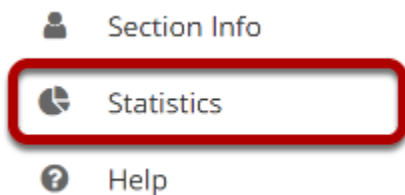


# How do I edit a report?

## Go to Statistics.



Select the **Statistics** tool from the Tool Menu of your site.

## Click Reports.




## Click Edit.

### Reports

**My reports** Private reports, available for this site only.

[+ Add](#)

 <a href="#">Recent Visits</a> <a href="#">Edit</a>   <a href="#">Duplicate</a>   <a href="#">Delete</a>	All visits within the last 7 days
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Click the Edit link under the report you would like to modify.

# Modify report and save.

## Editing report 'Recent Visits'

**Report** Specify report title and description (required when saving/editing the report).

**Title:**

**Description:**

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**What?** Select activity to report.

**Activity:**

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**When?** Select time period to report.

**Period:**  (Sakai server time zone)

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**Who?** Select users to report.

**Users:**

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**How?** Specify how results should be presented.

**Totals by:**

- User
- Tool
- Event
- Resource
- Resource action
- Date

**Number of results:**  Limit to:

**Presentation:**

You will be able to modify all of the same options that you set when you [created the report](#). Click **Save Report** to save your changes once your edits are complete.