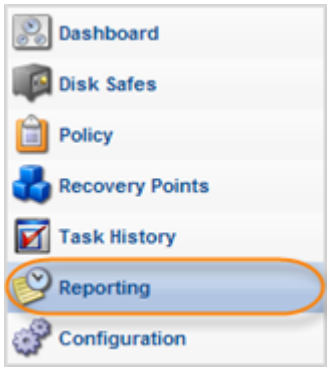
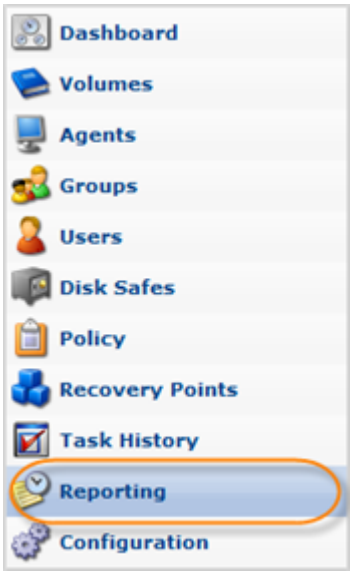
# Previewing Reports

Using the Preview function, you can view the last generated Report via the CDP Interface. Follow the instructions below.

1. Click on "Reporting" in the Main Menu to open the "Reports" window.

| Standard Edition | Advanced Edition | Enterprise Edition |
|---|---|---|
|  |  |  |

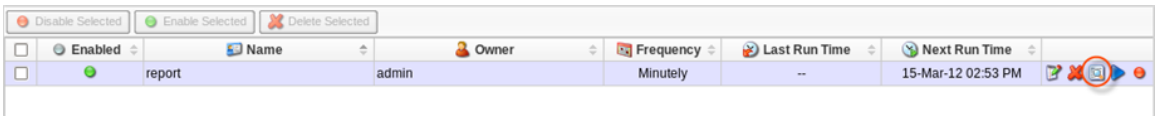






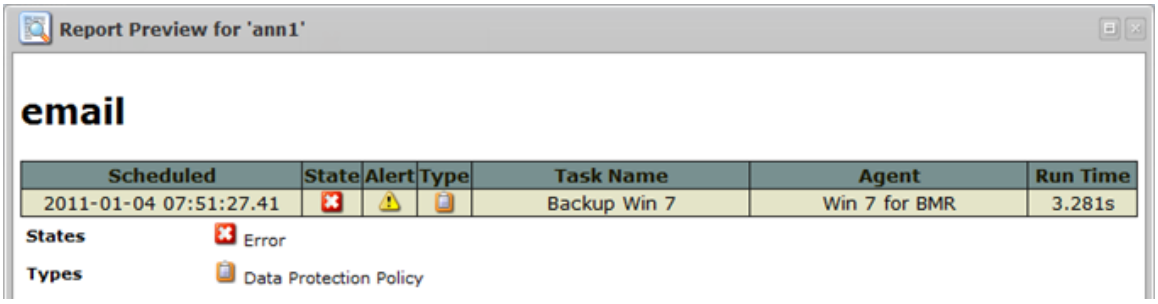
> **Note**
> Email reporting and the "Reporting" page are not accessible for Standard Edition running on a free license. To register a paid license, see Registering a Paid Standard Edition License.

2. In the "Reports" list, find the Report you need and click on the "Preview" icon in the "Actions" column of that Report.





3. The system generates the preview.


Report Preview for 'ann1'
email
Scheduled
State
Alert
Type
Task Name
Agent
Run Time
2011-01-04 07:51:27.41
Backup Win 7
Win 7 for BMR
3.281s
States
Error
Types
Data Protection Policy