

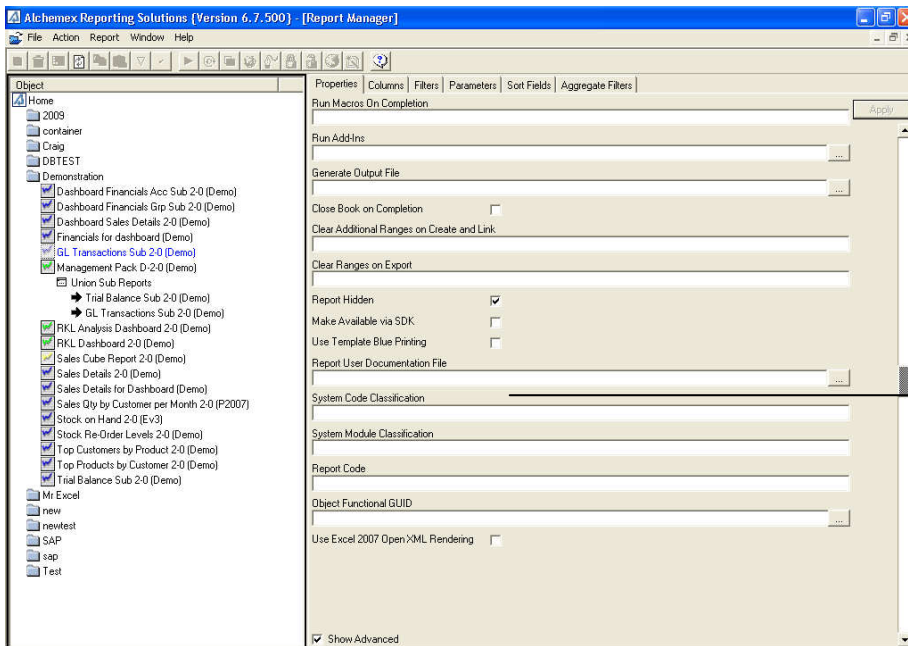
Hiding and Showing Reports

Why would you like to show or hide reports?

It is handy to be able to hide reports that do not need to be run separately, but only as union reports. This will give your object window a neater look.

To hide a report:

1. Select the report in the Object window of the Report Manager, under Properties select
2. Show Advanced



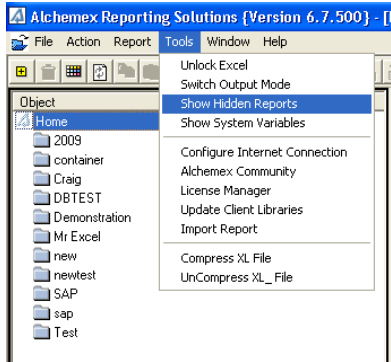
3. Under the properties tab, select the option Report Hidden
4. Refresh your object window view by double clicking on Home at the top of the screen
5. Now the report will not show in your list of available reports

To show a hidden report

1. Select the Home object in Report Manager
2. Select Show Hidden Reports



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3. Refresh you object window by double clicking on Home at the top of the screen
4. You will now be able to view your hidden reports

Please take note that access to make changes to a report, will not be available on the reports making up a union report. These reports have a black arrow next to them in the object window. Access is available to the reports with blue lines next to them.