The standard report viewer consists of four areas: Main toolbar, Report panel, Side panel, and Status bar. When you open a standard report, the report appears in a report viewer. The report viewer consists of four areas:

- **Main toolbar** - allows you to perform actions such as opening, saving, and exporting documents, tracking data changes, and displaying the report outline
- **Report panel** - displays the reports in a document
- **Side panel** - provides a way to quickly add or remove certain criteria from a report, change output, and pull different data into a report
- **Status bar** - allows you to perform actions such as activating data tracking or moving through pages of a multi-page report

**Standard reports: Report viewer - Example**

- **Main toolbar**

  ![No image available](https://help.oclc.org/Library_Management/WorldShare_Reports/View_reports/View_a_standard_report)

  The main toolbar allows you to perform actions such as opening, saving, and exporting documents, tracking data changes, and displaying the report outline.
Side panel

No image available

The side panel provides a way to quickly add or remove certain criteria from a report, change output, and pull different data into a report.

• Status bar

No image available

The status bar allows you to perform actions such as activating data tracking or moving through pages of a multi-page report.