Saved Reports

You can filter and save searches to easily launch the saved report later without reselecting the filters from the Report Wizard . Reports that have been saved are available only for your own account.

Save Report Filters

A saved report retains the filters and date range that you have selected in the Report wizard steps for repeated use.

1. Progress through the report wizard until you reach step three (for more instructions see Run a

Report).

2. Select **Save Report Filters** near the bottom of the page.



3. Enter a name and optional description for the saved report filters.

Save Search Create	
Name	
Description	
🖺 Save Searth	

4. To launch the report, follow the instructions found under Run Saved Reports.

Using a relative date range in step three will ensure that the saved report is relative to the current date (i.e the date that the saved report is launched).

Run Saved Reports

Saved searches are not yet available for all reports.

- 1. Navigate to the Report Wizard .
- 2. Select the **Saved Searches** button.

Report Wizard			
You are viewing: Reports > Report Wizard			
1 Select Report 2 User Groups	3 Define Options	4 Generate Report	Q Saved Searches
Filter Products Published Status		Product Library (Selec	t One)
		887 Records Found	*

3. Select the name of the report you want to run or use the search box to find the report.

1 Select Report 2 User Groups 3 Define Options 4 Generate Report	A Saved Searches
Saved Searches	
Type to refine the list by Saved Search Name	
Name	Date Created Delete
Grading Report Selected With All Standard Filters	8/15/2017 2:26:35 PM
Selected Save Search	
Select a Saved Search To Run	
Launch Report	

4. If you are not sure which report you need, select the report and then scroll down to view the

filters.

aved Searches		
pe to refine the list by Saved Se	earch Name	
ame		Date Created Del
rading Report elected With An Standard Filters		8/15/2017 2:26:35 PM
elected Save Search		
		R
Report Filters		^
Organizations:		
User Groups:		
User Types:	Participant	
Display Questions Distractor Data:	Yes	
Include All Question Versions/Status:	Yes	
Product:	Refresher Test - (Refresher Test)	
	N/A	
Scheduling Tool:		
Scheduling Tool: Asset:	Quiz	

- 5. Select Launch Report.
- 6. Select the report output (for more information, see Step 4: Generate Report).



Using a relative date range in step three will ensure that the saved report is relative to the current date (i.e the date that the saved report is launched). If you used a relative date range in step three when creating your saved report, then the report date will be relative to the current date (i.e the date that the saved report is launched).

Delete a Saved Report

1. Select Saved Searches from the Report Wizard .

Report Wizard			
You are viewing: Reports > Report Wizard			
1 Select Report 2 User Groups	3 Define Options	4 Generate Report	Q Saved Searches
Filter Products		Product Library (Select (Dne)
Published Status		887 Records Found	

2. Select the delete icon next to the report you wish to delete.

Name	Date Created Delete
Grading Report	8/15/2017
Selected With All Standard Filters	2:26:35 PM
	Dele

3. Confirm that you want to delete the saved report. Deletion will only affect the saved filters. The

report will still be available to run from the report wizard.

