View a standard report

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**

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

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

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Side panel

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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

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