

# Reports Page

## Overview

On the Reports page, your created reports will be displayed and can be interacted with. You can create, view, edit and delete reports on this page.

Dashboard > Reports

Report ⓘ

Search by Name

Name	Type	Schedules	Recipients	Actions
Keolan Report	Advanced	Daily • Freq: 10 • 16:30	Rameez, Keolan Gounden	⋮
Praba Test Report	Advanced	Daily • Freq: 10 • 06:00, Daily • Freq: 10 • 18:00	Praba Moonsamy	⋮
TIN MK2	Standard	Daily • Freq: 10 • 08:00	Kealyn Bailey	⋮
Kealyn 7673E	Advanced	Daily • Freq: 10 • 08:15	Kealyn Bailey, Gavin	⋮
MayurTestAdvanced	Advanced	Daily • Freq: 10 • 12:00	Mayur, mayurlarkin1@gmail.com	⋮
Freezer Test Tinmk2	Standard	Daily • Freq: 10 • 06:00	Ashlyn Moonien, Gavin, +1 more	⋮
Jabus Test report	Standard	Daily • Freq: 6 • 18:00	Njabulo, Ashlyn Moonien, +1 more	⋮

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## Creating A Report

Clicking the create report button will open the Create Report dialog. This will allow you to create a report.



## Report Options

In the options column, clicking on the 3 dots icon will open up a menu which contains 4 options (this may vary based on your user role).

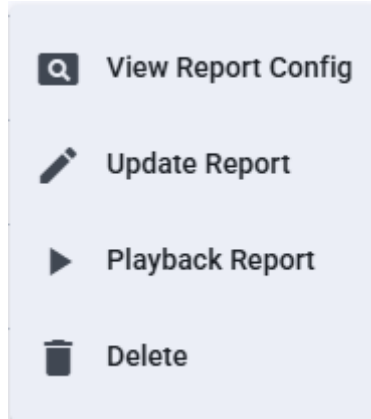
Clicking 'View Report Config' will open up the Report View dialog which will display the configuration

of your report.

Clicking 'Update Report' will open the [Report Edit](#) dialog, where you can edit your selected report.

Clicking 'Playback Report' will open the [Report Playback](#) dialog, where you can playback your report to receive it immediately.

Clicking 'Delete' will delete the selected report.



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