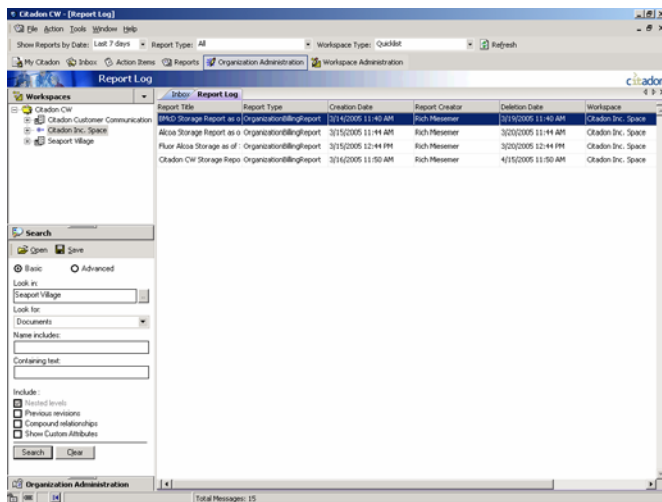


CW provides a variety of standard reports that can be configured and run based on a user's permission set. Output can be viewed, stored, and/or downloaded for distribution.

The Report Log

Users must have previously been granted access to reports in order to launch them. Users can only view and launch reports on objects to which they have access.

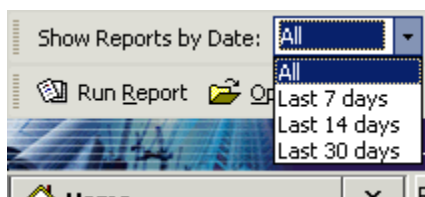
Select  Reports from the secondary menu



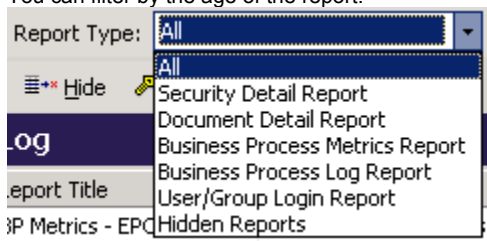
The Report Log contains all the previously run reports that a user has permission to view. All columns can be sorted and moved via click-and-drag.

Viewing the Log

The view of the log can be filtered using the Picker lists at the top:




You can filter by the age of the report.



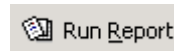
You can filter by report type.



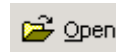
You can also filter by the type of workspace the report was run against.

When the filters have been set the way you want them, then click  Refresh to implement the filters and refresh the view.

The following functions provided in the toolbar and menu allow you to run new reports and perform functions on the saved reports in your Report Log.



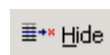
Click to open the **Run Report Wizard**, which enables you to run new reports.



Click to view a selected report.



Click to permanently delete the selected report from your log and anyone else's log that has access to the report.



Click to hide the selected report from your report log, without affecting the availability for other users. (Note: You can still access reports that you've hidden using the Hidden Reports filter described above)




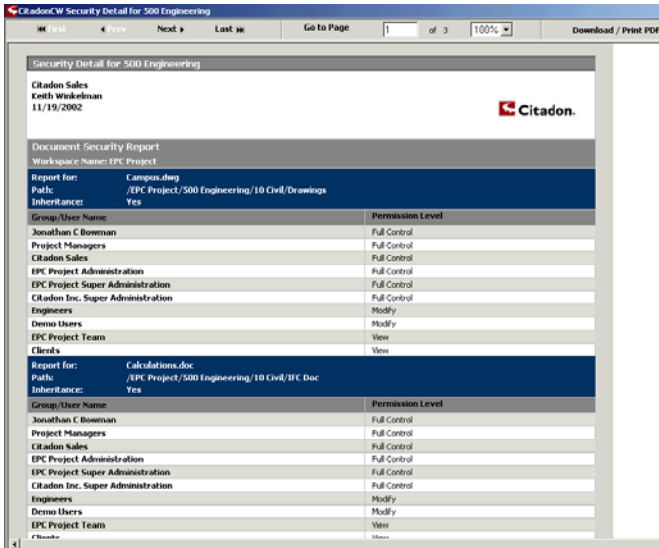
Click to open the **Security Settings** dialog box, which enables you to view and set the security permissions for a selected report.



Click to open CW Help for the Report Log

Viewing Reports

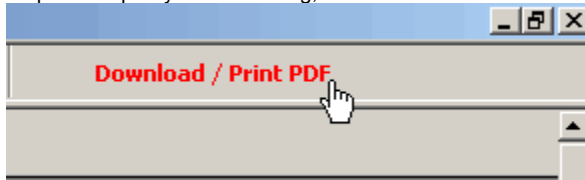
- To view a report, click  on the menu bar. You can also view a report by double-clicking on the report in the log.



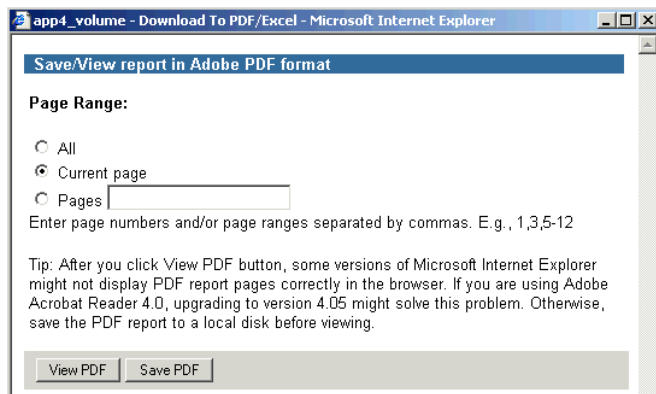
The selected report output will be displayed in a separate window. The layout and format of the report will depend on the type of report and the particulars of the report setup.

Printing and Downloading Reports

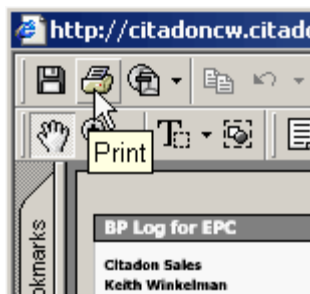
1. To print a report you are viewing, click




on the menu bar.



2. Select the range of pages to print or download. When ready, click **View PDF** to open the report in Acrobat. If you only wish to save the file to your hard drive or network drive, then click **Save PDF** to save the file.



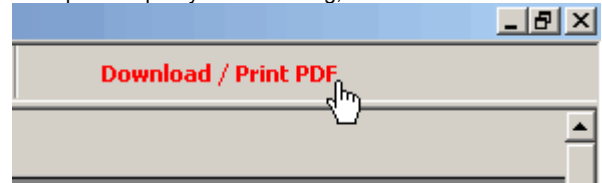
3. Now click  to print the selected report.

You can now close the window and return to CW.

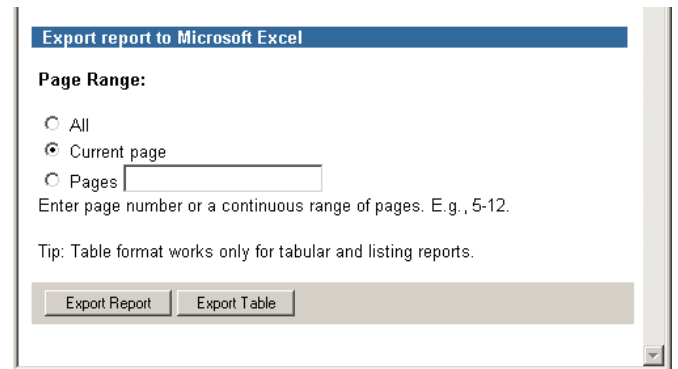
Exporting Reports

Reports can be exported as Microsoft Excel files for later manipulation. Some reports can be exported as either formatted or tabular files.

1. To export a report you are viewing, click



on the menu bar.



2. Select the range of pages to export and click **Export Report**. If this report is a tabular report and you wish to export it with no formatting, click **Export Table** and then follow the directions to save the file to your machine or network drive.

Citadon Customer Support

Citadon CW

Hours: 6am - 6pm PST
<mailto:support@citadon.com>