

## Access a Report

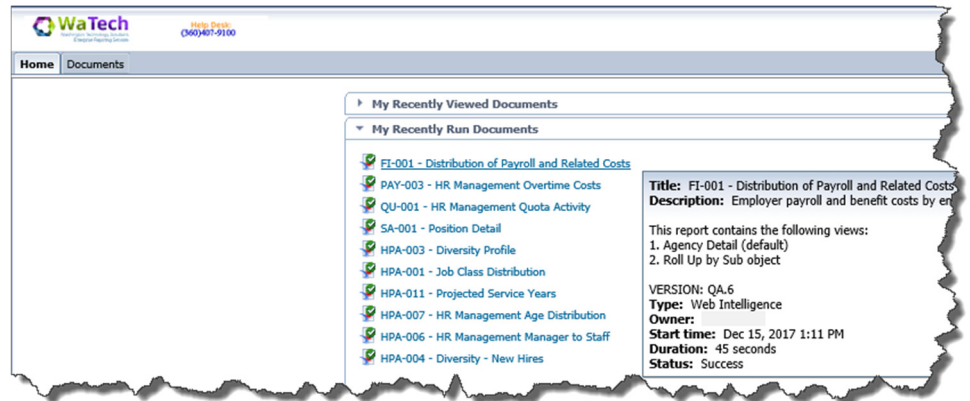
There are multiple ways to access (open) a report once it has been scheduled or ran. Scheduling reports is the recommended best practice to avoid time out issues and efficiently query data in the enterprise data warehouse. For information about scheduling reports, please refer to the job aid WWA Schedule a Report.

The **Home** tab on the BI launch pad will display the 10 most recent documents you scheduled or ran.

1. Select: **Title** to open report.

→ Hovering over the Title without selecting it reveals the report:

- Title
- Description
- Type
- Owner
- Start Time
- Duration
- Status



A history of documents scheduled can be accessed from the BI launch pad **Documents** tab. Each instance is time stamped so you can retain snapshots of data.

1. Select: **Title** to highlight the report without opening it.

2. Select: **More Actions**.

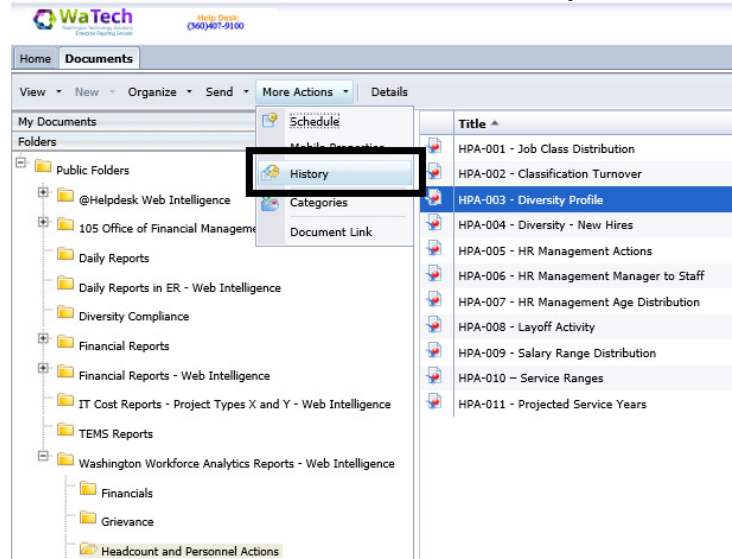
3. Select: **History**.

→ The History screen will open in a new window.

→ You can also right mouse click the report title and select History.

4. Select: **Instance Time** or **Title** to open report.

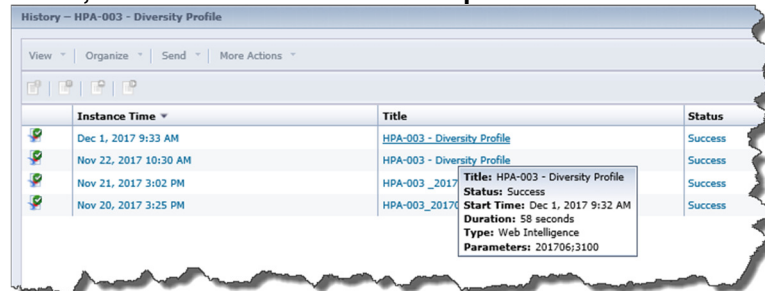
**In this example, we selected the standard HPA-003 Diversity Profile report from the Headcount and Personnel Actions public folder.**




→ Hovering over the Title without selecting it reveals:

- Title
- Status
- Start Time
- Duration
- Type
- Parameters

**In this example, we are hovering over the Title for the instance time stamped Dec 1, 2017 9:33 AM to reveal the report details.**



→ To activate the History toolbar and maintain instances without opening the report, select the report icon .

**In this example, we selected the instance time stamped Dec 1, 2017 9:33 AM to delete it.**

