

**Importing, Exporting & Deleting
Custom TOAD Reports
By
Gary Piper
November 2008**

Valid for TOAD 9.0 and above

Table of Contents

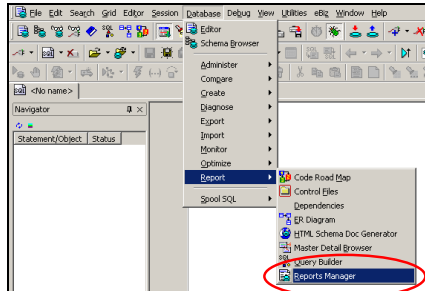
1	Importing one or more reports	3
2	Exporting (sharing) one or more reports	3
3	Deleting one or more reports	4
4	Disclaimer	6

1 Importing one or more reports

Step 1: Download and save the TRD (Toad Report Definition) files to folder on your local PC

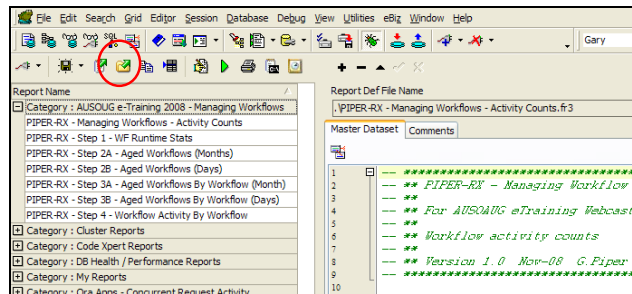
Step 2: Open Toad Report Manager:

Navigation: Database > Report > Report Manager



Step 3: Select the import reports [Open Folder] icon

This icon allows Import all report definitions in a directory (includes subdirectories)

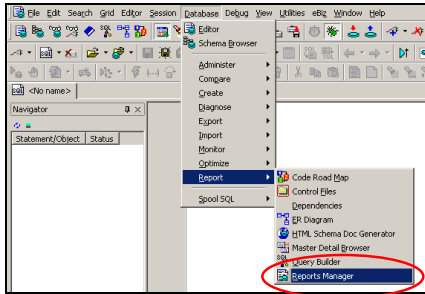


Step 4: Select the folder with the TRD files from **step 1**

2 Exporting (sharing) one or more reports

Step 1: Open Toad Report Manager:

Navigation: Database > Report > Report Manager

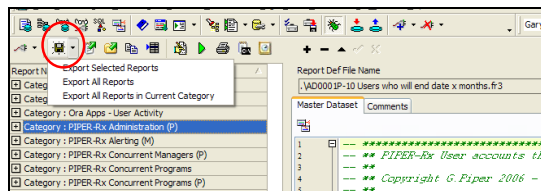


Step 2: Select the report category or individual report to export

Highlight a report to export or any report in the category you want to export

Step 3: Select the export report definition [Disk Folder] icon

Select one of the three options



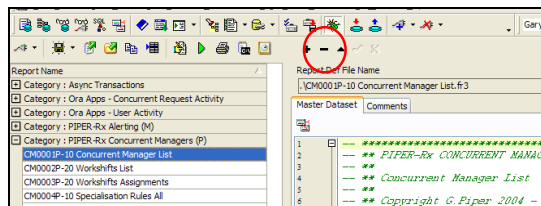
Step 4: Select the folder to save the TRD file to.

The TRD format can be sent to another TOAD user for import.

3 Deleting one or more reports

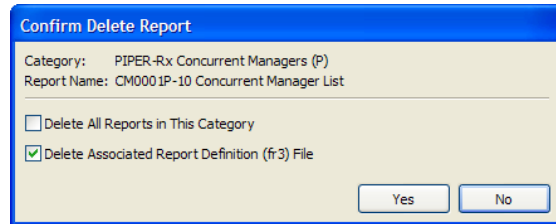
Step 1: Select a report category or an individual report within a category

Select the minus sign (-)



To delete a single report leave the check box "Delete All Reports in This Category" unchecked

To delete all reports in the current category, check the box “Delete All Reports in This Category”



Unless you have a back up – Export of all reports in a TRD format or a copy of the TOAD Reports directory usually located:

C:\Program Files\Quest Software\Toad for Oracle\User Files\Reports

Then you cannot get the reports back.

4 Disclaimer

All material contained in this document is provided by the author "as is" and any express or implied warranties, including, but not limited to, any implied warranties of merchantability and fitness for a particular purpose are disclaimed. In no event shall the author be liable for any direct, indirect, incidental, special, exemplary, or consequential damages (including, but not limited to, loss of use, data, or profits; or business interruption) however caused and on any theory of liability, whether in contract, strict liability, or tort (including negligence or otherwise) arising in any way out of the use of any content or information, even if advised of the possibility of such damage. It is always recommended that you seek independent, professional advice before implementing any ideas or changes to ensure that they are appropriate.

*Oracle®, Oracle Applications® & Oracle E-Business Suite® are registered trademarks of Oracle Corporation
TOAD® is a registered trademark of Quest Software*