Run a Report

From the Reports page, you can run reports to track and monitor information about App Catalog users and access. For a description of all the reports, see Running Reports.

To run a report

1. On the Admin Portal navigation bar, click **Reports**.

2. On the **Reports** page, click the name of the report you wish to run. Apperian displays the HTML report and provides tools for sorting and filtering data.

3. To sort data by a particular column, click the column head. A single arrow to the right of the column name indicates the column by which the report is currently sorted. Click the arrow to toggle between ascending and descending order.

> With an HTML report, you cannot view more than 5000 rows of data in one report. The report footer notifies you when there are more that 5000 rows of data in the report. You can filter the report, as described in the next step, to try to bring the row count under 5000. To view all the data in a report with more than 5000 rows, save the report to a CSV file (as described in step 6).

4. To filter the report data, use the Filter section and Search field at the top of the report:

    a. Click to expand the **Filter** section, then set filters based on columns in the report. When you're satisfied with your filters, click **Apply**.

    b. In the **Search** field, enter a text string to display only the rows of data that include the text string in the searchable report columns. Searchable columns are marked with an asterisk (*) next to the column head.

    The search string is case-insensitive. For example, if you enter `al,` the system will find `Alex`, `Calvin`, and `Albertson`.

    For the **Email** column, you cannot filter on a partial text string; instead, enter the complete email address. For example: `dalbertson@example.com`.

    You can enter multiple search strings in the field, separated by spaces. For example, if you have these rows of data:

    ```
    Alex Brown activated
    David Carlson invited
    Jane Davidson activated
    Dave Gold invited
    David Smith activated
    John Sadava activated
    ```

    and you enter `dav activated`, the system will find these rows of data:

    ```
    Jane Davidson activated
    David Smith activated
    John Sadava activated
    ```

    If you enter `dav invited`, the system will find these rows of data:

    ```
    David Carlson invited
    Dave Gold invited
    ```

5. To show or hide columns on the report, click **Show/hide Columns** and select or clear the column check boxes. These settings apply to the HTML report only. If you download the report to a CSV file, all columns are included; you can remove unwanted columns when you open the CSV file in your spreadsheet application.

6. To save the report on your local machine:
    a. Click **Export**.

    b. In **Export As**, select a format.

    c. Click one of the following buttons:

        - **Export Filtered** creates a CSV file that includes the filtered rows of data only. If you did not enter any filters, it includes all rows.

- **Export All** creates a CSV file that includes all rows of data, regardless of entries in the **Date** or **Search** fields.