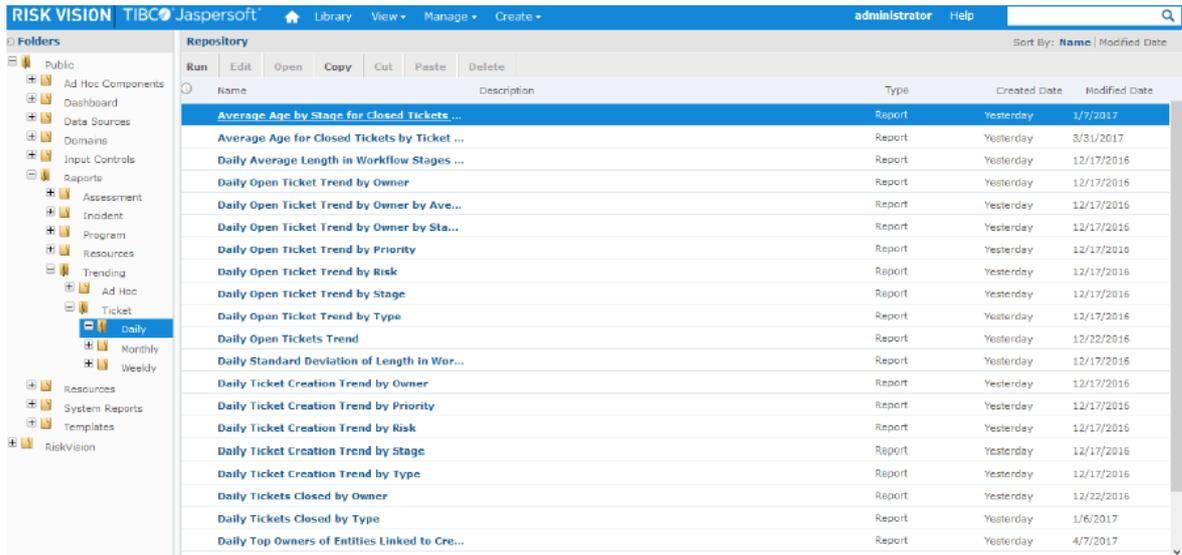# Running A Trending Report

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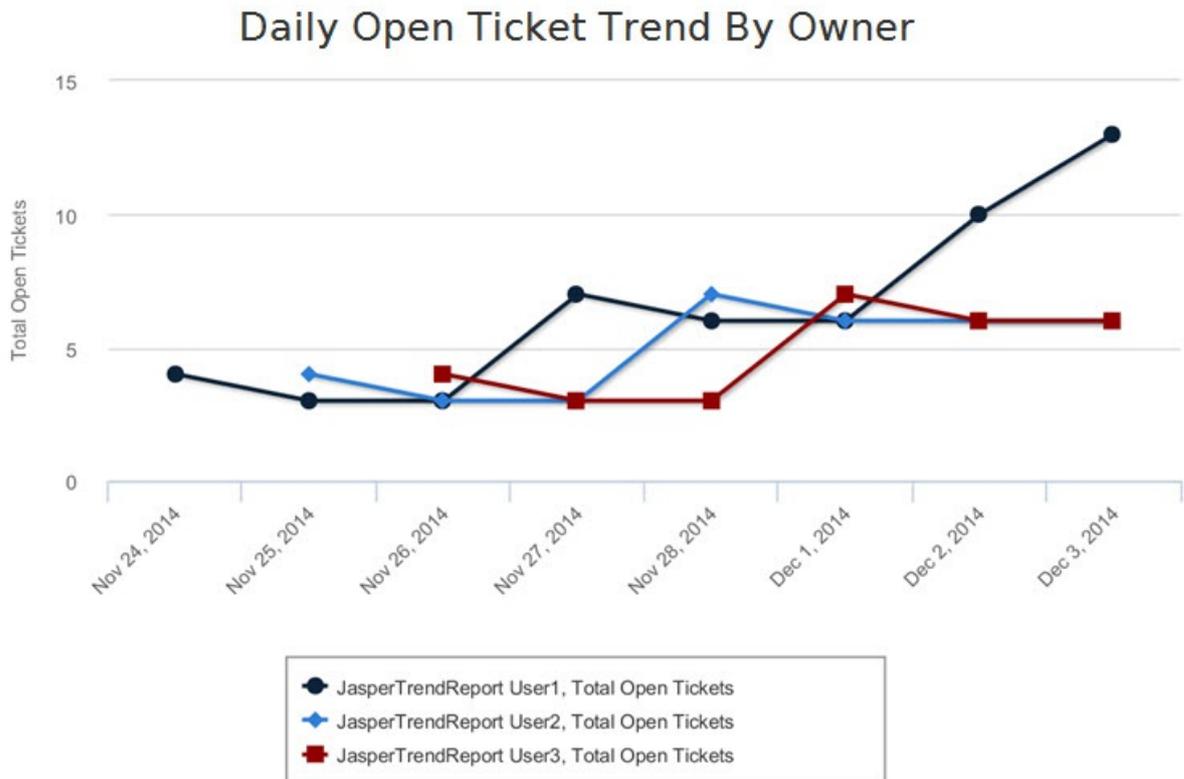
To view or run a predefined trending report:

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.

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] 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] 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.

Daily Open Ticket Trend By Owner

JasperTrendReport User1, Total Open Tickets
JasperTrendReport User2, Total Open Tickets
JasperTrendReport User3, Total Open Tickets

6. 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.

Daily Open Ticket Trend By Owner

Legend:
- JasperTrendReport User1, Total Open Tickets
- JasperTrendReport User2, Total Open Tickets
- JasperTrendReport User3, Total Open Tickets