



## Finding and Editing Quick Report Source Files

Megan De Freitas - 2024-11-22 - Reporting

To edit Quick Report files, you must identify the path of the folder where the source files are stored and then edit them as text files.

To identify the path,

1. Go to Modules > Security
2. Filter to and select *Quick Reports\**
3. Under the Misc sub-settings, click on the path field next to *Quick Reports Path*. Enter the Shared Network path where you are keeping the Quick Report source files.
4. Select True for *Show Path*. This shows the path and enables the **Explore** button in the report viewer.
5. Save any changes, log out, and log back in.

When you open the Quick Reports module (Modules > Quick Reports), you can click on the **Explore** button on the lower right corner of the screen to view the folder containing those files. Use a text editor to view and edit Quick Report files.