

## Changing Report Format Before Rendering

Do you sometimes run a report and then once the report displays you wish you had ran it in another format (i.e. excel, PDF)? Or, do you want to send it directly to your email right now? It is possible to choose the format and request email delivery prior to executing the report by using what is called "Run with Options". You can select these options independently of each other.

### Run with Options

Prior to executing a report, rather than clicking on the report link, select the blue arrow within the "Actions" column, displayed within the red box below:



Once the blue arrow (above) is selected a new window opens.

- Format Option: Open the drop down to choose the desired format for report output.
- Delivery: Choose the radio button "Send me the report by email"
- Run – Select Run

A screenshot of the "Run with options" dialog box. The title bar reads "Run with options - FI002 - Revenue Expense Budget Pools By FOP". The dialog contains the following sections:

- Format:** A dropdown menu currently set to "HTML". A red arrow points to the dropdown with the text "Open the drop down to select format."
- Accessibility:** A checkbox labeled "Enable accessibility support" which is unchecked.
- Language:** A dropdown menu currently set to "English (United States)".
- Delivery:** Three radio buttons: "View the report now", "Print the report:", and "Send me the report by email". The "Send me the report by email" radio button is selected. A red arrow points to it with the text "Choose radio button to send via email". Below the radio buttons is a "Printer location:" field with a "Select a printer..." link.
- Prompt values:** "No values saved" and a checked checkbox "Prompt for values".

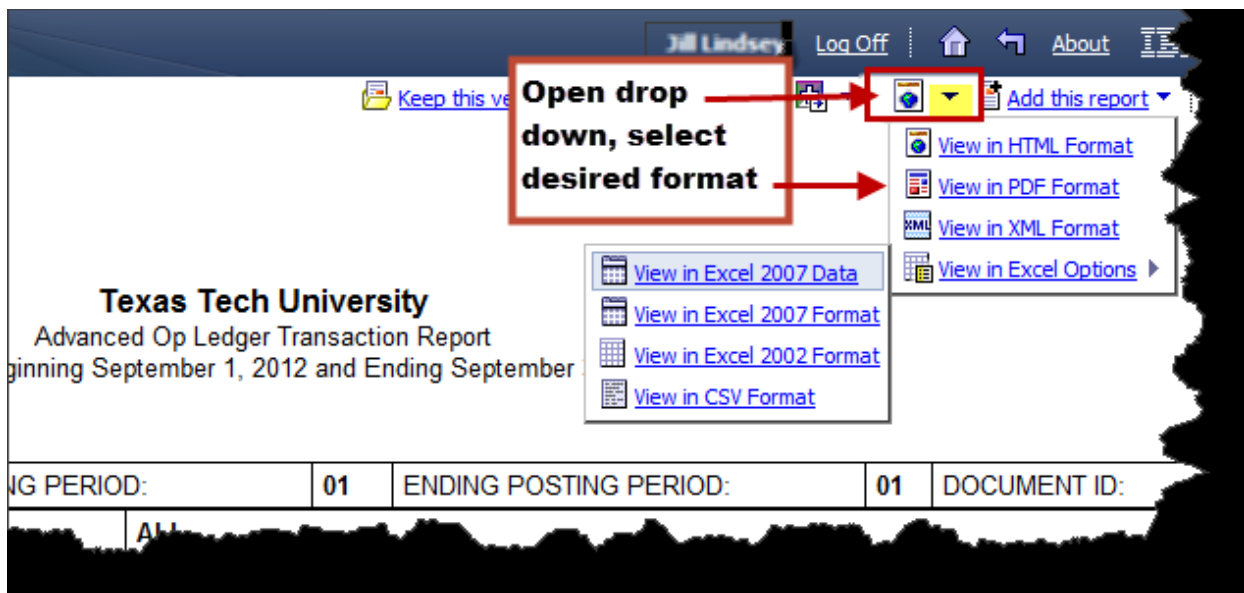
At the bottom, there are two buttons: "Run" (highlighted with a red box) and "Cancel". A red arrow points to the "Run" button with the text "Select Run".

Choose desired parameters on the parameter page of report and select finish

## Changing Report Format after Rendering

Sometimes after a report has been executed, there is a need to have it in a format other than that which it was rendered in, i.e. PDF for printing, Excel for data manipulation. To change the format, select the drop down as shown in the screenshot below (highlighted in yellow). From the options that display, select the desired output.

\*CSV format in Excel provides only rows and columns, which is useful for data manipulation.



The screenshot shows a web application interface for a report. At the top, there is a navigation bar with the user name "Jill Lindsey", a "Log Off" link, and other navigation icons. Below the navigation bar, there is a "Keep this version" link and a "Add this report" dropdown menu. The "Add this report" dropdown menu is highlighted in yellow and contains the following options: "View in HTML Format", "View in PDF Format", "View in XML Format", "View in Excel Options", "View in Excel 2007 Data", "View in Excel 2007 Format", "View in Excel 2002 Format", and "View in CSV Format". A red box highlights the "Add this report" dropdown menu, and a red arrow points to the "View in CSV Format" option. The main content area displays the report title "Texas Tech University" and the subtitle "Advanced Op Ledger Transaction Report" with the date range "Beginning September 1, 2012 and Ending September". Below the report title, there is a table with the following data:

STARTING PERIOD:	01	ENDING POSTING PERIOD:	01	DOCUMENT ID:
	ALL			