

printreportanderror

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- 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  to close the report window. Some reports may have a **Close Report** or **Exit** button instead.
- Click **Error Report** to view the Inventory Upload Error Report, which displays any errors encountered during the merge process. The Report button allows users to switch between the two reports.
  - If the Inventory Upload Error Report is displayed, click Upload Report, and the Inventory Upload Report displays a listing of all assets that were uploaded.
  - If the Inventory Upload Report is displayed, click Error Report, and the Inventory Upload Error Report displays a listing of all errors from the merge process or the selected parameters if there were no errors.