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.

> 🔥 **Renaming Affects the Entire System**
>
> Label changes are global, so make sure the name change will work for all interested parties.