Learn how to run standard reports in WorldShare Reports and Report Designer.

### Run a standard report

1. In the left navigation, click **Reports**.
2. Click a **report category accordion** to expand the menu.
3. Click the **name** of the report you wish to run. The report will open in a new browser tab.
4. Enter the **required prompt values**.  
   *(Optional)* Enter or adjust any **optional prompt values**. See Prompts window below for more information.
5. Click **OK** to run the report.

### Watch a video

Start here: Standard reports (9:55)

In this video you’ll learn about WorldShare Reports, specifically standard or pre-defined reports. You’ll learn how to access the reports, and how to use user prompts and input controls to select data for the report, and view or filter that data.

### Run a standard report (Report Designer only)

Note: With report authoring permission, you can access metadata reports from Reports in the left navigation.

1. In the left navigation, click **Report Launch Pad**.
2. *(Optional)* Click **Continue** in the Select Report Scope window.
3. In the left navigation, click a **report category** folder.
4. Double-click the **name** of the report you wish to run. The report will open in a new tab in the Report Launch Pad.
5. Enter the **required prompt values**.  
   *(Optional)* Enter or adjust any **optional prompt values**. See Prompts window below for more information.
6. Click **OK** to run the report.
Prompts window

Note: A standard report will only run once all fields in the Prompts window are marked with a green check mark.

When you run a standard report, the Prompts window may require you to enter a value for a required field prior to running the report. Prompts vary depending on the data in a specific report, and you may be required to enter several values before a report will run. Standard reports use a combination of three different prompt fields: Optional, Pre-populated, and Required.

Report prompts window - Example

Optional fields

An optional field, identified by a green check mark (✔️), may be left blank. If an optional field is left blank, the report will display all available values for that field. If a value is entered for an optional field, the report will display data for that value only (e.g. a specific branch).

Pre-populated fields

A pre-populated field, identified by a green check mark (✔️), provides a value for a prompt. You can modify a pre-populated field or accept the default value.
Required fields

A required field, identified by a red arrow (⚠️), is blank and requires you to provide a value before the report will run. If the field is a date prompt, it will provide an example of how to format the date in the text field (e.g. M/d/yyyy). Many date prompts provide a calendar widget, which allows you to set the date from a calendar.

User Prompt Input pane

After you run a report, you can modify your initial prompt selections through the User Prompt Input pane. You can enter new parameters into a field, or click Advanced to launch the Prompts window. Once you have finished modifying the initial prompts, click Run to apply the new prompts to the report data.

User Prompt Input pane - Example