Reference R7 Change Your Report View

| Step | Description | Screenshot |
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| 1 | Execute a report in the foreground or background and view the results. |  |
| 2 | Scroll to the right side of the report and click on the ‘Settings’ link on the top right of the report. |  |
| 3 | A ‘Settings’ window will appear where different view settings can be defined.  Click on the ‘Column Selection’ tab to add/remove columns to/from the report. |  |
| 4 | Use the icons below the ‘Displayed Columns’ list to change the order in which columns are displayed. |  |
| 5 | Click on the ‘Sort’ tab to define which columns in the report should be sorted, and how they should be sorted. |  |
| 6 | Click on the ‘Filter’ tab to define any columns that should be filtered.  Click on the ‘Filter Column’ drop down and select a column. |  |
| 7 | Once the column is selected, click on ‘Add’. |  |
| 8 | For the column that was added, in this case, ‘User Group’, enter the filter that should be used.  In this example, ‘VPF\*’ is entered to restrict the report to user groups that begin with ‘VPF’. |  |
| 9 | Click on the ‘Display’ tab to change the table display settings for the report. |  |
| 10 | To save the settings as a view variant, click on the ‘Save as…’ button. |  |
| 11 | Enter a name for the view variant in the ‘Description’ field. In this case, ‘NEW\_DISPLAY’ is entered. |  |
| 12 | To make the new view variant the default initial view for the report, check the ‘Initial View’ box. |  |
| 13 | Click on ‘OK’ to save. |  |
| 14 | A message will appear to confirm the view settings have been saved. |  |
| 15 | The next time the report is run, it will default to the view that was defined and set as the ‘Initial View’. |  |