Opening a Custom Report

- Go to Reports -> My Reports and locate the report you want to open.
- Click on the name of the report to display it.

Or

- Go to Reports -> My Repository -> Reports and locate the report you want to open.
- Click on the name of the report or right click on it and select the **Run** Your report will be displayed on the screen. You can also select the report you want to view and click on the **Run** button located in the **Tool Panel** above the reports.