

Return to Parameter Option

If you have executed a report for one set of parameters and need to run it for another set of parameters, you do not have to exit the report and open it up again. You can return to the parameter page from within the report output. To do this, follow the steps below:

In the upper right section of an executed report is an icon in the shape of an arrow: 

Click this icon to return to the parameter page of the report that is executed. When returned to the parameter page, the parameters entered will display.

This is useful when the executed report does not provide report output. Select this icon to return to the parameter page to review the parameters entered. Often a keying error is discovered.

This return to prompt tool is also useful if you want to run the same report but for a different set of parameters. Rather than going back to the folder the report is located in and executing from that location, simply click the icon and then enter in a new set of parameters.

The screen shot below shows where this is located within a report:

