Configure Report Settings

> **Who can use this feature?**
>
> Users with permission to CollaborateMD Reports.

eport Settings enable you to configure global default report settings for a practice/customer or a specific ser in your account. These settings allow you to really personalize and make the reports screen work for ou and your workflow.

1. Select **Reports** > **Settings**.

2. Click **Edit**.

3. Select your preference for **Close open report tabs when switching customers?**

   1. If set to *Yes*, any open report will close when you switch to another customer account

4. Select your preference for **Search by categories when searching for reports in the Report Viewer?**

   1. If set to *Yes*, it will show matches based on report categories as well as the report titles when usir the search field within the Reports Viewer screen.

5. Select your preference for **Show an indicator when duplicate columns are present on a report in the Report Builder?**

   1. If set to *Yes*, it will show a tooltip when duplicate columns are present on a report in the Report Builder.

6. Click **Save.**