

# Edit Report

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Version 20.5

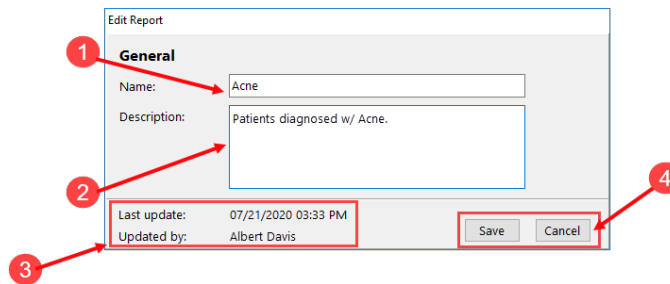


This window map article points out some of the important aspects of the window you're working with in OP but is not intended to be instructional. To learn about topics related to using this window, see the **Related Articles** section at the bottom of this page.

## About Edit Report

**Path: Practice Management tab > Demographic Analysis/Recall button > Select Saved Report > Edit button**

The Edit Report window is used to edit previously saved Demographic Analysis/Recall reports. This function is available from all tabs in the Demographic Analysis/Recall window. The edited reports are displayed for use in the Saved Reports drop-down menu in the respective tab of the DAR window.



The screenshot shows the 'Edit Report' window with the following fields and callouts:

- 1** points to the **General** section header.
- 2** points to the **Name:** text box containing 'Acne' and the **Description:** text box containing 'Patients diagnosed w/ Acne.'
- 3** points to the **Last update:** field showing '07/21/2020 03:33 PM' and the **Updated by:** field showing 'Albert Davis'.
- 4** points to the **Save** and **Cancel** buttons.

## Create/Schedule Report Map

Number	Section	Description
1	Report Name	The Name field is used to assign a name to the report being saved. This is the name that is displayed in the Saved Reports drop-down menu.
2	Report Description	The Description field is used to summarize what the report includes and what it is to be used for.
3	Update Info	The Update Info includes the Last Update date/time for the report and the Updated by the user.
4	Function buttons	<ul style="list-style-type: none"> <li>• <b>Save:</b> Saves the report Name and Description and adds the report to the Saved Report drop-down menu.</li> <li>• <b>Cancel:</b> Closes the Create/Schedule Report window without saving any information.</li> </ul>