

Disabling/Enabling the Report Export Feature

Last Modified on 03/18/2024 4:17 pm EDT

Overview

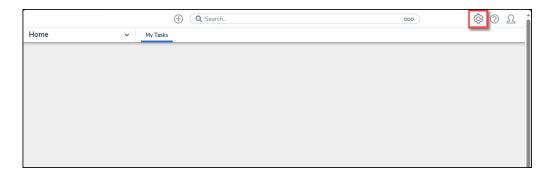
Administrators can disable the Exports feature for a report. Disabling this feature will remove the Word, Excel, PDF export icons within a report. By default, this feature is enabled, allowing users to export reports using the export icons.

User Account Requirements

The user account used to log into Resolver must have Administrator permission to access the Data Visualizations feature.

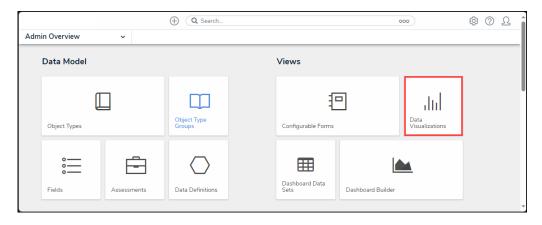
Navigation

1. From the *Home* screen, click on the **Systems** icon.



Systems Icon

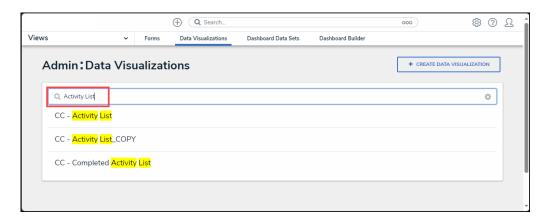
2. From the *Admin: Overview* screen, click the **Data Visualizations** tile under the *Views* section.



Data Visualizations Tile

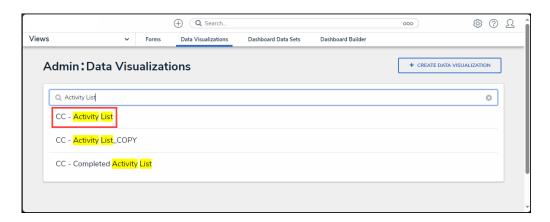


3. From the *Admin: Data Visualizations* screen, enter a keyword in the **Search** field to narrow the search results list.



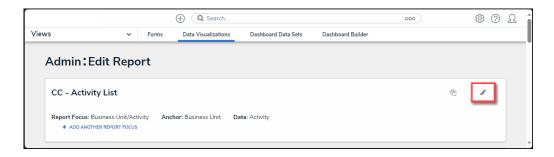
Search Field

4. Click on a Report link.



Report Link

5. From the *Admin: Edit Report* screen, click on the **Edit** icon.

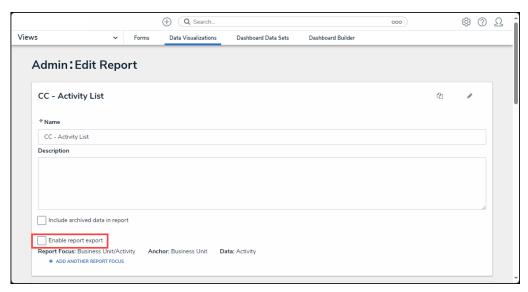


Edit Icon

Disabling/Enabling the Report Export Feature

 From the Edit section on the Admin: Edit Report screen, click the Enable report export checkbox.





Enable Report Export Checkbox

- 2. When is **Enable report export** checkbox is enabled, the export icons (Word, Excel, and PDF) will appear on the **Toolbar** on the report.
- 3. When the **Enable report export** checkbox is disabled, the export icons (Word, Excel, PDF) will not appear on the **Toolbar** on the report.