

GETTING STARTED

REPORTS

ALL REPORTS

The updated Reporting screen allows you view and run reports .Users can search for reports by Report Name or Report Description, view Recently Used and Most Used. Users can also select which columns to view, in which order they want to view them, and save these settings. When viewing the reports in the report tree, the description is also displayed.

DRS REPORTS

DRS reports are system reports that are configured to email at a set interval to a specific email recipient(s). Reports can be emailed daily, weekly, monthly etc. There is also a flag to determine whether the report should be emailed over weekends.

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