## **OfficeWriter Designer for Excel - Open Report**

The **Open Report** dialog opens when you click the OfficeWriter Designer's **Open Report** button. It allows you to open reports (.rdl files) that have already been created and saved. These can be reports created with OfficeWriter Designer or with other .rdl tools such as Visual Studio. A report file contains reporting information like queries and fields along with any Excel functionality you added.

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|--------------------|--|--------------|
| Look jn: 🜔         | Reports 💌 🗢 🔁                                | ·* 🖩         |
| Company S          | 5ales.rdl                                    |              |
| Employee :         | Sales Summary.rdl                            |              |
| 💽 Foodmart :       | 5ales.rdl                                    |              |
| Product Ca         | talog.rdl                                    |              |
| Product Lin        | e Sales.rdl                                  |              |
| File name:         | Product Catalan ed                           | 0            |
| File <u>n</u> ame. | Product Catalog.rdi                          | <u>U</u> pen |
| Files of type:     | Report Definition Files(*.rdl)               | Cancel       |
| -Reporting Ser     | vices  |              |
| Use "Retrieve      | button to open report definition from server | Retrieve     |
|                    |  |              |

To open a report definition file saved locally:

- 1. Click Open Report on the OfficeWriter toolbar.
- 2. Make sure that Report Definition Files (\*.rdl) appears in the file type box.
- 3. Browse to the folder that contains the .rdl file.
- 4. Select the .rdl file and click Open .

A You will not be able to open reports built in the Office Open XML file format (.xlsx) from Excel 2003

To open a report definition file saved on the report server:

- 1. Click Open Report on the OfficeWriter toolbar.
- 2. Click Retrieve to open OfficeWriter's Report Browser.
- 3. In the Domain or Server URL field, enter the path to your Reporting Services server (for example http://MyReports/ReportServer).
- 4. Click Refresh. OfficeWriter will display the folders available on the server.
- 5. Navigate to the folder that contains the .rdl file.
- 6. Click Ok.

## See Also

Create an Excel Report from an Existing RDL

Adding a Template to an Existing Report