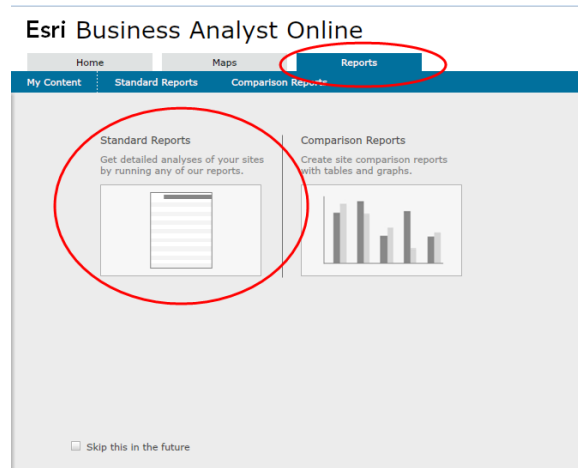# Running Standard Reports

Standard reports allow users to create reports for study areas. Users may select the report types, view report descriptions, select the report format (PDF, Excel or both) and run favorite reports. Popular reports are indicated based on the frequency of use.

After logging into BAO, click **"Reports"** and then click **"Standard Reports"**.
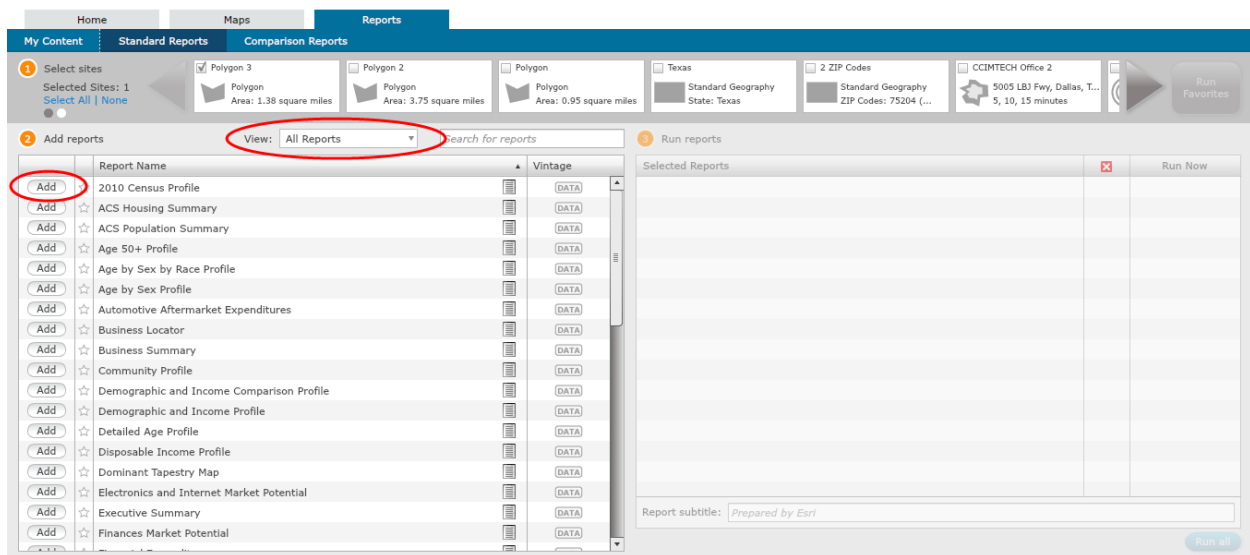

Step 1 – Select Saved Sites

All previously created study areas will appear in the **"Selected Sites"** panel. Users may check any study areas in the **"Selected Sites"** panel or click **"Select All"** to select all study areas.
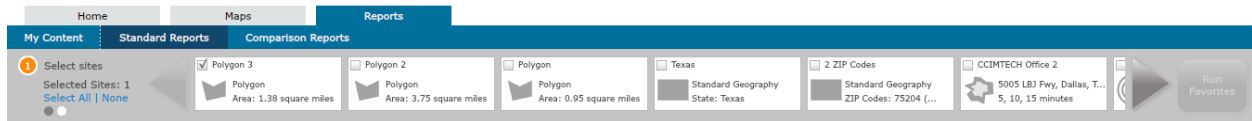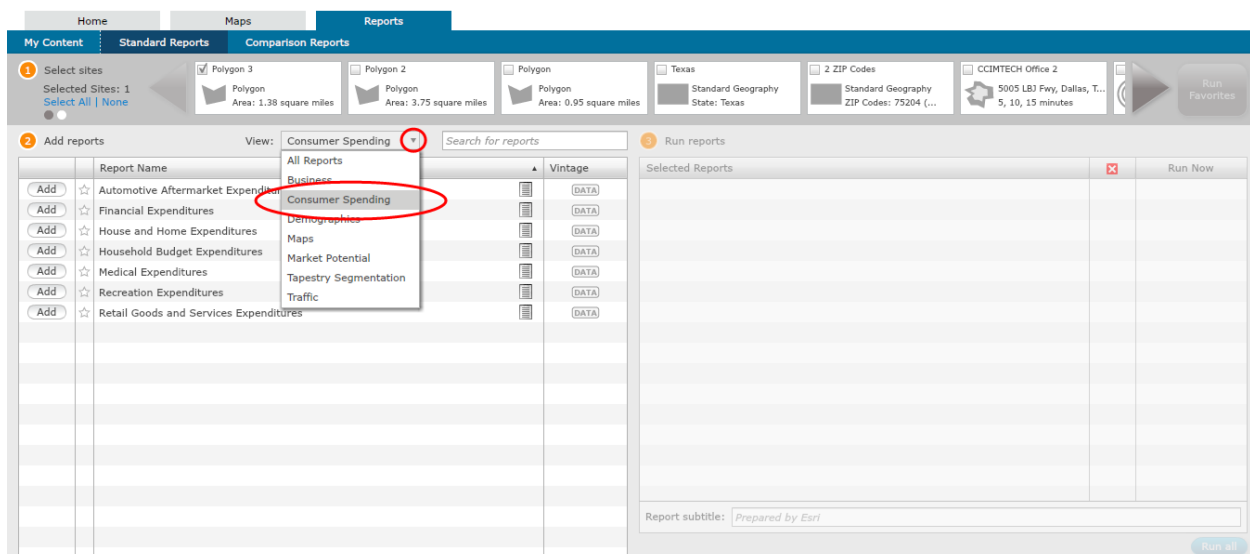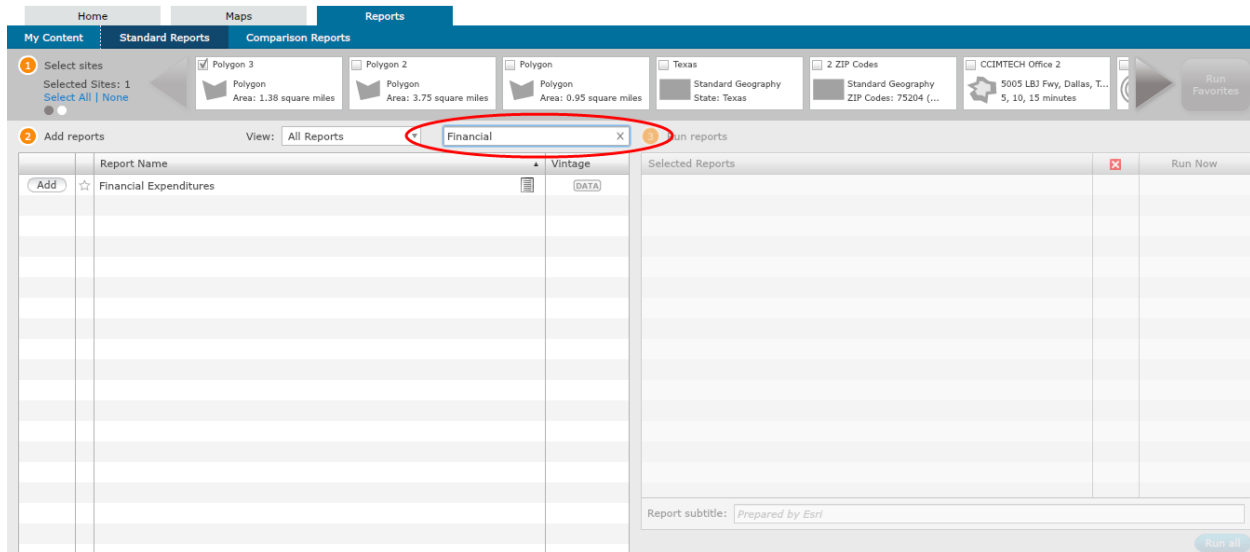
Step 2 – Add Reports

BAO defaults to a list of all reports which users may run by clicking **"Add"** next to the name of the desired report.
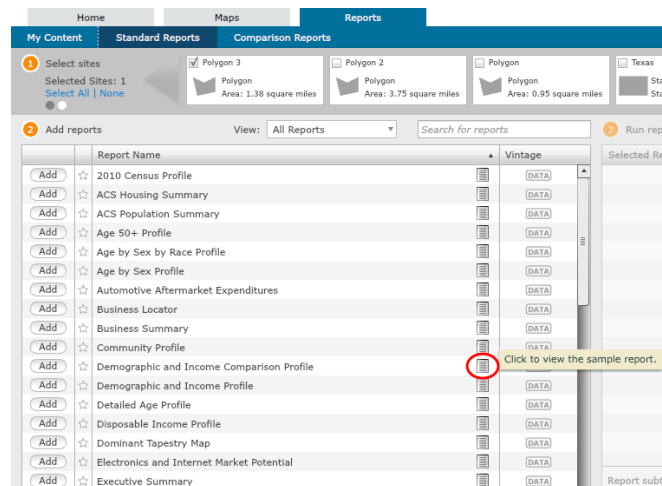

Users may select report types by clicking the arrow in the view box and selecting the desired subcategory report types.
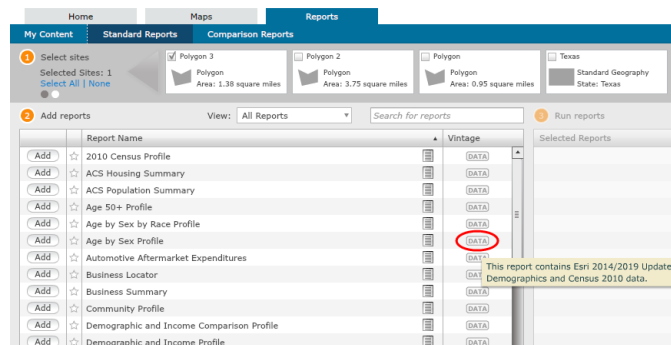
Users may search for reports by name in the **"Search for Reports"** field by typing the name of the desired report.
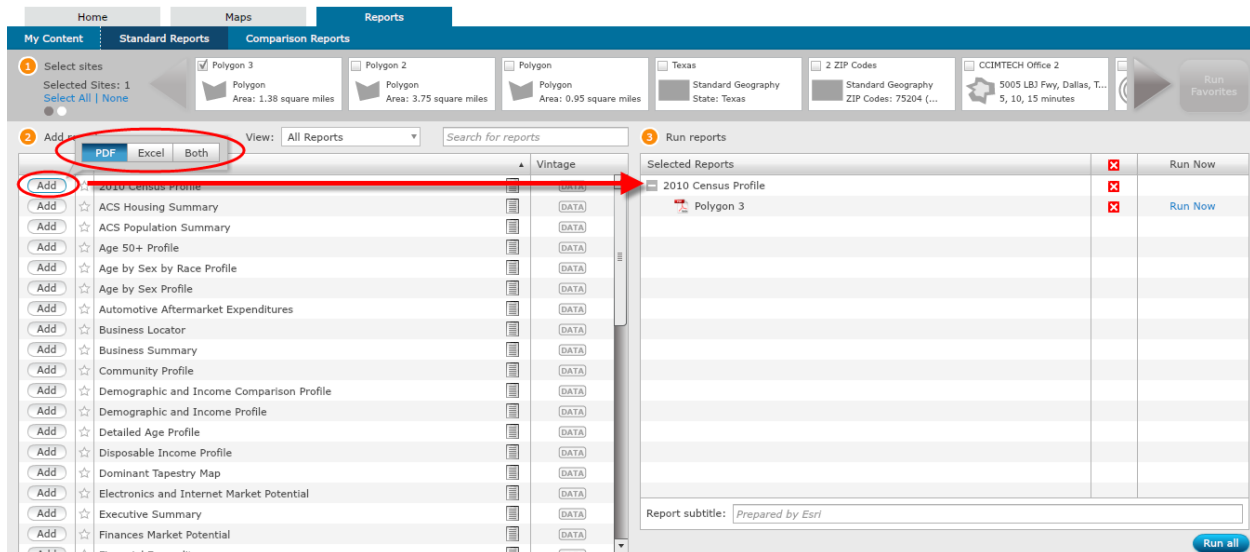

Users may click the sample icon to view a sample of the report.

Users view a the vintage of the data contained within a report by holding the pointer over the **"Data"** icon.

Click **"Add"** to add reports to the Selected Reports field. Users may also select a reports format by holding the pointer over the **"Add"** button to select PDF, Excel or Both.

To add a report to the favorites list, click the star icon. After clicking the star icon, the star turns yellow indicating that the report is now a favorite.
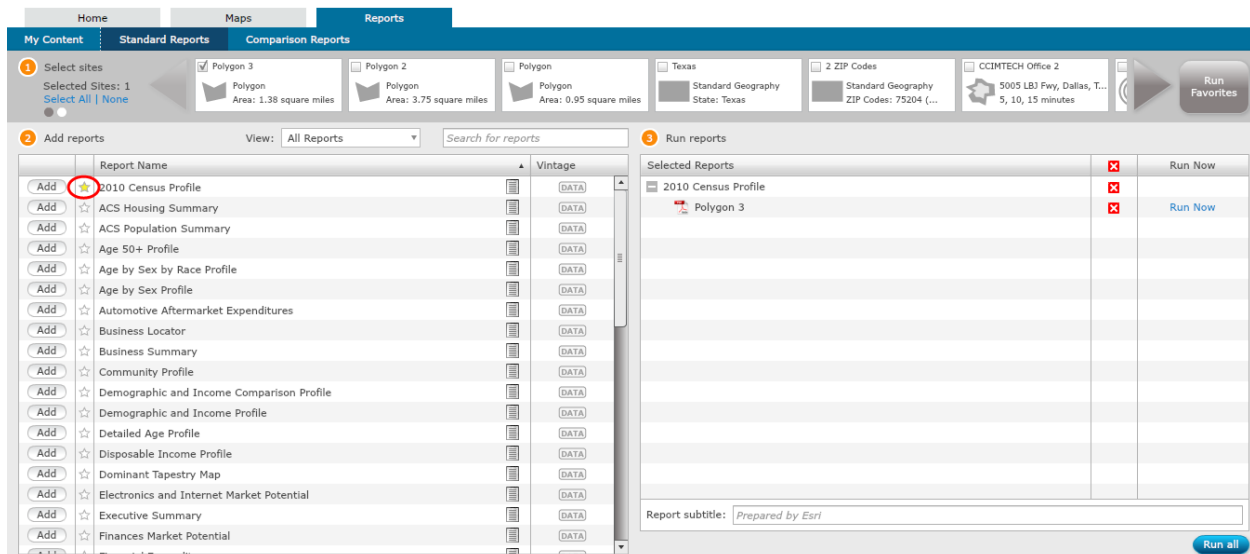
To remove a report from the Selected Reports, click the "**x**" icon.

Step 3 – Run Reports

After all reports have been selected, users have the option to add a Report Subtitle. Next, click **"Run All"**.

NOTE: Users may run individual reports by clicking **"Run Now"**.

After reports have processed, click **"Open Report…"** to view reports.