

## Working with the Custom Reports List in Eval25

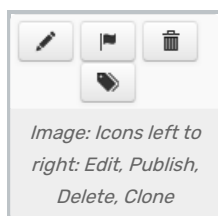
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When you access the Custom Reports page from the Configuration menu, you are presented with a list of reports. There are several actions you can perform from this page, as described below.

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

