Corporate Planner: Using Standard Reports
How to search the list of Standard reports

How to search the list of standard reports:

Search functionality exists to let you search the list of standard reports. This can be useful if you can't remember the name of the report you require.

1. **Navigate to *Reporting > Organise Reports*.**

2. **Click *Search*.**

3. **Type the search term into the *Report* window** (e.g. S03)

4. **Click *OK*.**

5. The first report matching the search term is highlighted in the list of reports.

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