


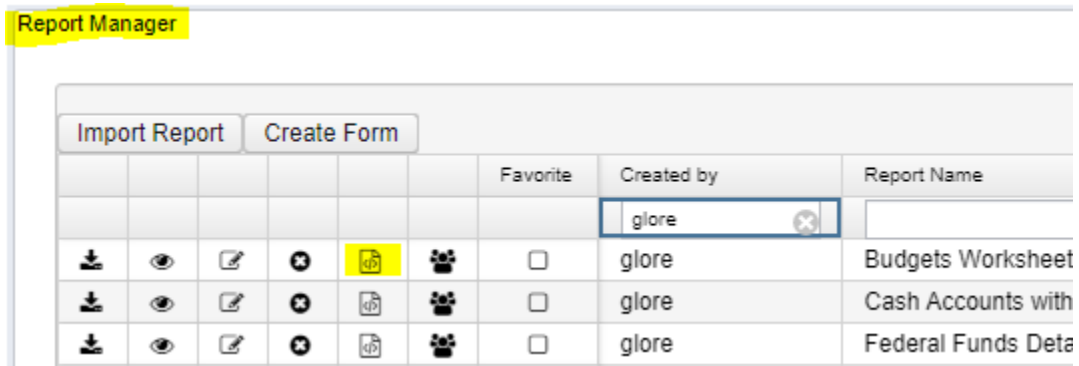
# Using Report Definitions

Report definitions are easily downloaded, imported and shared.


- [Download a Report definition from USxSR](#)
- [Import a Report Definition into USxSR](#)
- [Share Saved Report via a Role](#)

## Download a Report definition from USxSR


1. Go to Reports/Report Manager
2. Filter/find the desired report
3. Click on the  Download Report Definition Icon beside it in the grid



4. The .rpd-json file is either automatically saved to a folder of the user's choosing such as 'downloads' or the user is prompted to save the file.

 The ability to directly save a file to the download folder versus prompting the user to save the file in a particular location is based on their internet browser settings.

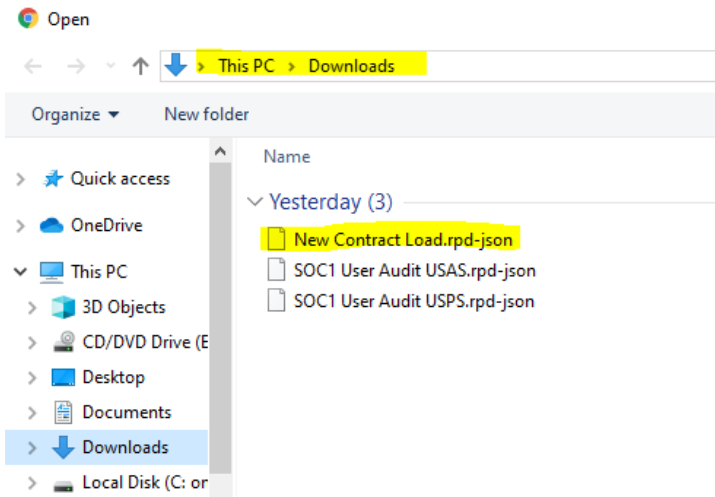
5. The user can now attach the .rpd-json file to an email and send it if needed.

 The recipient will follow the steps outlined in the 'Import a Report Definition into USxSR'.

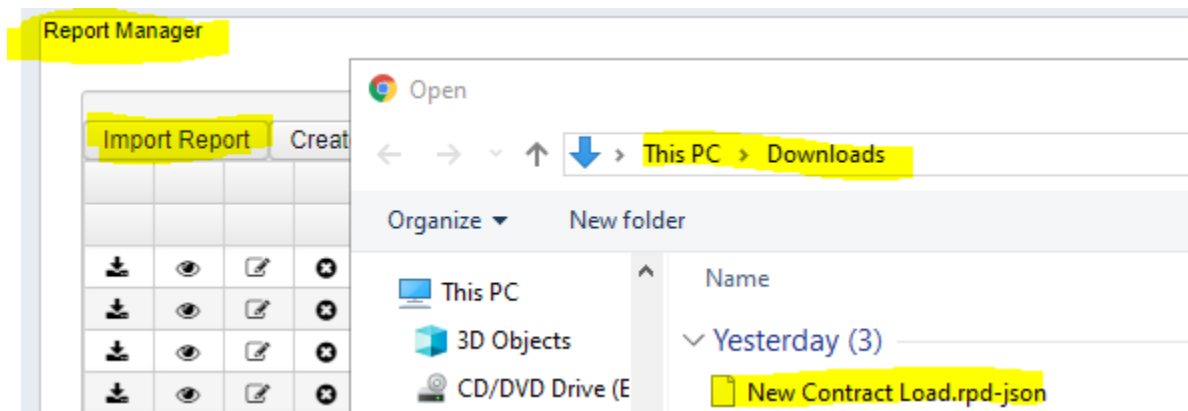
## Import a Report Definition into USxSR

1. Once you receive a report definition (i.e. via email), save the file to your computer.

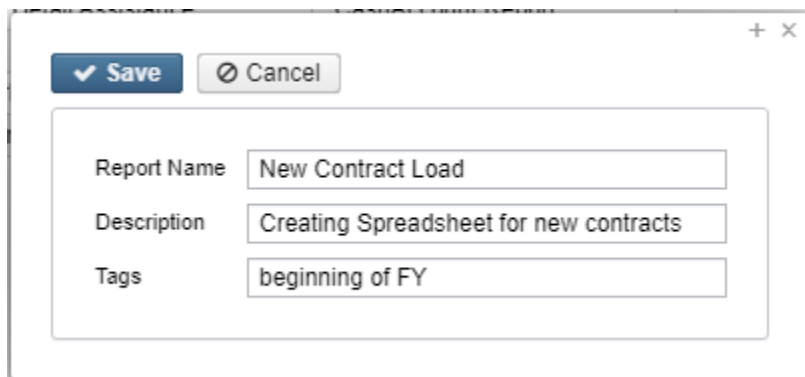
i.e. Downloads folder



- 2. Login into USxSR
- 3. Go to Reports/Report Manager
- 4. Click on Import Report on the top left of the Report Manager Grid
- 5. Browse on your computer to locate the saved .rpd-json file.



- 6. After you browse and locate the saved report definition a pop up window will appear asking for the Report Name, which defaults to the name it was saved as on your computer, description of the report and a tag then save.




**i** A tag is a field you can use to categorize your reports. You can enter as many values as you want, just separate them by commas.

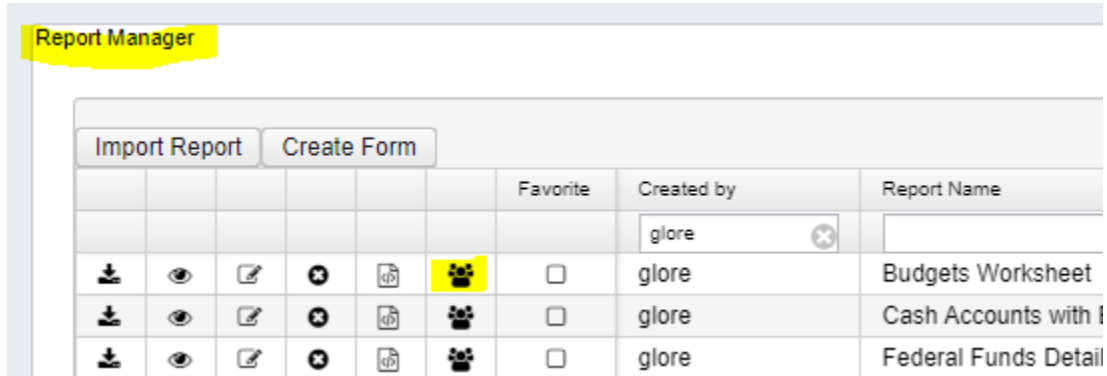


The report will now be listed in your Report Manager grid listed with your username as the created by. It will also display on the 'Home menu'.

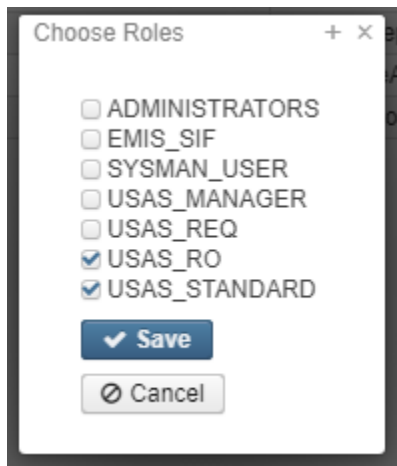
## Share Saved Report via a Role

This option allows you to share a report definition you created with users in your instance who have a specific role.

- 1. Go to Report/Report Manager
- 2. Filter/find the desired report
- 3. Click on the  Share icon beside the report.



- 4. A window will open listing all the Roles currently in your instance. Check mark beside the Roles you wish to grant access to this report.



- 5. Click on Save to save the change.



The report will now display in the User's, with that checked Role, Report Manager Grid with a created by the person sharing the report and Home menu.