

Defaults > Report

This section covers the following topics:

- Modifying Report Defaults
 - Displaying Report Defaults
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Modifying Report Defaults

With this function, you can change the report default settings system-wide.

To change the report defaults:

1. Select the System Administration > Defaults > Report node in the object workspace.
2. Invoke the context menu and choose **Open**.
3. The **Report Processing Default** are displayed, and you can change them.

The fields are described under *Report Processing Defaults* in the *System Administration* documentation.

4. When you have finished making changes, choose the **OK** button to save them.

Displaying Report Defaults

With this function, you can view the system-wide report default settings.

To display the report defaults:

1. Select the System Administration > Defaults > Report node in the object workspace.
2. Invoke the context menu and choose **Display**.
3. The report defaults are displayed. The fields are described under *Report Processing Defaults* in the *System Administration* documentation.
4. Select **Cancel** to close the window.