

You can search for a template by the report template, report title, or user ID. Enter data in any or all of the following fields:

Field	Description
Report Template	Type all or any part of the report template name.
Report Title	Type all or any part of the report title.
User ID	Type all or any part of the user ID that created the template.
Public	Select to include both private and public reports. Any changes you make to a public template will be saved under your user ID as a private template. If you want to save the template as public, you must change the name. Public templates cannot have the same names.

Click **Search**.

- The report templates that meet the criteria entered are displayed. The list can be re-sorted.

  You can re-sort the grid by clicking on an underlined column heading. It will sort in ascending order. Click it again to sort in descending order.

- When you locate the report template you want to retrieve, click the report template name. The report template is displayed on the create reports page from which you accessed the directory.

Click **Cancel** to return to the previous page without selecting a report template.