

# Rename Report Download Files



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

Site managers can rename a report download file to something that suits your organization. By default, file names use the report code and the new file name will still include the code. For example, renaming the R404 download to Training will result in a downloaded file named R404\_Training.

1. Follow the instructions in the Site Manager manual under the Languages, Dictionaries, and Labels chapter.
2. The report download labels follow this formula: reports\_file\_name\_R### where ### is the report code.

The screenshot shows a four-step process: 1. Select Report, 2. User Groups, 3. Define Options, and 4. Generate Report. Under 'Select Report', there are three options: HTML (with a globe icon), EXCEL (with a green 'X' icon), and CSV (with a grid icon). A red arrow points from the EXCEL option to a download preview box on the right. The preview box shows a blue download arrow above a file named 'R204.xls' with an Excel icon. Below the preview, a text box contains the text: 'You can change the default name of the file download.'



## Renaming Affects the Entire System

Label changes are global, so make sure the name change will work for all interested parties.