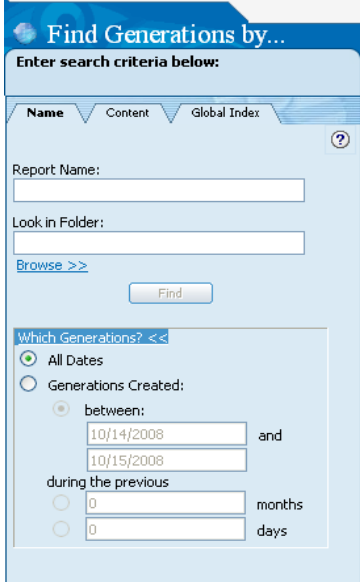


## Find Report Generations by Report Name

You can search a folder or all folders in your Home folder, for reports with a certain name or a name containing specific text. This search can return all generations of the reports it finds, or just the generations captured in a certain date range.

The search lists the generations it finds.

You can display any generation by clicking it in the list.



The screenshot shows a web-based search interface titled "Find Generations by...". It has a blue header with the title and a search icon. Below the header, it says "Enter search criteria below:". There are three tabs: "Name" (selected), "Content", and "Global Index". A help icon (?) is next to the tabs. The "Name" tab has a "Report Name:" label and a text input field. Below that is a "Look in Folder:" label and another text input field. A "Browse >>" link is to the left of the "Look in Folder" field, and a "Find" button is below it. Below the search fields is a section titled "Which Generations? <<". It has two radio buttons: "All Dates" (selected) and "Generations Created:". Under "Generations Created:", there is a "between:" section with two date input fields (containing "10/14/2008" and "10/15/2008") and an "and" label. Below that is a "during the previous" section with two radio buttons: "0" (selected) and "0", with "months" and "days" labels respectively.

### Searching by Report Name

Click the **Name** Tab

Type all or part of the name\* (case sensitive) of the report to look for.

Leaving “look in folder” blank searches all folders

Click **Browse** to search a specific folder; then click the check mark next to the desired folder

Click **Which Generations** to search only generations captured between certain dates; previous months; previous days

Click **Find**

\*You can use the \* and the ? [wildcards](#)