

History

Can I view a list of all of the times a report was run?

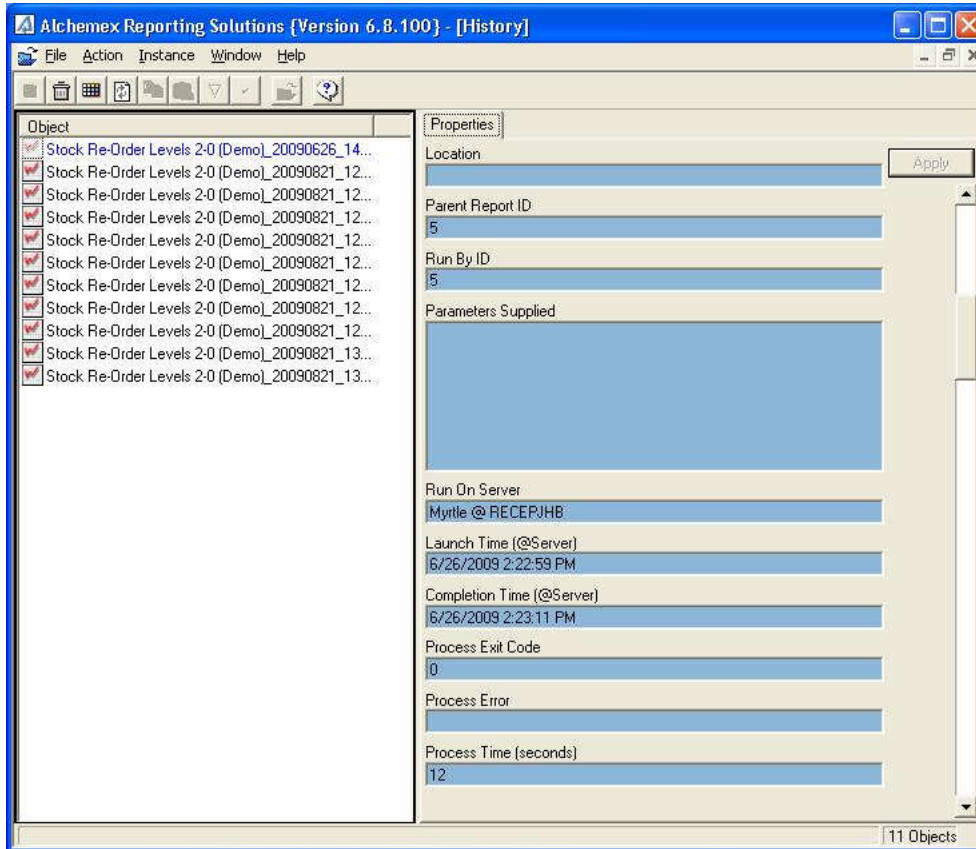
Yes, by viewing the History of the report.

Method

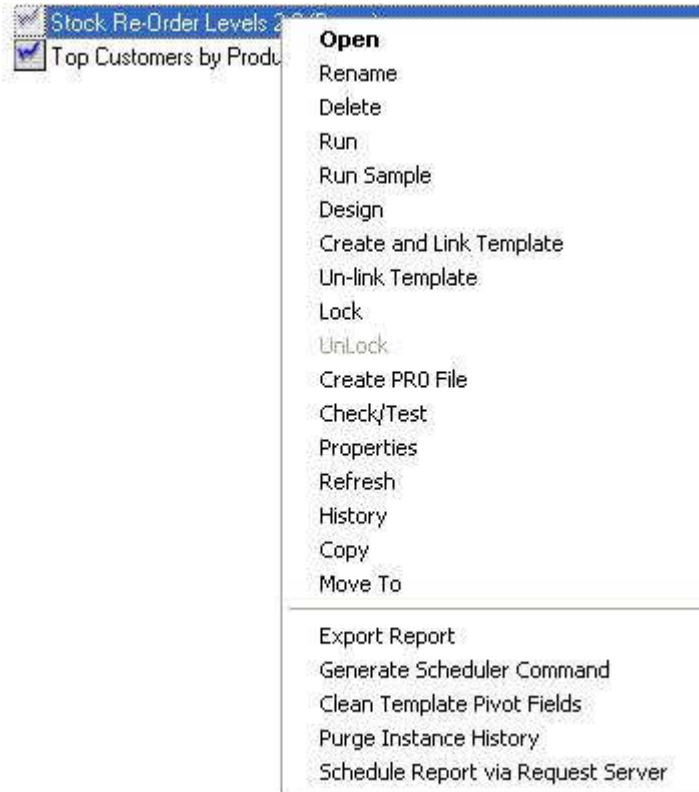
1. Select the report and right click, select History



2. All run instances of the report will be shown



3. You can also view the server it was run from and the user logged on to the server, as well as the completion time of the report.
4. To delete the history, select Purge Instance History



5. You will be asked to confirm your choice to delete the history, select Yes

