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 example](https://help.oclc.org/Library_Management/WorldShare_Reports/View_reports/View_a_standard_report)

- **Main toolbar**

  ![Main toolbar](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.

  ![Main toolbar](https://help.oclc.org/Library_Management/WorldShare_Reports/View_reports/View_a_standard_report)
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.