# Desigo System Profile Report instructions:

These are instructions for locating, running and viewing/saving the System Profile Report from Desigo.

**Prerequisites**:

1) The System Profile Report template must have been installed/imported in the Reports application in the System Browser when Desigo was set up.

**Steps:**

- Verify the System Profile Report Template is installed
- Run the Report
- View and Save

## Verify the System Profile Report Template

1) In System Browser, select **Application View**.
2) Select **Application View > Applications > Reports**.
3) Expand the folder where the report templates are imported and locate the System Profile Report
   a. You may find the System Profile Report under **Reports**
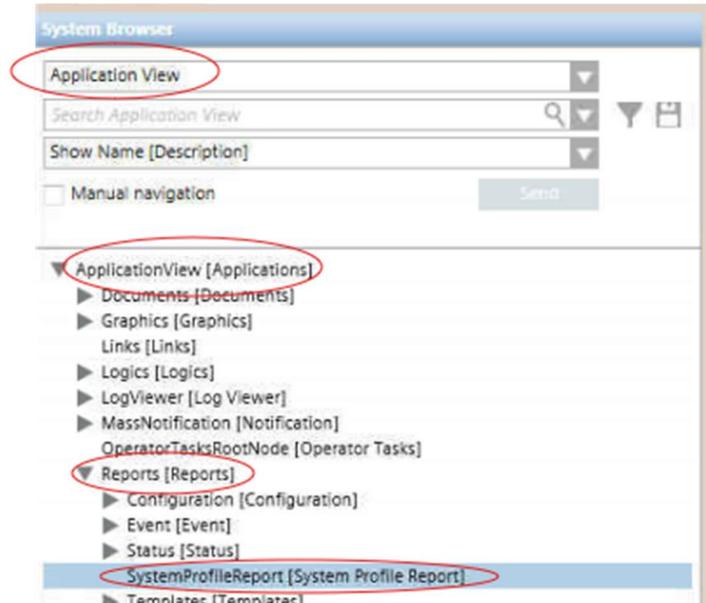


   b. You may find it under **Reports> Apogee Reports**
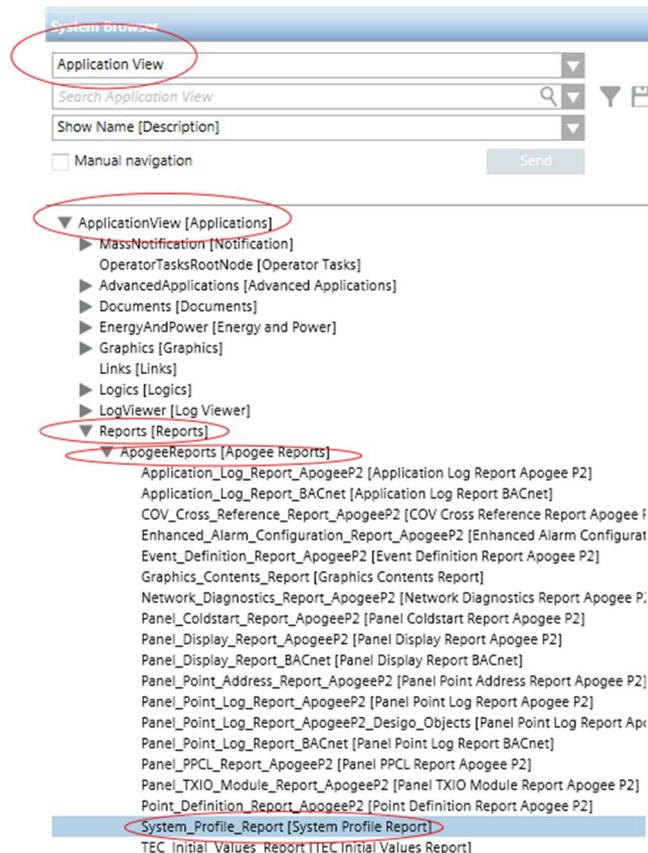
## Run the Report Using Toolbar Icons Run/Run As...

Selecting the report does not automatically run the report. Opening the report loads the report definition. To run the report, click the "Run" button on the Reports Toolbar.

1) Do one of the following:

   a. Click **Run** ▶ to run the report definition according to your login language.

   b. Click **Run As** ▶...◢ to run the report definition according to the selected language.
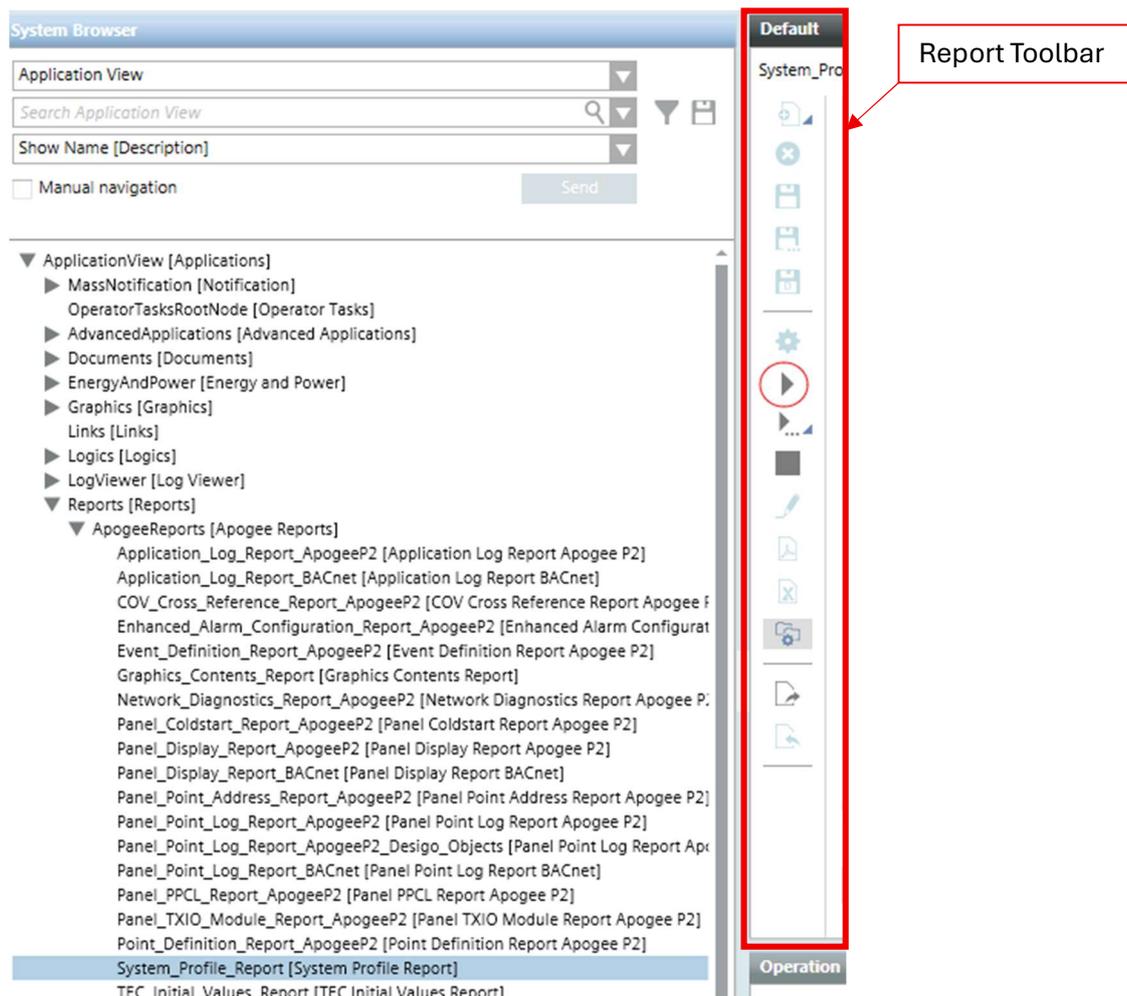


2) The report execution status displays in the **Report Management** section below the report definition. On successful report execution, the generated report displays in **Run** mode.
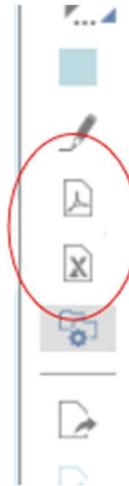
## View and save the System Profile Report

You can view the report as a PDF output or as an Excel output. If possible, please view and save in Excel output.

Once in **Run** mode the following will be enabled on the Reports Toolbar:

Create and view PDF 

Create and view Excel 

**Option 1: Viewing the System Profile Report in the Excel format**

1) For viewing the report in the Excel format click **Create and view Excel** .

   **NOTE:** If Microsoft Excel 2007 or later is NOT installed, the **Create and view Excel** button will be disabled/greyed out.

2) An Excel file is created and stored under the following temporary path **[Drive]:\Users\[UserID]\AppData\Local\Temp\temp\GMS**.
   A dialog box displays, asks you if you want to save a permanent copy of this file. **Please save.**

**Option 2: Viewing the System Profile Report as a PDF**

1) For viewing the System Profile Report as a PDF, click **Create and view PDF** . The PDF file opens in the PDF viewer.

2) Save the PDF.

**NOTE** : When a PDF document exceeds the page limit of 500 pages, it splits into two documents.