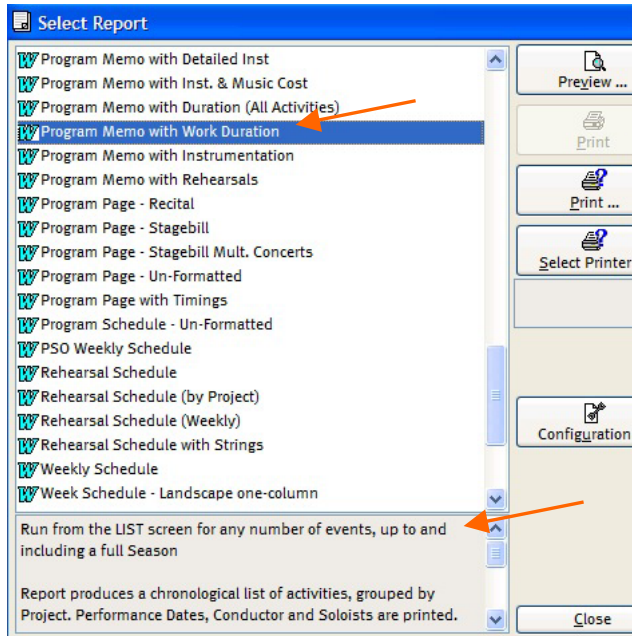


## HOW TO CHANGE THE NAME OF AN OPAS REPORT, OR CREATE/CHANGE THE REPORT DESCRIPTION



Versions 7.14 and later of OPAS make it much easier to change the names of reports and to add or change the description of a report.

Click the **System | Edit Reports** menu along the top of the OPAS menu bar

When the System reports window opens on the List screen, refer to the **Report Name** column - this is the name of the report as it appears in the OPAS "Select Report" window as shown here. The Report Name column is often the second column from the left.

Select the desired report in the grid and click the **Additional Data** tab for that report. On the Additional Data screen, identify the language in which you operate OPAS and change the Name of the report (until specifically changed, OPAS reports adopt the Name of the report that was given by the original report author). You can also add, change or remove the description indicated in the top field.

When finished, click the **Save** button.

The changes you make will appear the next time the appropriate program area of OPAS is opened, and will be available to all OPAS users.

**NOTE:** *Do Not* make any changes on the MAIN screen of this System: Reports area.

