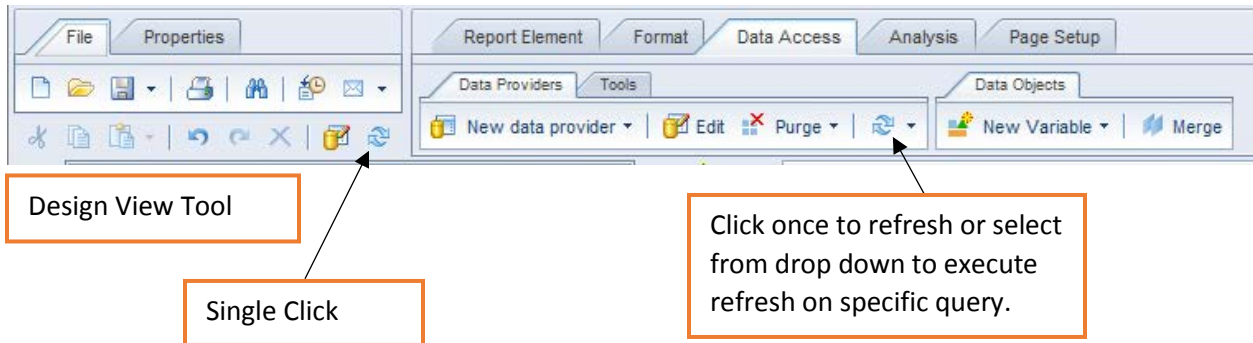
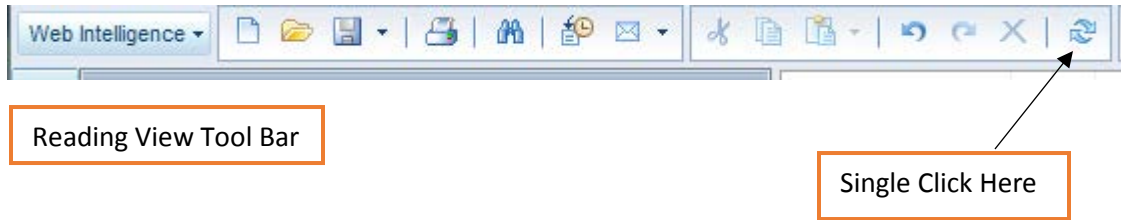


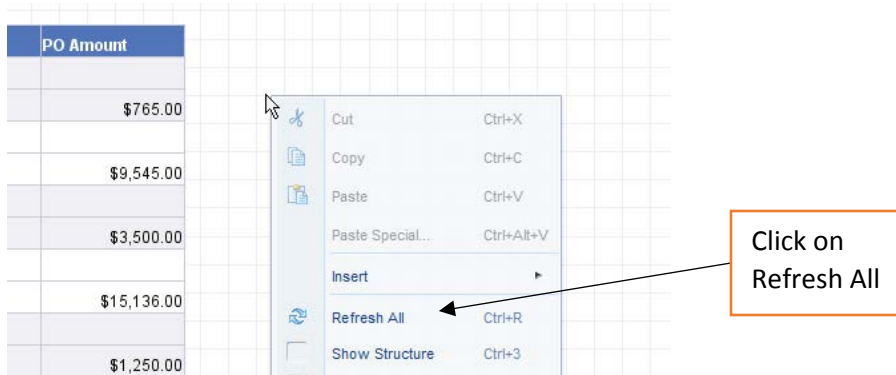
How To Refresh a WebI Report

In a report, simply click on the Refresh All button in the toolbar to refresh all the data in the report. This is especially important if any changes have been made. This feature is available in both reading and design mode.



In Design view, under the Data Access tab, you can refresh the report for a specific query. The refresh button has a drop down list that allows you to make the selection.

Another approach to refreshing a report can be done in the design view by right clicking on any area to the right of the data within the report and selecting Refresh All.



Finally, the last approach is to utilize the keyboard shortcut Ctrl+R.