Rename Reports

This feature is available to Site Managers depending on system configuration.

Site Managers can change the default name of any report to something that best suits your organization.

1. Follow the instructions in the Languages, Dictionaries, and Labels chapter.
2. Find the report name labels in the Report Descriptions section of this manual after the name of each report. Labels follow this formula: reports_ R###_name where ### is the report code, for example, **reports_ R107_name**.