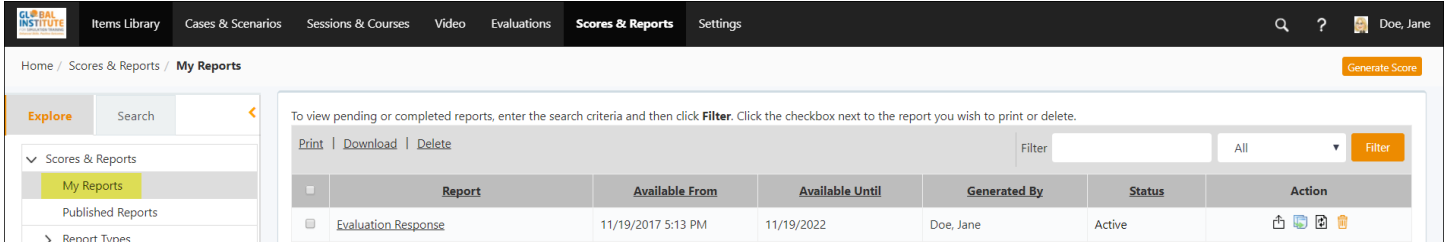






My Reports



My Reports displays only those reports that the Administrator publishes for the logged in user. To view pending or completed reports, enter the search criteria and then click **Search**. Click the checkbox next to the report you wish to print, download, or delete.

The following tasks appear on the **My Reports** grid:

Task	Result
Search	<p>Enter keywords and then click the drop-down arrow to search by:</p> <ul style="list-style-type: none"> • Schedule Name • Report • Available From • Available Until • Published On • Status <p>Click Search. The search results appear with the keyword highlighted if it exists.</p>
Print	<p>Click the checkbox(es) next to the desired report(s) in the grid and then click Print. A .pdf file is generated and displayed in the Report Viewer.</p>
Download	<p>Click the checkbox(es) next to the desired report(s) in the grid and then click Download. If you selected only one report, then the report is downloaded and you will be asked to either open or save the file. If you selected more than one report, then all selected reports are merged into a zip file and you will be asked to open or save the zip file.</p>

Task	Result
Delete	Click the checkbox(es) next to the desired report(s) in the grid and then click Delete.
Actions	 Share
	 Copy
	 Requeue
	 Delete this report and any existing shared copies of the report.