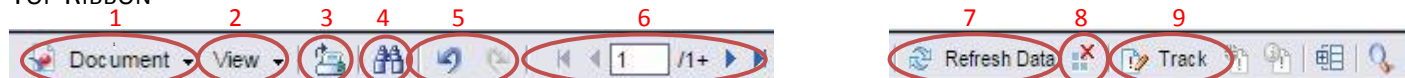


REPORT NAVIGATION

After running an Enterprise Report, you will see menu ribbons at the top and bottom of the page. Here is a brief description of what they do.

TOP RIBBON



From left to right-

1. **Document**- Close the document, Save the document, Save as (PDF, Excel, and CSV), and view the properties of the document.
2. **View**- View the report in different modes, such as: Quick Display, Page, Draft, and PDF. You can also add/remove the left panel from the report, and add/remove the status bar (which shows the refresh date at the bottom).
3. **Print**- Export your document to a pdf file for printing.
4. **Binoculars**- Search for a specific text in the tables and cells on that one specific page. Keep in mind it is case sensitive and it only searches the current page you are on. Typically input controls or interactive filtering is a better choice to find specific data in the report.
5. **Undo/Redo**- Undo or Redo previous actions you have taken in the report.
6. **Navigate**- Navigate through the various pages on the report. Click the far left arrow to come back to the first page, and click the far right arrow to go to the very last page.
7. **Refresh Data**- Refreshes the report data. If the report uses prompts, it brings back the Prompt window.
8. **Purge Data**- Removes data from the report.
9. **Activate Data Tracking**- Allows a user to run the report for one set of prompt values then again for a second set of prompt values, displaying the differences in the data. *See QuickTip - Tracking Changes in Data.*

BOTTOM RIBBON



From left to right-

1. **Document Structure and Filters**- See how the report is structured and also see all report filters, including any that you have added.
2. **Navigation Map**- Report table of contents which allows you to easily navigate to the data you wish to see.
3. **User Prompt Input**- See what you input in the prompts box when you ran the report. Make changes and rerun, if desired. This is the same as if you clicked on **Refresh Data** in #7 above.
4. **Input Controls**- Activate or deactivate input controls.
5. **Binoculars**- Search for a specific text in the tables and cells on that one specific page. *To find data present in entire document, use interactive filtering or input controls.*
6. **Navigate Reports**- View all sub reports, including raw data and documentation.

NOTE: If you don't see the the icons associated with 1-5, expose the left navigation panel by double clicking on the arrow located in the center left of your screen. Hover your mouse over any icon to see its help text.

