

## **Importing, Exporting & Deleting Custom TOAD Reports**

**Valid for TOAD 9.0 and above**

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**November 2008**

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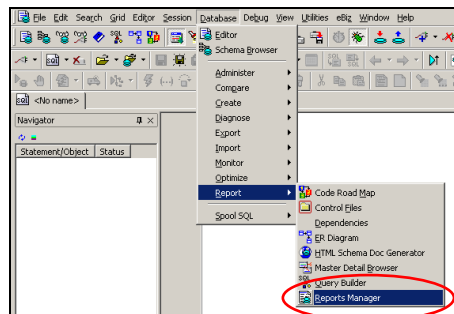
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## 1 Importing one or more reports

**Step 1:** Download and save the TRD (**T**oad **R**eport **D**efinition) files to folder on your local PC

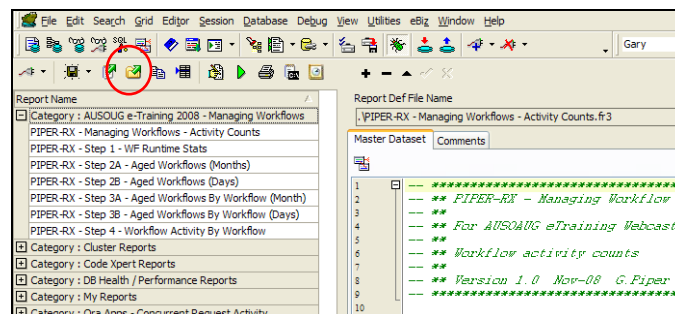
**Step 2:** Open Toad Report Manager:

Navigation: Database > Report > Report Manager



**Step 3:** Select the import reports [Open Folder] icon

This icon allows Import all report definitions in a directory (includes subdirectories)

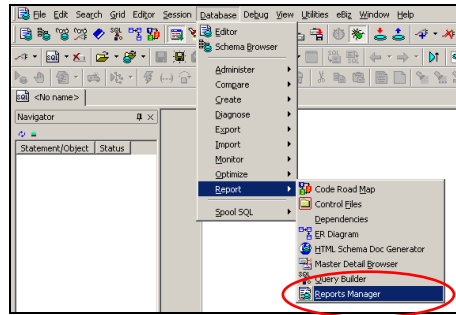


**Step 4:** Select the folder with the TRD files from **step 1**

## 2 Exporting (sharing) one or more reports

**Step 1:** Open Toad Report Manager:

Navigation: Database > Report > Report Manager

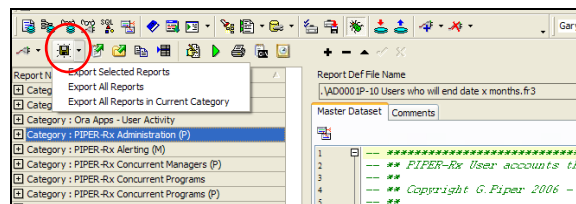


**Step 2:** Select the report category or individual report to export

Highlight a report to select export or any report file in the category you want to export

**Step 3:** Select the export report definition [Disk Folder] icon

Select one of the three options



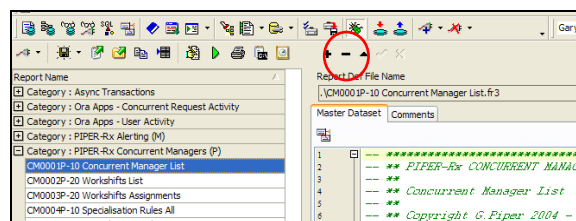
**Step 4:** Select the folder to save the TRD file to.

The TRD format can be sent to another TOAD user for import.

### 3 Deleting one or more reports

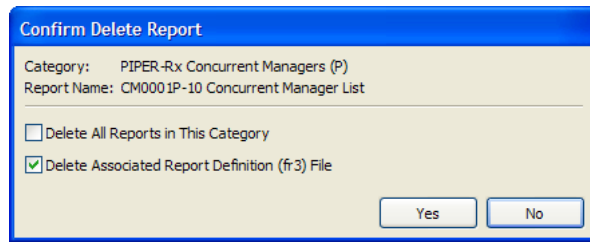
**Step 1:** Select a report category or an individual report within a category

Select the minus sign (-)



To delete a single report leave the check box "Delete All Reports in This Category" unchecked

To delete all reports in the current category, check the box “Delete All Reports in This Category”



Unless you have a back up – Export of all reports in a TRD format or a copy of the TOAD Reports directory usually located:

C:\Program Files\Quest Software\Toad for Oracle\User Files\Reports

.....then you cannot get the reports back.

## 4 Want to know more?

There is loads more **FREE** information on TOAD Reports Manager reports and also on all aspects of OEBS Application Administration at the **PIPER-Rx** website. I have been working with TOAD Reports Manager since its inception and have had over 20+ years working with Oracle (the product, not the Company) and Oracle E-Business Suite (since Release 5). Since the late 1990's I have spent more time sharing these learnings and the most popular papers and case studies I have presented are available at [www.PIPER-Rx.com](http://www.PIPER-Rx.com) as well as over 250 TOAD Reports Manager reports and a whole host of Tips and Reports I have used throughout my career.

All information is at the **PIPER-Rx.com** website **FREE** so why not check it out....I hope you find it useful! – **30,000+ downloaders to date can't be wrong!**

## 5 Disclaimer

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