

printreportanderror

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Review the report using the following buttons:

Click First to go to the first page of the report.
Click ◀ to go back one page.
Click ▶ to go forward one page.
Click Last 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.

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.


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