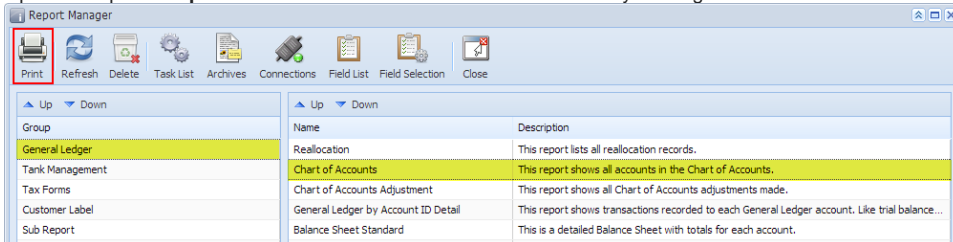


Report Viewer

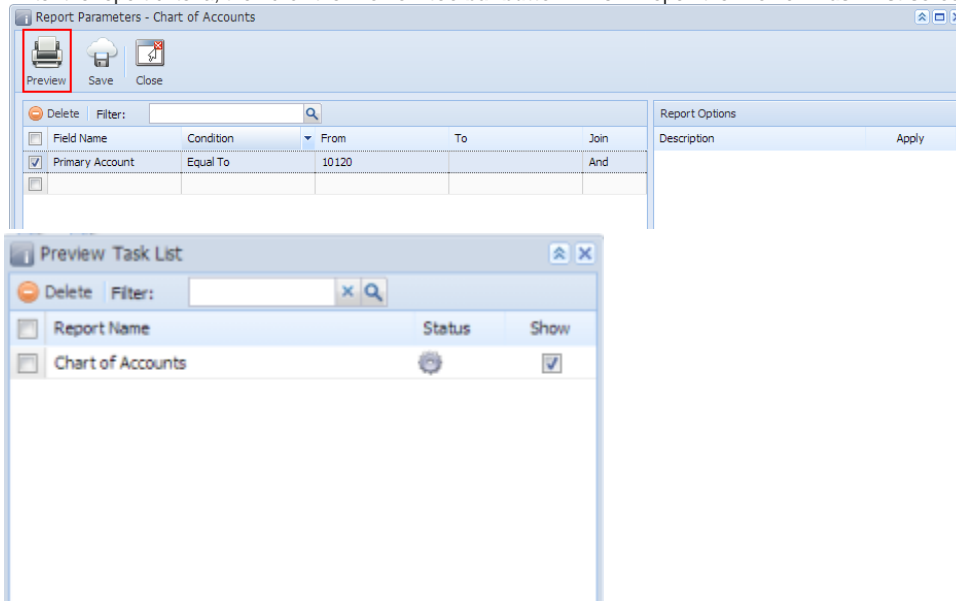
The Report Viewer display a preview of the report based on the user defined filters.

How to preview a report:

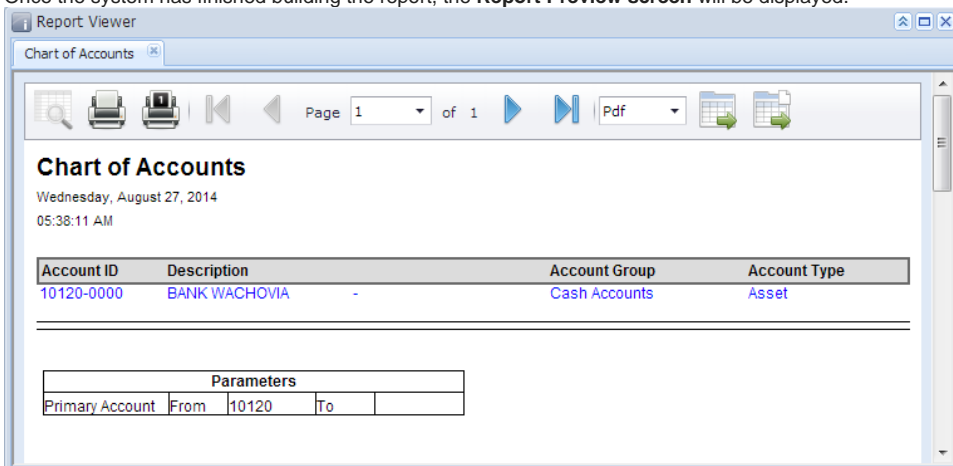
1. Open the **Report Manager** screen. Refer to [Report Manager](#).
2. Select any report **Group** and any report under the selected group.
3. Open the report's **Report Parameter** screen. You can do this either by clicking the **Print toolbar button** or by double clicking the specific report.



4. Enter the report criteria, then click the **Preview toolbar button**. This will open the **Preview Task List** screen.



5. Once the system has finished building the report, the **Report Preview screen** will be displayed.



Pages

- [How to Export Report](#)
- [How to Print a Report](#)

