Running A Trending Report

To run a report such as the Daily Open Ticket Trend by Owner predefined report, follow the steps below.

To view or run a predefined trending report:

- 1. Go to Analytics > Analytics and Reporting to launch the JasperReports Server.
- 2. Go to View > Repository, and expand the Trending folder under the Reports folder that is present in the Public folder.
- 3. Select the **Daily** folder to display the list of reports.

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- 4. Right-click in the Daily Open Tickets by Owner report row, and select Run in the context menu.
- 5. After you run the report, click the icon and choose **As PDF** to open the report in a tabbed browser. In the browser (Mozilla), go to **File** > **Save Page** As... to save the report. If you want to export the report as a

Word document, click the icon again and choose **As DOCX** to open the report using Microsoft Word. In the Microsoft Word application, go to File > Save to save the report.



6. After you run the report, click the list icon and choose As PDF to open the report in a tabbed browser. In the browser (Mozilla), go to File > Save Page As... to save the report. If you want to export the report as a

Word document, click the icon again and choose **As DOCX** to open the report using Microsoft Word. In the Microsoft Word application, go to File > Save to save the report.

