

Disabling/Enabling the Report Export Feature

Last Modified on 06/13/2024 1:36 pm EDT

Overview

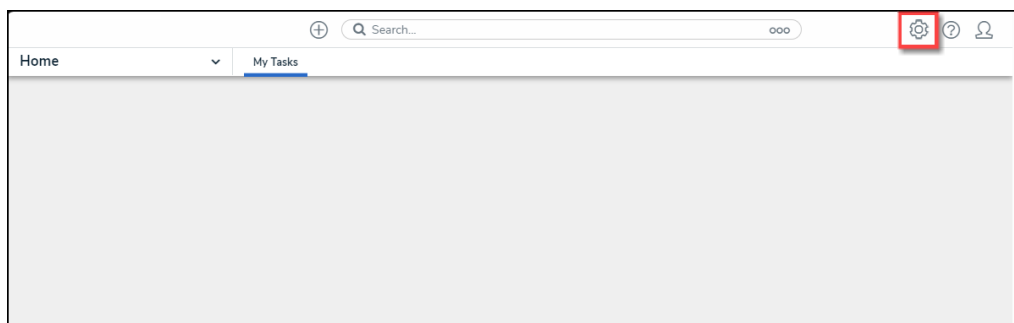
Administrators can disable the Exports feature for a report. Disabling this feature will remove the Word, Excel, PDF export icons within a report. By default, this feature is enabled, allowing users to export reports using the export icons.

User Account Requirements

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

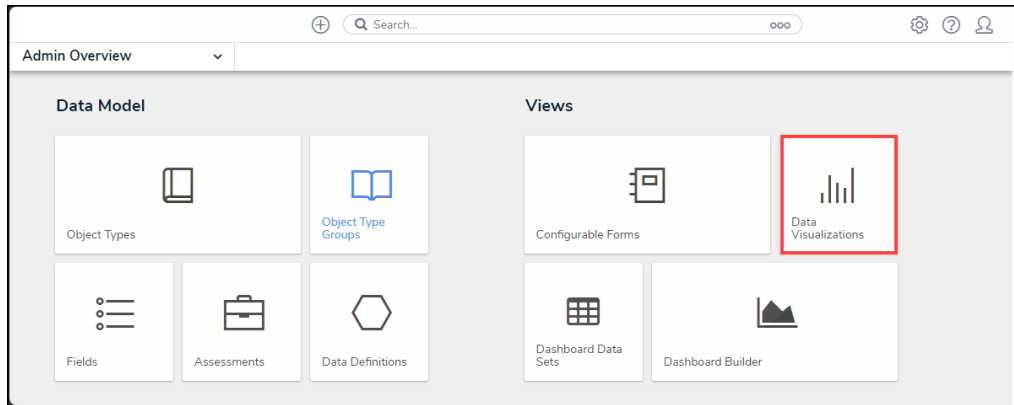
Navigation

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



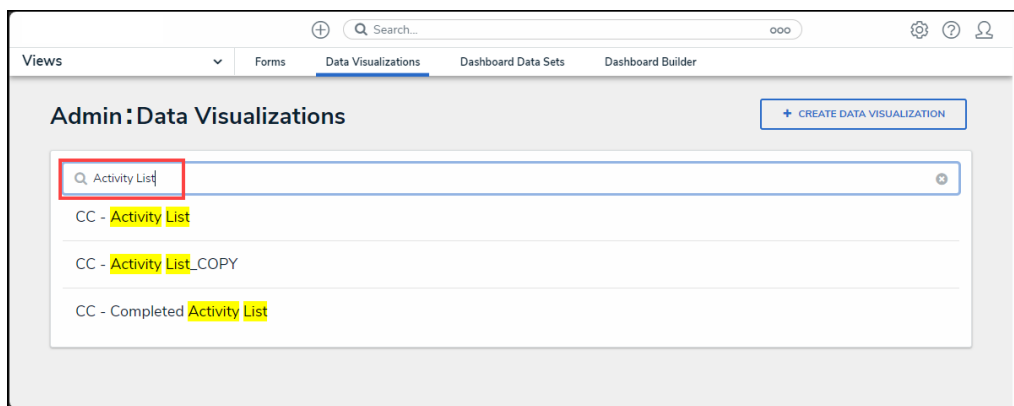
Administration Icon

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



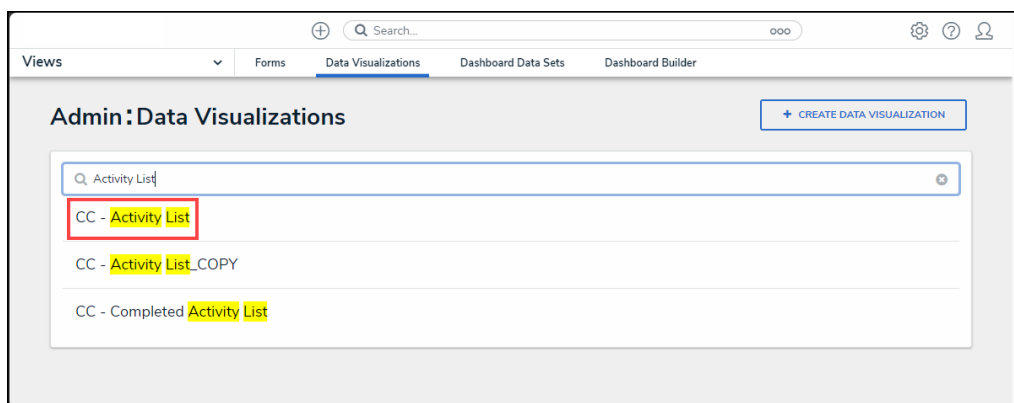
Data Visualizations Tile

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



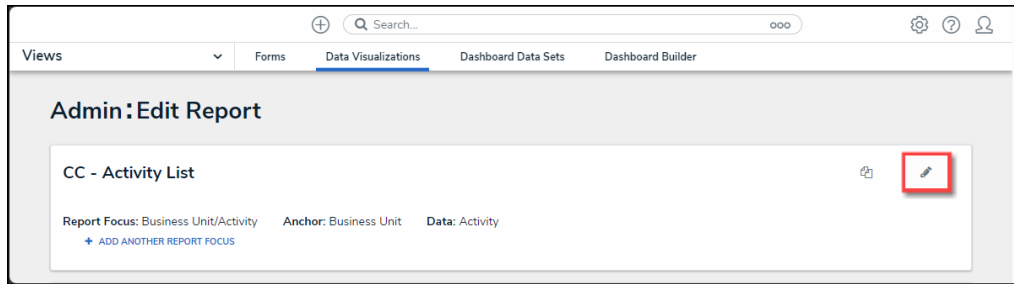
Search Field

- Click on a **Report** link.



Report Link

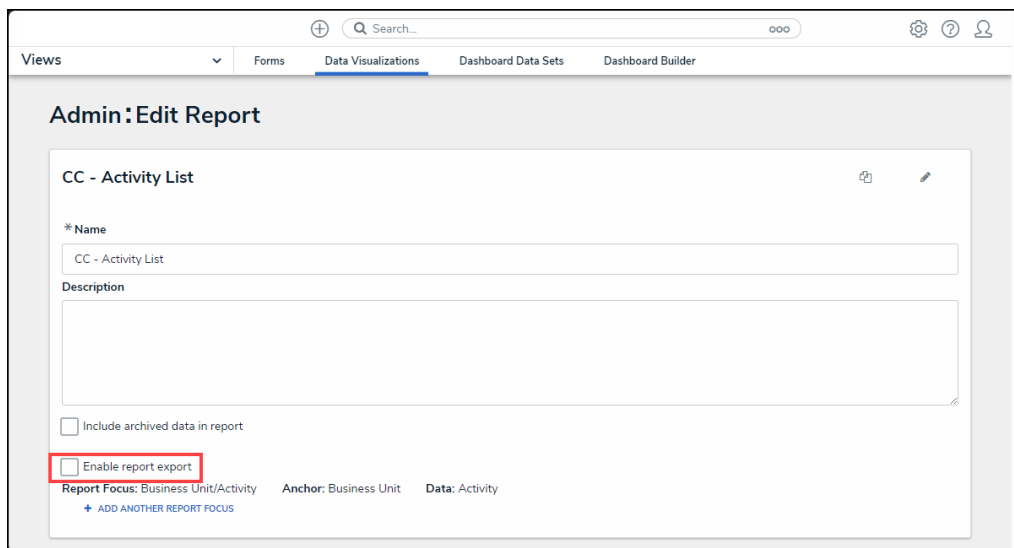
- From the **Admin: Edit Report** screen, click on the **Edit** icon.



Edit Icon

Disabling/Enabling the Report Export Feature

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



Enable Report Export Checkbox

2. When the **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.