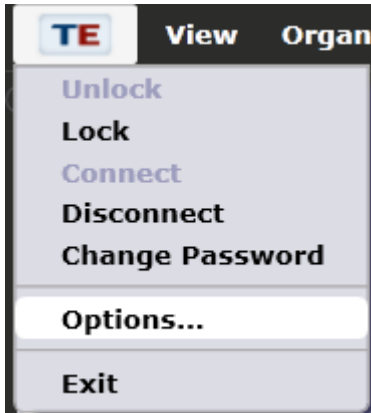
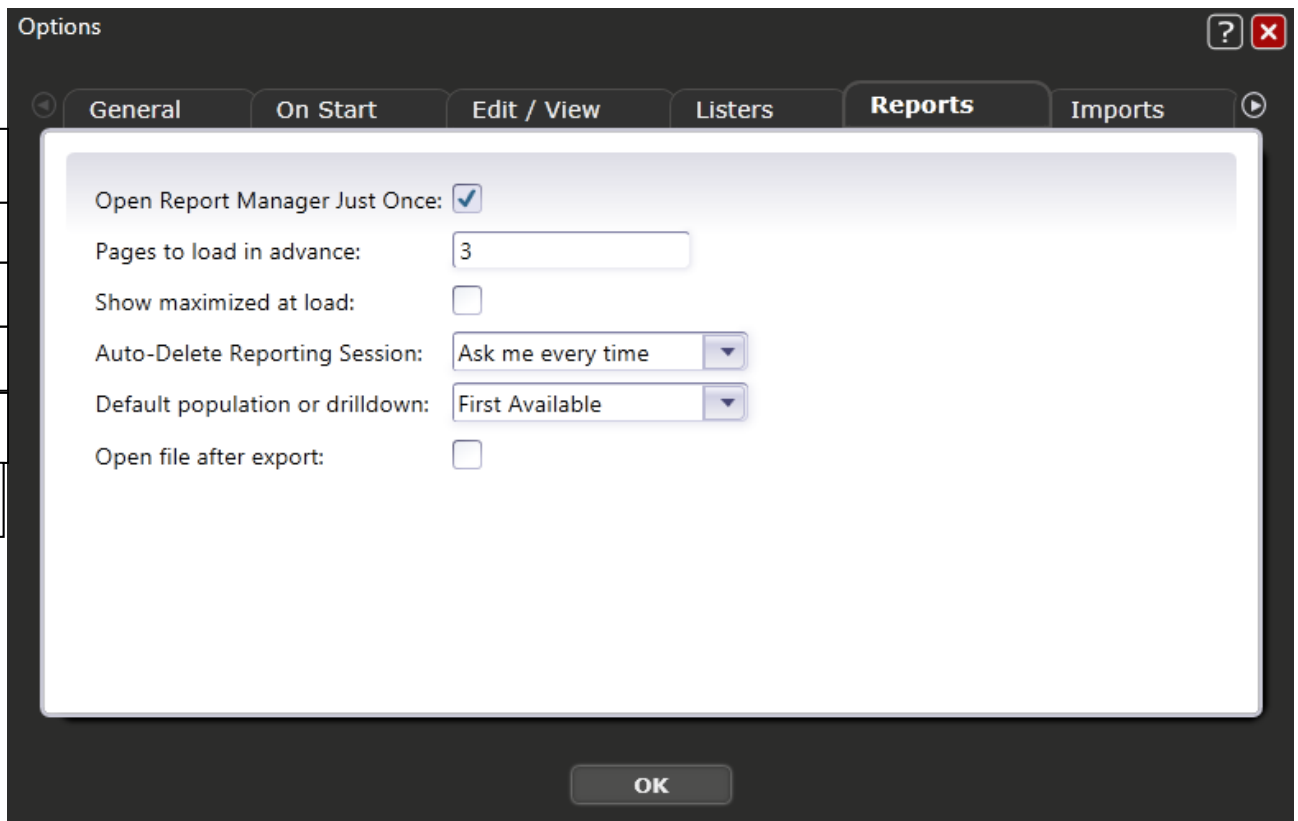


TE Options –Reports tab

1. On the **TE** menu, select **Options**.

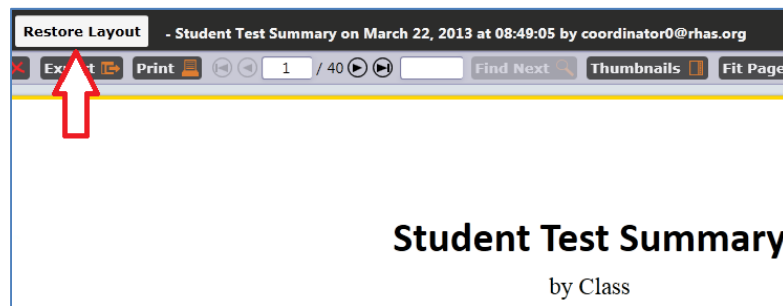


2. Click the **Reports** tab.



- A.
- B.
- C.
- D.
- E.
- F.

3. Here you can govern how TE manages the generation and display of reports.
 - a. **Open Reports Manager Just Once** determines whether TE Reports Manager (Reports – Reports Manager) will open in multiple tabs. Leaving this box unchecked permits Reports Manager to display multiple tabs, while if checked, TE refers to the original Reports Manage tab instead of opening a new one.
 - b. **Pages to Load in Advance** establishes the number of pages that load automatically whenever you generate a TE report. Using the example on the screen shot in step #2—TE will load the first three pages of the report automatically, but none of the other pages will load until you click or scroll to the particular page.
 - c. **Show maximized at load** enables you to generate reports in full screen view whenever this box is checked. If checked, TE will automatically display reports in full screen view. Click Restore Layout (shown in the graphic below) to return to the standard tab format. If unchecked, then TE will display reports using the standard tabulated view.



- d. **Auto-Delete Reporting Session** determines whether TE deletes the reporting session once you close the report, automatically saves each session in TE Reports Manager, or prompts you each time whether to save or delete it.
- e. **Default Population or Drilldown** how TE selects which lister to generate when you drill down on report cells.
 - i. **First Available** drills down to the lister that is most easily accessible from the data point on which you drilled down. Usually it selects the lister that TE used to generate the data in that cell.
 - ii. **Most Relevant** directs TE to make a “judgment call.” With this option selected, TE drills down to the lister that includes the specific fields that TE projects you will need in order to edit or review the data point shown on the report.
- f. **Open file after export** directs TE to automatically open the files you create when exporting to other file formats such as Excel and Word.