Report preferences

Tags: Flow

Use report preferences to customize the appearance of your reports and report filters based on your organizational needs.

In this article

Who can use this?	
Core	Plus
✓	✓

Permissions

You need the Configurations permission to modify report preferences.

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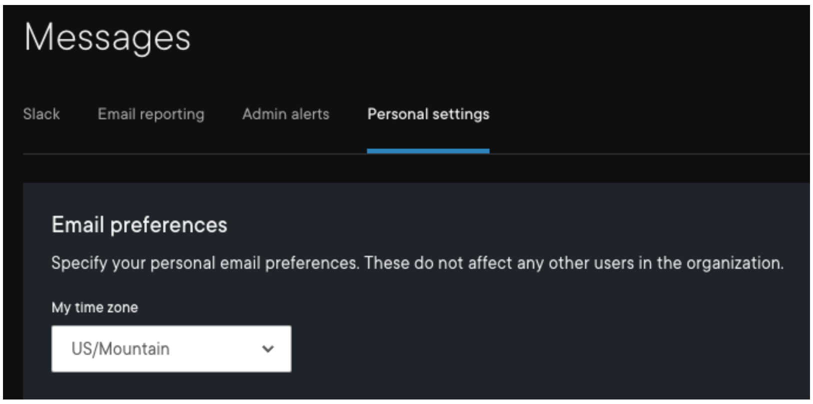
Setting report timezone

Timestamps appear in Flow reports and emails. Set the time zone so Flow shows the correct time stamps in reports and emails.



To set the time zone:

1. In the top navigation, click **Settings**.

2. In the left navigation under Report Settings, click **Messages**.
3. Click the **Personal settings** tab.
4. Under Email preferences, select your desired time zone.
5. Click **Save changes**.

Note: Changing the time zone doesn't affect anyone else in your Flow organization.

Report preferences

To change report preferences:

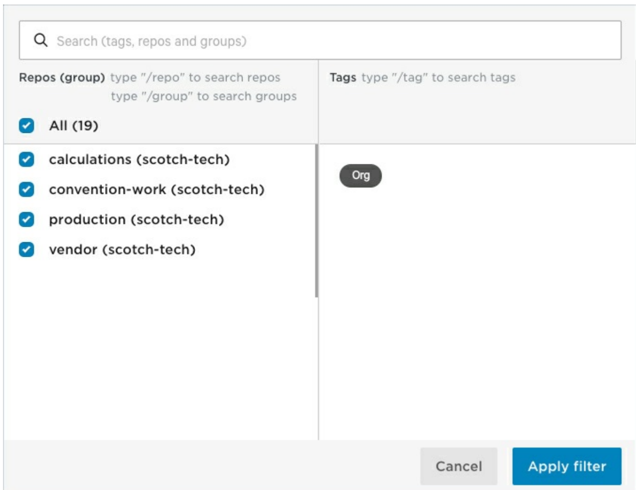
1. In the top navigation, click **Settings**.
2. In the left navigation under Report settings, click **Configurations**.
3. On the **Configurations** page, click the **Report preferences** tab.
4. Set your configurations.

Repo picker

The Repo picker toggle shows or hides each repo's associated repo group in the repo filter.

Find the Repo picker toggle in **Configurations** under the Report preferences tab. Find the repo filter at the top of every report page.

When **Show Groups** is toggled **On**, the repo picker displays repo groups in parenthesis after repo names. Flow toggles show groups **On** by default.



When Show Groups is toggled **Off**, the repo picker displays repo names only.

Edit Chart options

Chart options sets the default setting for industry benchmark metrics for each Fundamentals report. Find Chart options in Configurations under the Report preferences tab.

If Chart options for Team health insights is toggled off, benchmarks do not appear in the report by default. Users can enable benchmarks in Team health insights as desired.

To set the Chart options:

1. Toggle the Chart options on or off.
2. Click **Save changes** in the bottom right.

To view benchmarks in Team health insights:

1. From your Flow home, click **Team health insights** in the left navigation.
2. Click the metric you want to view.
3. Check the **Benchmarks** box under that metric's graph.

If you need help, please contact Pluralsight Support.