

More Report Actions

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Right-click capabilities

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.

Show all filters

1. Select **Reports > Viewer**.
 2. **Find**, then **Run** your report.
 3. Click the **More** button.
 4. Select **Show all filters**.
 5. All active filters this report is using will be shown in the report header.
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Hide header

1. Select **Reports > Viewer**.
 2. **Find**, then **Run** your report.
 3. Click the **More** button.
 4. Select **Hide header**.
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Show Description

1. Select **Reports > Viewer**.
 2. **Find**, then **Run** your report.
 3. Click the **More** button.
 4. Select **Show Description**.
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Hide a column

1. Select **Reports > Viewer**.
 2. **Find**, then **Run** your report.
 3. **Right click** on the column you want to hide.
 4. Click **Hide This Column**.
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Rearrange columns

1. Select **Reports > Viewer**.
2. **Find**, then **Run** your report.
3. **Right click** on the column you move.

4. Select **Move Left** or **Move Right**.
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Select columns

1. Select **Reports > Viewer**.
 2. **Find**, then **Run** your report.
 3. **Right click** on the column.
 4. Click **Select Columns**.
 5. Use the arrows to **rearrange columns**
 6. Use the **X** to **remove** a column.
 7. Use the **+** to **add** a column.
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