

Managing reports

After you have created your reports you may wish to manage them, both to edit them and to perform more general monitoring tasks.

Whereas in Totara Learn version 9 there was a single **Manage reports** page, there are now two separate pages,

Manage user reports

If you wish to manage users generated reports then this done under *Reports > Report builder > Manage user reports*. The **Manage user reports** page itself is an embedded report, meaning that you can customise it by adding columns or filters and you can export results (provided you have the correct permissions).

Editing

When you go to the page you will see an **Edit this report** button in the top right corner, by clicking this button you can configure the report to your preferences. For example you can change the number of records shown per page, amending columns, adding filter, and creating graphs. All the normal editing options you'd expect when [creating or editing a Report builder report](#) in Totara Learn. This report uses the **Report** source.

There is also an **Actions** column when you are viewing the list of all user reports. From this column you can carry different actions:

- **Edit:** Use the cog icon to edit the settings for the corresponding report.
- **Duplicate:** Use the icon of two pieces of paper to copy/duplicate the current report.
- **Delete:** Use the cross icon to delete the corresponding report.

Exporting

At the bottom of the page there is the option to export the current results in a variety of formats:

- CSV
- Excel
- ODS
- PDF landscape
- PDF portrait

Manage embedded reports

To manage embedded reports (which are default reports that come with the system) you will need to go to *Reports > Report builder > Manage embedded reports*.

The **Manage embedded reports** page is itself an embedded report, meaning that users with the correct permissions can customise it by adding columns or filters and can export results.

The capability `totara/reportbuilder:manageembeddedreport` can be assigned by the Site administrator to allow others to manage embedded reports.

Editing

When you go to the page you will see an **Edit this report** button in the top right corner, by clicking this button you can configure the report to your preferences. For example you can change the number of records shown per page, amending columns, adding filter, and creating graphs. All the normal editing options you'd expect when [creating or editing a Report builder report](#) in Totara Learn. This report uses the **Report** source.

There is also an **Actions** column when you are viewing the list of all user reports. From this column you can carry different actions:

- **Edit:** Use the cog icon to edit the settings for the corresponding report.
- **Duplicate:** Use the icon of two pieces of paper to copy/duplicate the current report.
- **Restore:** Use the circular arrows icon to reset the corresponding report to its original settings.

Exporting

At the bottom of the page there is the option to export the current results in a variety of formats:

- CSV
- Excel

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- PDF landscape
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