Report Review in Report Queue

To review information related to a report in the Report queue.

- **Select the report** to view or manage.

- **Click** the appropriate **action**.

  - **Display Now** - Shows the Report in the Browser.
  - **Download (PDF)** - Downloads the report results as a PDF.
  - **Download (RTF)** - Downloads the report results as a Rich Text File (RTF).
  - **Publish** - Sends the report to the publishing destination configured in the report.
  - **Abort** - If the report is not yet completed, Abort, stops the report running.
  - **Re-queue** - Reruns the report as new.
  - **Delete** - Removes the Report from the queue. If attempting to remove a running report, Abort is required before delete.
  - **Republish** - Re-sends the report to the configured publishing destinations.
  - **Properties** - Displays the details of the report.

Report Properties

Report Session Number:	107
Report Name:	Handled Signals by Operator
Report Description:	Daily Operator Handled Signals (AM)
Report Context:	Company
User ID:	
Report Source:	Scheduled (repeating)
Report Status:	Publishing Completed
Report Submitted:	9/14/2024 12:03:30 PM
Report Started:	9/14/2024 12:03:32 PM
Report Finished:	9/14/2024 12:03:37 PM
Workstation Country:	1
Workstation Locale:	USENG
Workstation Time Zone:	GMT-07:00
Date From:	9/14/2024 5:00:00 AM
Date To:	9/14/2024 1:59:59 PM
Include:	False
Customer Status:	1