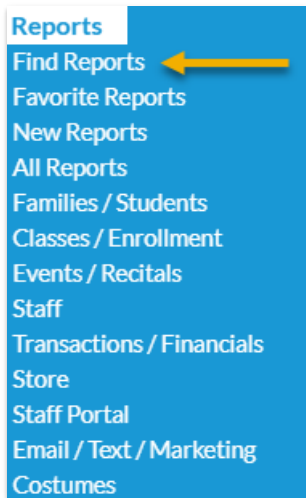


Find Reports (Reports Menu)

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Find Reports from the Reports menu opens a Keyword Search.

There are three ways a key word is matched to a report:

- Keyword Match - The key word matches a tag that Jackrabbit Developers add to reports.
- Desc. (description) Match - The key word appears in the report description viewable when hovering over the report title.
- Title - The key word appears in the title of the report.

A screenshot of the Jackrabbit Reports page. The page has a header with the Jackrabbit logo and the title 'Reports'. Below the header is a navigation bar with a 'Return' button and 'Help' and 'Send Idea' buttons. On the left is a sidebar with a list of report categories. The main content area is titled 'Find a Report' and contains a search bar with the text 'allergy'. Below the search bar are several report links, each with a 'Keyword Match' or 'Desc. Match' tag. A mouse cursor is hovering over the 'Students Advanced Search' link, which has a tooltip showing search criteria. A yellow box highlights the tooltip text: 'Hover over a report name to see a short description of the report'.