

Working with the Custom Reports List in Eval25

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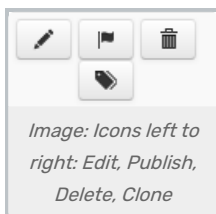
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When you access the Custom Reports page from the Configuration menu, you are presented with a list of reports. There are several actions you can perform from this page, as described below.

Report Title	Report Type	Access	Live	Tasks	Priority
Business Department Course Report	COURSE	Instructors' Own Courses Admins Permitted Users	No		-1
CIS Dept Course Report	COURSE	Students Admins Permitted Users	No		1
Clone of Ratings Summary	COURSE		No		200
Comments Report	DEFAULT		Yes		400
Instructor Report	DEFAULT		Yes		600
Math Dept Course Report	COURSE	Admins Permitted Users	No		0
Natural Resources Dept Course Report	COURSE	Students Admins	No		0

Image: Example list of custom reports.

- **Report Title:** The name of the report. You can click the name to access the report.
- **Report Type:** The type of report. Currently, "Course" is the only report type supported by Eval25.
- **Access:** Who can access this report.
- **Live:** Whether the report has been published (is live) or not. Once you publish the report, it immediately goes live and can be viewed in the Report Browser.
- **Tasks:**
 - **Edit/View Icon** - If the Edit icon is available, click it to edit the report. If the report has been published, this icon is replaced by a magnifying glass icon. Click the magnifying glass icon to view the report.
 - **Publish Icon** - Click this icon to publish the report and make it live and available to users with access. Alternatively, there may be an icon to *unpublish*.
 - **Delete Icon** - Click this icon to delete the report and remove it from the Custom Reports.
 - **Clone Icon** - Click the link to clone (copy) the report and create a new report based on its components, sections, access, and so on.



- **Priority:** Priority dictates the priority of the reports in the dropdown menu located at the upper right of all course reports. The lower the number, the higher it displays.
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