

## How to retrieve your list of custom reports – Version 5

The following steps will need to be run on the database server that your v5 system is running on and will need to be run by someone with administrative access to SQL Management Studio.

1. On the v5 database server open SQL Management Studio and login.
2. Right Click on the **v5** Database (this is usually called “Oliver” or “Liberty”) and select “New Query”.
3. Enter in the following query:

```
SELECT      13_Name, 13_EntityUuid
FROM        13_ReportClass
WHERE       (13_IsCustom = 'true')
```

3. Execute this query.
4. If custom reports are found, results will be returned. The results include the name of the report and the area where they are stored in the reporting database – please email this information to Softlink.