Setting ReportMart3 Preferences

1 Navigate to ReportMart 3:



2 Set default report view format:a. Click on the Preferences icon at the top of the Home page (it looks like a little checklist next to the lock icon):



b. From the Preferences panel click on the 2nd tab – Desktop Intelligence to correct the default settings:

Preferences						
General	Desktop Intelligence	yeb Intelligence Document	Crystal Report	Password	About	
My initial view is						
Home						
C My InfoVia	ew					
O Favorites						

- c. Select view format as Portable Document Format (click the 2nd radio button)
- d. Click "Apply" to save your preferences:



e. Click on the Home icon to return to the Home page:

