Running a Report

Once you have configured your report, as described in the previous section, you can click the **Run Report** button at the bottom of the report screen. The Inquisiq reporting tool will then include your selected fields and apply your specified filters to produce a report available as an HTML page and an Excel file.

To run a report:

1. Click the **Reports** tab.
2. Select a dataset by clicking the **Create New Report** link beneath the desired dataset description.
3. Configure your report. Follow the instructions in the **Configuring a Report** section listed above.
4. Click **Run Report.**
5. To view the report results as an HTML page, click on the **HTML** icon. To open/save the report in Excel, click on the **Excel (.csv)** icon.

> ⑦ If you choose the HTML page, the field names will be arranged in the order they appear in the field selection box and cannot be adjusted left or right. However, you can sort the information alphabetically by field name (A→Z or Z→A) or numerically (1→10 or 10→1).

User Demographics   Print

All dates and times are in (GMT -5:00) Eastern Time (US & Canada)

Name	Street Address	City ▼	State	Postal Code
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