Temporary Report Changes

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Permissions

You will require an Access Role with the following permissions:

- Reports

At the time of running a report, you are able to make temporary changes which will not affect the original.

1. Run the report that you intend to make temporary changes to. For more information on how to run a report, view Run a Report

2. Click **Change Report** which displays the report editor.

3. You can now edit the report in the same way in which you would create a report.

4. Once amended, click **Save** to display a new report based on the new report specification.

> **Note:** A report can be temporarily changed in this way by any user even if they are not the report owner, since the changes made are for a single run of the report. If you should find that you need to make the same changes repeatedly, it may then be worth creating a new report that can be run directly.