

# How to change the default directory for Reports in NCR Counterpoint

## Summary:

Changing the default save directory for Reports.

## Solution:

The default save directory for reports can be customized by changing the data dictionary default SAVE\_DIR in RP\_REPORT. The default value for RP\_REPORT.SAVE\_DIR is %SYNTOPELVEL%%ALIAS%ActivitySavedReports.

If the Data Dictionary is used to customize this column, another directory such as C:REPORTS can be used as the default value. This directory must exist and be accessible to all users who will be saving reports in Counterpoint using the custom path.

For Example: If the custom save path is changed to R:REPORTS where R: is a mapped drive letter to \SERVERAPPSCP, all users having customizations enabled in user preferences must have the proper access to this folder or the message 'Invalid directory.' will be displayed and the report will not be saved.

Online URL: <https://counterpoint.knowledgebase.co/article.php?id=785>