


## Refreshing Reports

You can refresh a report to show the most current data entered into your ACS records. This is helpful if you have multiple people working in ACS at the same time or if you have to step away from your work for an extended period.

Refreshing a report is only necessary if the previewed report is already displaying on your screen. If you have to navigate to the report, you are already generating the most current data when you preview it.

1. In the Reports window, select, customize, and preview your report.
2. On the reports toolbar, click **Refresh**. . The updated report displays.