

Viewing Historical Report Data

Last Modified on 06/13/2024 1:38 pm EDT

Overview

When the [Point in Time Reporting](#) feature is enabled, users can view a report's historical data based on a selected date. This feature makes it possible for users with continuous assessments to view the status of assessments from previous periods (e.g., reviewing a report from a current assessment period, then rewinding the data to view results from the last quarter), or to compare and contrast non-assessment data to review the health or status trend of an organization (e.g., reviewing a report on open incidents by location, then rewinding the data to view the numbers from the previous month).



Note:

You can only view historical report data on reports that have the [Point in Time Reporting](#) feature enabled.

User Account Requirements

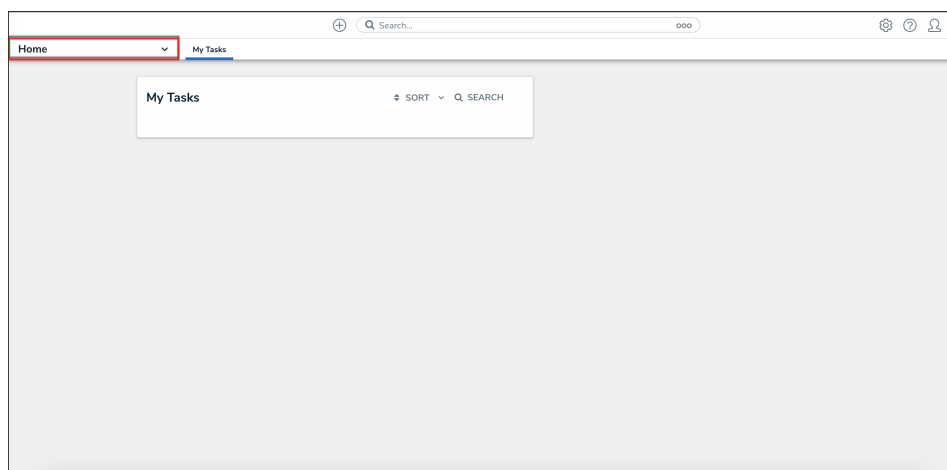
To enable the [Point in Time Reporting](#) feature and view historical report data, the user must have **Administrator** permissions.

Related Information/Setup

Please refer to the [Enabling Point in Time Reporting](#) article for information on how to enable the **Point in Time Reporting** feature.

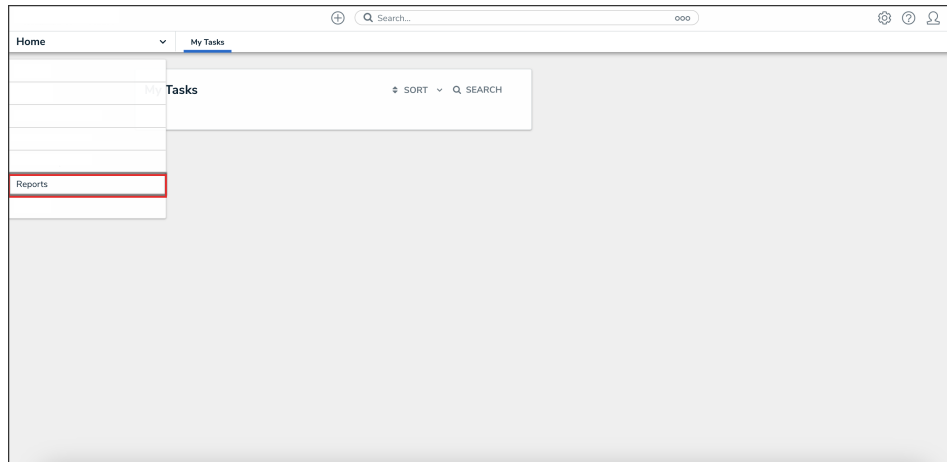
Navigation

1. From the **Home** screen, click the **Home** dropdown.



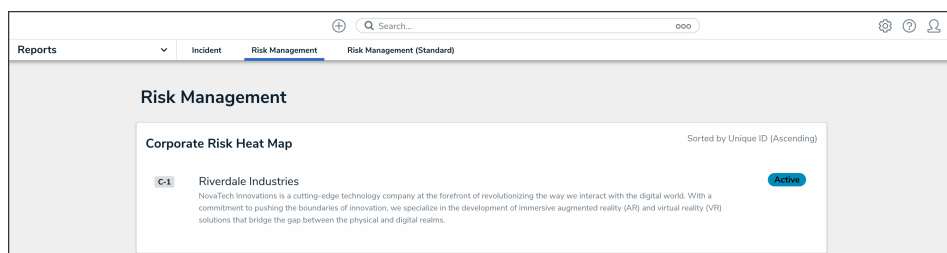
Home Dropdown

- From the **Home** dropdown, select the **Reports** application.



Reports Application

- From the list of reports, click the report that you want you to view the historical data for.



Report Name

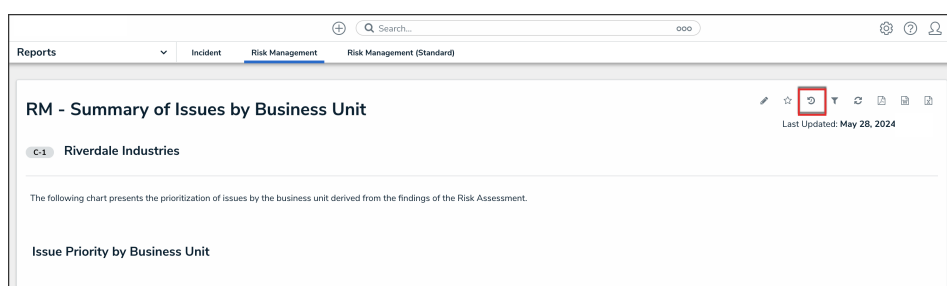
Viewing Historical Report Data

- From the report you want you to view the historical data for, click the **Point in Time Reporting** icon.



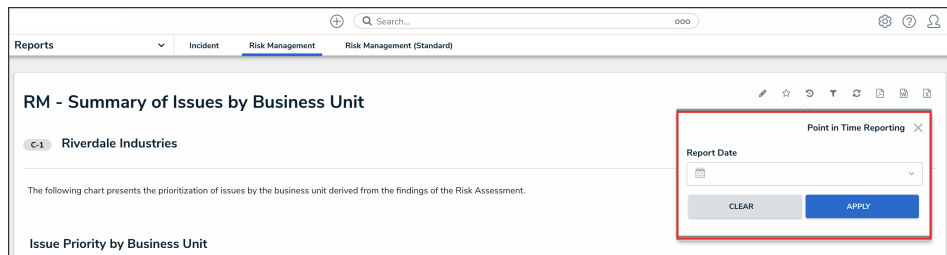
Note:

If **Point in Time Reporting** has not been enabled for this report, this icon will not be visible.



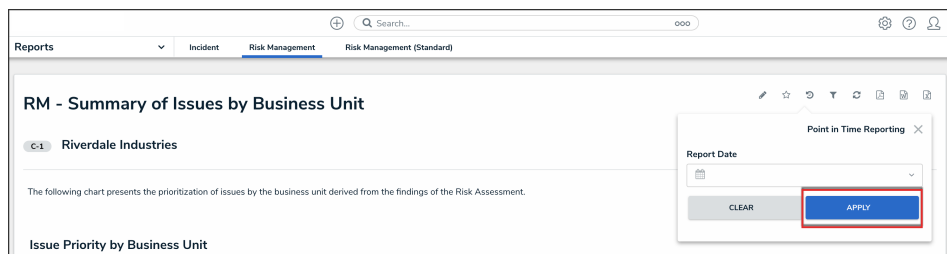
Point in Time Reporting Icon

- Click the **Report Date** field to select a date from the calendar. The date selected is based on the current user's **time zone**.



Select a Date

- Click the **Apply** button to reload the report with historical data.

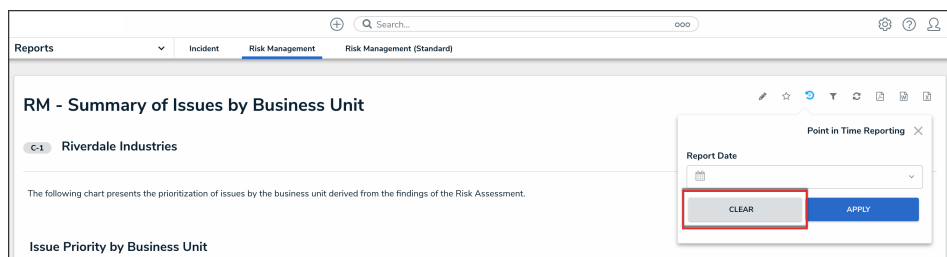


Apply Button

- To view data from a different date, click the **Point in Time Reporting** icon, select a date, then click the **Apply** button to reload the report.

Note: When historical data is displayed on a report, the **Point in Time Reporting** icon is displayed in blue.

- To return to present-day data, click the **Point in Time Reporting** icon, then click **Clear**.



Clear Button