

Run a Report

Users can run reports with the default settings by clicking the report name. Users can set the specific format, delivery method, run time, and save preferences through "Run with Options." Once run

- b. "Save" downloads the report to the user's device



Delivery

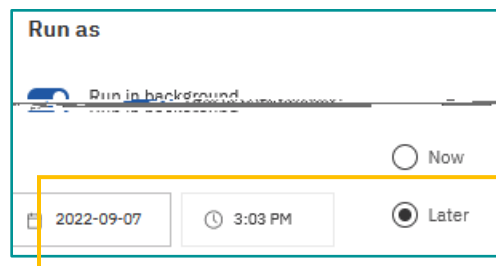
Save

Save report

Save as a report view

Print

- c. "Later" gives the user an option to run and save the report on a specific date and time



Run as

Run in background

Now

Later

2022-09-07 3:03 PM

4. Click "Run"



Cancel Run

Note: Depending on the information in and complexity of the report, it may take a few minutes to run and save.