How to Refresh a Living Report



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Email: Support@repfabric.com

> Or call (844) 737-7253

For videos and more tutorials, log on to: https://support.repfabric.com





How to Refresh a Living Report

You can refresh a living report as often as you need to. The first time you refresh you will be asked to enter your credentials.

- 1. Click "Data" tab.
- 2. Click arrow on "Refresh All" button.
- 3. Click "Refresh All."
- 4. Click "Basic."
- 5. Enter your email address and password you use to login to Repfabric.
- 6. Click "Save." Your file will be updated with the most up-to-date information.

This image shows the "Refresh All" button.								
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For training on this topic or to schedule a support session, please go to <u>www.meetme.so/RepfabricMeeting</u> At anytime, you can email <u>support@repfabric.com</u> for help or call 844-737-7253.