Quickly Find the Right Reports and Build New Reports with the Report Management and Editor!

**HOW DOES THE REPORT MANAGER AND EDITOR WORK?**
- The Report Manager is a search and preview interface which helps you find Saved Reports or Templates.
- The Report Editor lets you select the dimensions and measures you need to build exactly the report you want.
- Use the Report Editor to preview and run reports, all in one interface.

**WHAT CAN THE REPORT MANAGER AND EDITOR DO FOR ME?**
- Save you time when locating existing reports or templates.
- Provide you with an intuitive way to build new reports easily.
- Visualize your reports before you run them, so you know exactly what you are getting.

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**Search for Saved Reports and Templates** → **Customize Your Reports and Filters** → **Run the Report!**
Note: Advanced Reports are not currently supported in Report Management or the Report Editor. See the OpenAir Admin Guide for more details.
Report Management – Saved Report/Template Preview

Quickly search for reports and templates which meet your needs. Located under Reports > Management

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Report rating</td>
<td>Appears in the top left corner, next to the Report name.</td>
</tr>
<tr>
<td>Category</td>
<td>Indicates whether the result is a Saved, Template, or Shared report.</td>
</tr>
<tr>
<td>Type</td>
<td>Indicates whether the result is a Tabular or Crosstabbed report.</td>
</tr>
<tr>
<td>Template (Saved or Shared report results only)</td>
<td>The name of the template the saved report is based on.</td>
</tr>
<tr>
<td>Owner</td>
<td>The owner of the report.</td>
</tr>
<tr>
<td>Created</td>
<td>The date the report was created.</td>
</tr>
<tr>
<td>Last saved</td>
<td>The date when the report was last saved.</td>
</tr>
<tr>
<td>Last view</td>
<td>The date when the report was last viewed.</td>
</tr>
<tr>
<td>Duration</td>
<td>The time it took to run this report the last time.</td>
</tr>
<tr>
<td>Total views</td>
<td>Total views by everyone who has view rights for these reports.</td>
</tr>
<tr>
<td>Scheduled</td>
<td>Indicates if the report is scheduled to be run at a specific time and the schedule is active.</td>
</tr>
<tr>
<td>Folder</td>
<td>Indicates which folders this report is located in.</td>
</tr>
<tr>
<td>Shared with</td>
<td>Indicates who this report has been shared with.</td>
</tr>
<tr>
<td>Note / description</td>
<td>Note or description of the saved report.</td>
</tr>
<tr>
<td>Template specification (Templates only)</td>
<td>Provides additional information about the selected template.</td>
</tr>
</tbody>
</table>

Click the "New" or "Edit" button here to enter the Report Editor and customize your report!

See a layout preview of the template or saved report here.

See the OpenAir Admin Guide for more details.

Note: Advanced Reports are not currently supported in Report Management or the Report Editor.
Report Editor – Crosstabbed Reports
 Quickly create and edit reports using drag-and-drop functionality

Drag existing row and column elements to rearrange them.

Preview your report with one record, or run it with all records.

Click here to add filters limiting which data is reported.

Save the report.

Search for dimensions and measures. Point to Dimensions, Measures, or Rows to see a symbol legend.

Click or drag dimensions to rows and measures to columns.

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View your report on the same screen as the editor.

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See the OpenAir Admin Guide for more details
Report Editor – Crosstabbed Reports
Quickly create and edit report using drag-and-drop functionality

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See the OpenAir Admin Guide for more details
Report Editor Screen – Tabular Reports

Create and edit tabular reports and convert to a crosstabbed-like layout

- Click or drag attributes to columns here. Drag existing elements to rearrange them.
- Check the Rollup box to convert your tabular report to one resembling a crosstabbed layout. Attributes are converted to dimensions and measures.
- Drag existing elements to rearrange them.
- Search for Attributes. Point to Attributes to see a symbol legend.
- Click here to name your report (default is "Untitled").
- Preview your report with one record, or run it with all records.
- Click here to add filters limiting which data is reported.
- View your report on the same screen as the editor.
- Save the report

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See the OpenAir Admin Guide for more details