View a standard report

The standard report viewer consists of four areas: Main toolbar, Report panel, Side panel, and Status bar. When you open a standard report, the report appears in a report viewer. The report viewer consists of four areas:

- **Main toolbar** - allows you to perform actions such as opening, saving, and exporting documents, tracking data changes, and displaying the report outline
- **Report panel** - displays the reports in a document
- **Side panel** - provides a way to quickly add or remove certain criteria from a report, change output, and pull different data into a report
- **Status bar** - allows you to perform actions such as activating data tracking or moving through pages of a multi-page report

### Standard reports: Report viewer - Example

![Report Viewer Example](image)

- **Main toolbar**

  *No image available*

  The main toolbar allows you to perform actions such as opening, saving, and exporting documents, tracking data changes, and displaying the report outline.
Side panel

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The side panel provides a way to quickly add or remove certain criteria from a report, change output, and pull different data into a report.

• Status bar

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The status bar allows you to perform actions such as activating data tracking or moving through pages of a multi-page report.