
Reports Catalog

Navigation to the Reports Catalog

Navigation to the catalog of reports (user dashboards) saved in the system is done through the navigation path: *Extensions > Reports*.



Reports catalog page:

Название	Описание	Метки	Дата создания	
report-test	Первичная проверка отчетов	Пусто	7 дней назад	[...]

Information Displayed in the Catalog

Column	Description
Title	The title of the report in the system
Description	Detailed information about the content and purpose of the report
Tags	Tags characterizing the type of report and its purpose
Creation Date	When the report was created in the system
Action Menu	Available by clicking on the three dots on the right side of the row

Catalog Management

 **Catalog Management Toolbar** 

- **Filters** - allow filtering reports by various parameters:
- **Status** - filtering by the current state of the report
- **Owner** - search by the report owner
- **Tags** - filtering by assigned tags
- **Search** - search bar for quick report searches
- **Display Settings** - button to configure the appearance of the table

By default, reports in the catalog are sorted by creation date in the system - from newest to older. To search for a report, enter a substring in the search field and press `Enter` or the magnifying glass icon. Case does not matter; the search is conducted by the title and description of the reports.

The catalog may contain more than one page. Page navigation buttons, as well as a dropdown list to set the number of items per page, are available in the bottom right corner of the screen form.

Viewing and Creating Reports

To **create a new report**, click the "Add" button in the upper right corner of the reports catalog window.

To **view a report** or perform other actions (editing, exporting to PDF), click on the three dots on the right side of the corresponding report row.

Updating Information in the Report

The report is not static; cards with graphical and scalar results of metric calculations are updated when the source projects are restarted. Thus, the report always reflects the state at the time of the last runs of the source projects.

The state of the report can be fixed by exporting it to PDF.