Understanding a Report Page

To the right of the report name header are six icons that serve as quick links for specific actions.



Each report icon is explained in the table below.

Report Icon Explanations	
Icon	**Explanation**
	The spreadsheet icon converts the table into a datatables table format (allowing for filtering by column and pagination of the table).
	The PDF icon opens a web-based PDF of the report in the same browser tab.
	The excel icon will download the report in an excel (.xlsx) file to your personal device.



The download icon opens the Download Modal which allows an individual to select from seven different formats to download the report from a dropdown menu. Possible download formats are listed to the right.

How To: Download a Report

To download a report, go to the Home Page of the Reports Module.
There are two icons to the right of the Report Title that allow an individual to download a report.

Download Report Icons		
Icon	**Explanation**	
	The excel icon will download the report in an excel (.xlsx) file to your personal device.	
	The download icon opens the Download Modal which allows an individual to select from seven different formats to download the report from a dropdown menu. Possible download formats are listed to the right.	Comma Separated Values (.csv) Tab Separated Values (.tsv) Other Separated Values (.txt) Open Document Format (.ods) Excel 97 (.xls) Excel 2007 and later (.xlsx) PDF

Comma Separated Values (.csv)

Tab Separated Values (.tsv)

Other Separated Values (.txt)

Open Document Format (.ods)

Excel 97 (.xls)
Excel 2007 and later (.xlsx)
PDF

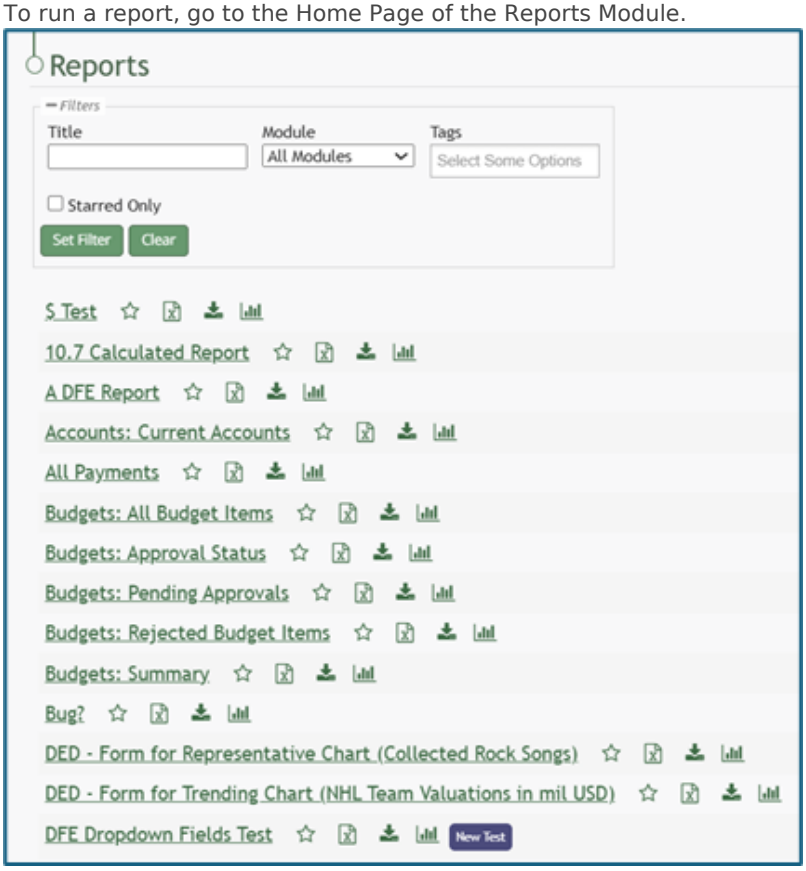
The chart icon opens the Chart Wizard Modal, allowing an individual to create a chart from the data generated by the report.

Hot To: Create a Chart

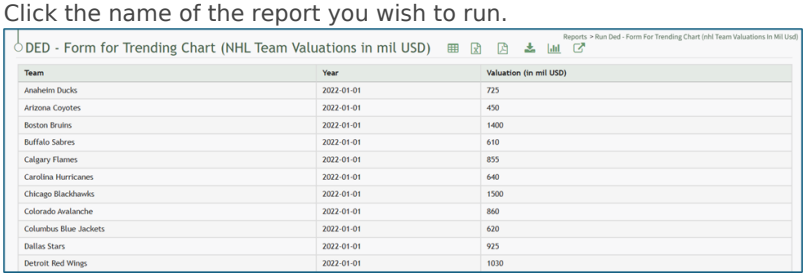
To create a chart, go to the Home Page of the Reports Module and open the report you wish to use for the necessary chart data.

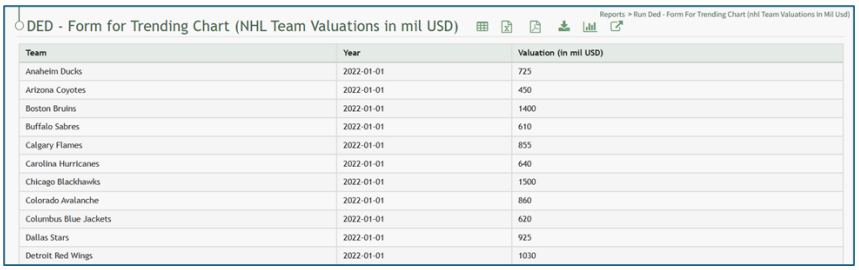
How To: Run a Report

To run a report, go to the Home Page of the Reports Module.



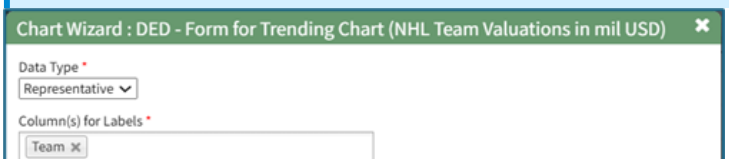
Click the name of the report you wish to run.

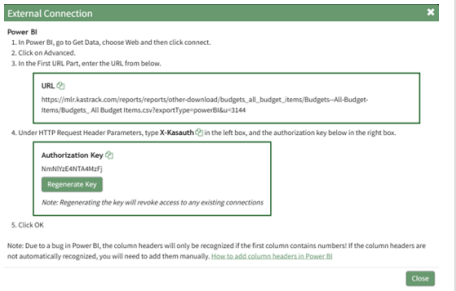




Select the chart icon to the right of the report title header. This opens the Report Module Chart Wizard Modal.

> The chart icon for a specific report is also accessible on the Home Page of the Reports Module.



	The external link icon opens the External Connection Modal which offers a detailed explanation on how to transmit report data to Power BI.	

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