

Directory - Create Report Templates

Table of Contents

Directory - Create Report Templates i
Directory - Create Report Templates 1

Directory - Create Report Templates

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	
Report Title	
User ID	Type all or any part of the user ID that created the template.
Public	

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.