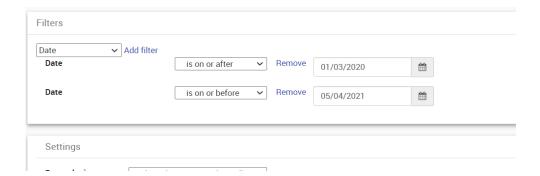# Run a Dataset Report

Dataset Report

> **Notice**
>
> Depending on the type of report you requested, you will either see the report displayed on the screen (for HTML) or you will be able to view or download the report.
>
> When a report is run, the author's name, creation date and last update date will display.

1. On the **Reports** screen, click **New Report**.

2. A list of all available reports appears — click **Dataset Report**

3. Select the Dataset from the drop-down - The Admin user can build the dataset as needed. See   Dataset Report in System Administration Guide

4. When the report settings screen loads, scroll down to the bottom of the screen.

5. Can add filters, - Eg: Date range

6. Select the report Logic, Format and report orientation in Setting Section

7. Click **Run**.

- If you choose not to save your report, you can run the Report as a one off:

    1. Build the report.

    2. Click **RUN**.