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 2 Sat	ved Searches
Filter Products Published Status	Product Library (Select One)	
	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
	Del

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.

