

Right-click capabilities

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Right-click on any report in the All Reports table to complete the following options.

- **More Details:** Opens a window containing who created the report, when the report was last modified who and when the report was last run, and the report description.
 - For Custom Reports, it will display the Last Run Date and Last Run User (reports ran after 12/09/2024).
 - **Add to Favorites:** Add the selected report to the favorites list for this customer or all customers.
 - **Edit User Access:** Edit which users can access the selected report.
 - **Hide Report:** Hides the selected report. This report can be found by checking the Hidden Reports checkbox.
 - **The following options are only available for custom reports (those on Plan 2 and higher, or Billing Services):**
 - **Delete Report:** Deletes the selected report.
 - **Edit Report:** Edit the selected report.
 - **Build from Template:** Build a new report using the selected report as a template.
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