

All PR Reports will be migrated

Search: All folders



All Reports created prior to Oct 28, 2013 will be migrated

Browse



Shared Reports

Run reports and share reports with others.

History List inbox will be reset as part of the deployment



History List

View reports you have run previously or which have been shared with you.



My Reports

Run your own reports and access favorite reports.

All subscriptions will be migrated



My Subscriptions

View and manage your report subscriptions.

Create



Create Report

Create a grid or graph report from scratch or from a template.

Tools

Preferences

Search

The screenshot shows a 'History List' window with a table of reports. The table has columns for Name, Status, Message Creation, and a set of icons for actions. Three blue callout boxes are present: one pointing to the PDF icon, one pointing to the Excel icon, and a large one at the bottom containing instructions.

Name	Status	Message Creation	Actions
PR88 - HOPWA - Timeliness Dashboard	Ready [mark as "unread"]	9/4/13 8:27:53 AM	Excel PDF Info abl
PR 94 - HOPWA-C Award Summary Report	Ready [mark as "unread"]	9/4/13 8:21:49 AM	Excel PDF Info abl
PR 94 - HOPWA-C Award Summary Report	Ready [mark as "unread"]	9/4/13 8:19:41 AM	Excel PDF Info abl
PR20 - HOME Production Report	Ready [mark as "unread"]	9/4/13 8:11:28 AM	Excel PDF Info abl
PR20 - HOME Production Report	Ready [mark as "unread"]	8/29/13 9:36:37 AM	Excel PDF Info abl
PR 09 - Program Income Detail Report by Fiscal Year and	Ready [mark as "unread"]	8/23/13 11:56:21 AM	Excel PDF Info abl
PR 09 - Program Income Detail Report by Fiscal Year and Prog	Ready [mark as "unread"]	8/23/13 11:17:39 AM	Excel PDF Info abl
PR59 - CDBG Activities at Risk Dashboard			Excel PDF Info abl
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To download a History List report you have previously executed please select the Excel or PDF export to download the report.

Note: It is OK to not have any reports in History List. In that case, you do not need to do anything.