

5. Edit Reports

Edit Reports:

Navigate to the 3 dots icon & click on the edit option shown in front of the report in Reports dashboard to edit the specific report.

All Categories

Search

Name	Category	Created On	Last modified	Action
WO TEST DEMO Draft	Work Order	Wed, 14 Aug 2024, 17:45 by Dell Admin	Wed, 14 Aug 2024, 17:45 by	<div><div></div><div>Edit</div><div>Clone</div><div>Delete</div></div>
Engg Records Report	Asset	Fri, 28 Apr 2023, 03:45 by Dell Admin	Wed, 14 Aug 2024, 17:43 by Dell Admin	<div><div></div></div>
Test_Su_1	Agent	Tue, 13 Aug 2024, 14:55 by Dell Admin	Tue, 13 Aug 2024, 14:58 by Dell Admin	<div><div></div></div>
Test_Su Draft	Work Order	Tue, 13 Aug 2024, 14:34 by Dell Admin	Tue, 13 Aug 2024, 14:34 by	<div><div></div></div>
Download JKR Asset Component	Asset	Tue, 30 Jan 2024, 10:32 by Dell Admin	Tue, 13 Aug 2024, 09:12 by Dell Admin	<div><div></div></div>

Edit Reports page is like a report creation page.

Report < Edit Report

Cancel

Save as Draft

Save

Report Name *

WO TEST DEMO

Category *

Work Order

100%

1

asseto

[Work Order Name]

Work Order Summary

Description

Start Date

Duration

Frequency Recurrence

Recurrence end on

Documents

Asset

[Asset_Name]

[Asset_Model]

Skillset Requirements

Supervisor

Field Agent

[Agent_Name]

[Agent_Designation]

[Agent_Primary_Phone]

[Agent_Primary_Email]

[Agent_Vendor_Name]

1. **Existing Report Template view:** User can view all the fields available in an existing report template & can edit as required.
 2. **Update icon:** User to click on the update icon displays all the fields related to the specific category. User can click on the specific field required to update.
 3. **Cancel:** To cancel the editing action.
 4. **Save as draft:** To save the changes as draft.
 5. **Save:** To save the edited changes.
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Revision #2

Created 11 September 2024 10:29:11 by Divya Bharathi Marreddy

Updated 13 September 2024 03:28:05 by Sushma Palapatta Chandran