

Previewing a Report

<https://campus.barracuda.com/doc/89620898/>

Previewing a Report

Previewing a report lets you run the report against a site or device that you choose so that you can see the generated output of a report.

This is useful when you're creating a custom report using the supplied report sections. By previewing the report, you can see what the final report will look like as you're creating it. For more information, see [Creating a Report](#).

You can also preview a report if you want to run a report against a site immediately without using a report policy. The report runs against the site, generating the full output of the report. You can then export the result in various formats, such as PDF or as an Excel workbook.

To preview a report


1. In Service Center, click **Reporting > Reports**.
 - To view the reports with a folder view, ensure the **Grouped** check box is selected.
 - To view a list of reports, clear the **Grouped** check box.
2. Locate the report you want to preview.
3. Click **Preview**.
4. In the **Report Viewer** window, filter the report as desired and click **Preview**.

To export a previewed report

1. Follow the [To preview a report](#) procedure.
2. In the **Report Viewer** window, select one of the following output formats for the report:
 - Portable Document Format (PDF)
 - Web Archive (MHTML)
 - Excel Workbook (XLS)
 - TIFF
 - XML
 - CSV
 - Word
3. Click **Export > Open** or **Save** depending on your preference.

For more information about the limitations of exporting to various file types, see [https://docs.microsoft.com/en-us/previous-versions/sql/sql-server-2008-r2/ms157153\(v=sql.105\)](https://docs.microsoft.com/en-us/previous-versions/sql/sql-server-2008-r2/ms157153(v=sql.105))

To refresh a previewed report

1. Follow the [To preview a report](#) procedure.
2. In the **Report Viewer** window, click the **Refresh** icon.
 Refresh icon

To print a previewed report

1. Follow the [To preview a report](#) procedure.
2. In the **Report Viewer** window, click the **Print** icon.

Figures

1. worddav4891daf6c6acc7658bd956fbec3654fb.png

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