

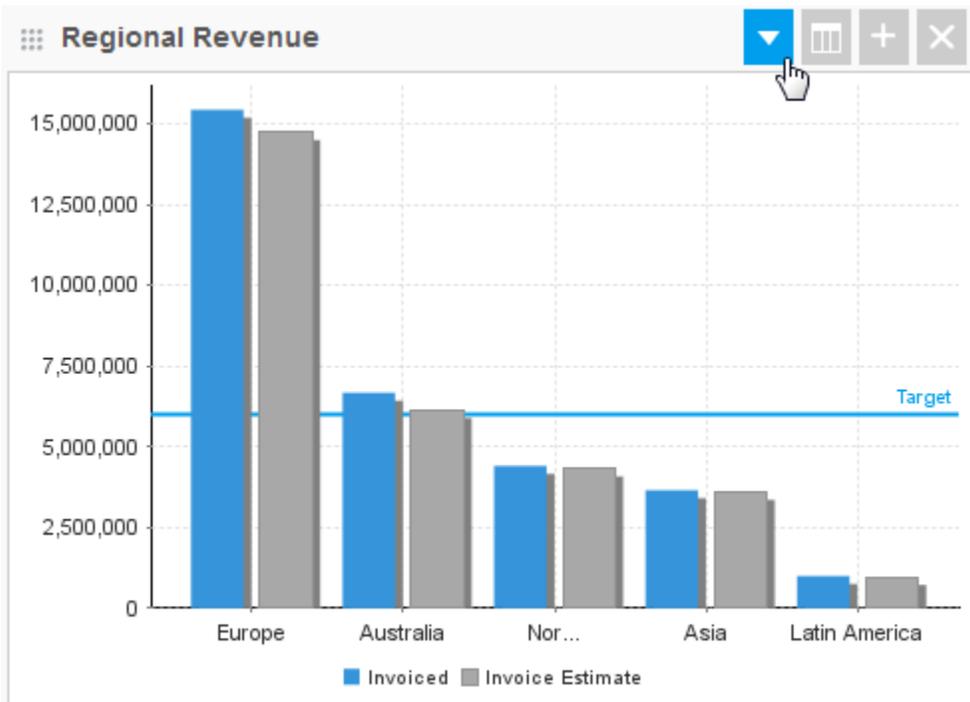
# Report Portlet

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## Overview

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The Report Portlet is the area containing an individual report on a dashboard tab.



## Buttons

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There are a range of options available related to the display and use of reports on tabs. Use the following buttons to access these options.

## Options

Access the report portlet drop down menu (see section below).



## Display Toggle

These buttons allow you to toggle between chart and table view on the dashboard, if multiple views are available.



## Maximise

This allows you to open the report on the Report Preview page, outside of the dashboard area.



## Delete

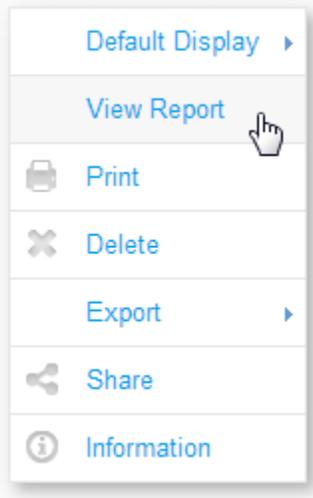
This will remove the report from the dashboard tab.



## Drop Down Menu

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The report portlet menu provides you with a set of options for managing the display of a report on your tab.



## Active Tab Report Options

While the tab is active, you will have the following options:

- **View Report** - this allows you to open the report on the Report Preview page, outside of the dashboard area.
- **Print** - this will generate a display of the tab that is printable.
- **Export** - this allows you to generate an export of the report in various formats.
- **Share** - this allows you to distribute the report to other users or groups.
- **Information** - this displays summary information related to the report.

## Draft Tab Report Options

When the tab is in draft mode you have an extended list of options:

- **Default Display** - this allows you select the way the report is initially displayed on the tab, depending on what displays were built into the report design:
  - Summary & Chart
  - Chart
  - Summary
  - Table
- **View Report** - this allows you to open the report on the Report Preview page, outside of the dashboard area.
- **Print** - this will generate a display of the tab that is printable.
- **Delete** - this will remove the report from the dashboard tab.
- **Export** - this allows you to generate an export of the report in various formats.
- **Share** - this allows you to distribute the report to other users or groups.
- **Information** - this displays summary information related to the report.

## Moving & Resizing

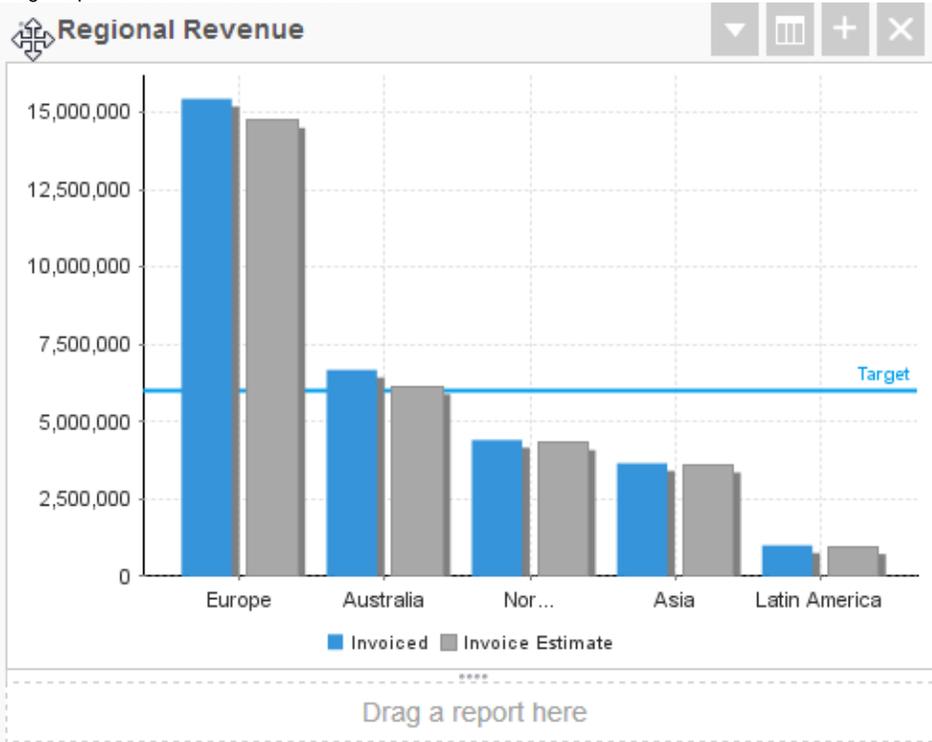
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When a dashboard tab is in draft mode, the report portlets have formatting options available to them.

### Moving Portlets

In order to move a portlet to a different area on the dashboard tab layout template, you will need to:

1. Place the tab in draft mode
2. Hover over the grid of dots on the top left of the tab
3. Drag the portlet to another area of the tab

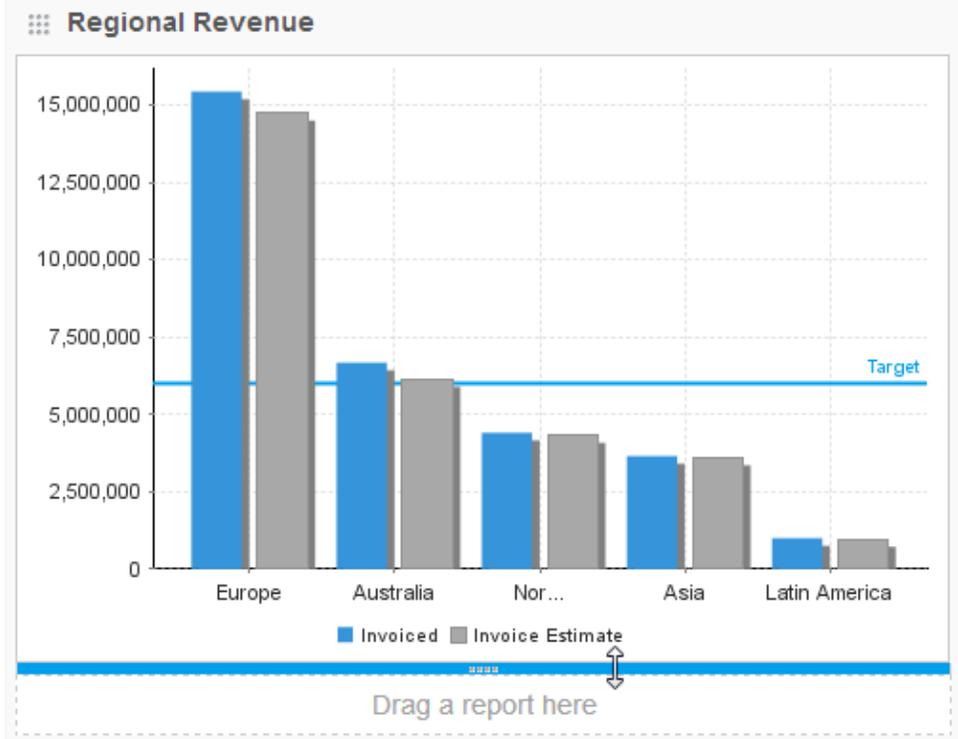


### Resizing Portlets

In order to resize a portlet you will need to:

1. Place the tab in draft mode
2. Hover over the bottom of the portlet

3. Drag the bar up or down to resize



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