

## 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.



### 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.


| <input type="checkbox"/> | Enabled                             | Name   | Owner | Frequency | Last Run Time | Next Run Time      | Actions   |
|--------------------------|-------------------------------------|--------|-------|-----------|---------------|--------------------|---|
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | report | admin | Minutely  | --            | 15-Mar-12 02:53 PM |    |


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