

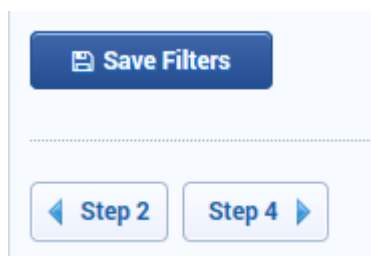
Saved Reports

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

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

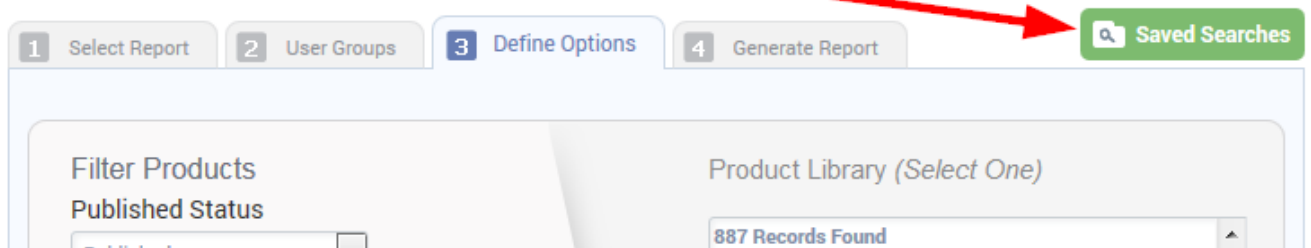


Saved searches are not yet available for all reports.

1. Navigate to the [Report Wizard](#) .
2. Select the **Saved Searches** button.

Report Wizard

You are viewing: Reports > Report Wizard



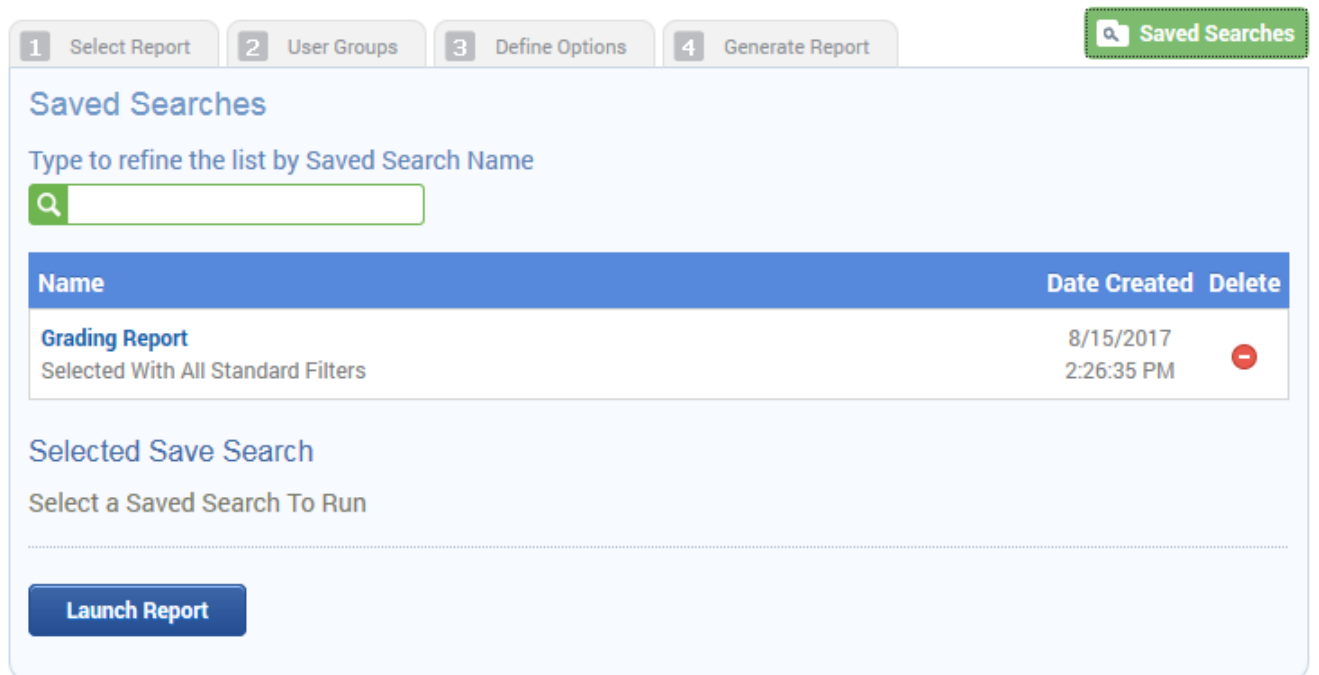
1 Select Report 2 User Groups 3 Define Options 4 Generate Report

Filter Products
Published Status

Product Library (Select One)
887 Records Found

Saved Searches

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

Saved Searches

Type to refine the list by Saved Search Name

Q

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.

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

R301

Report Filters ^

Organizations:	(3)
User Groups:	(3)
User Types:	Participant
Display Questions Distractor Data:	Yes
Include All Question Versions/Status:	Yes
Product:	Refresher Test - (Refresher Test)
Scheduling Tool:	N/A
Asset:	Quiz
From Date:	8/9/2017 To 8/15/2017

Launch Report

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

Launch Report ✕

Select a format to launch the Saved Search.

Export As:

HTML

XLSX

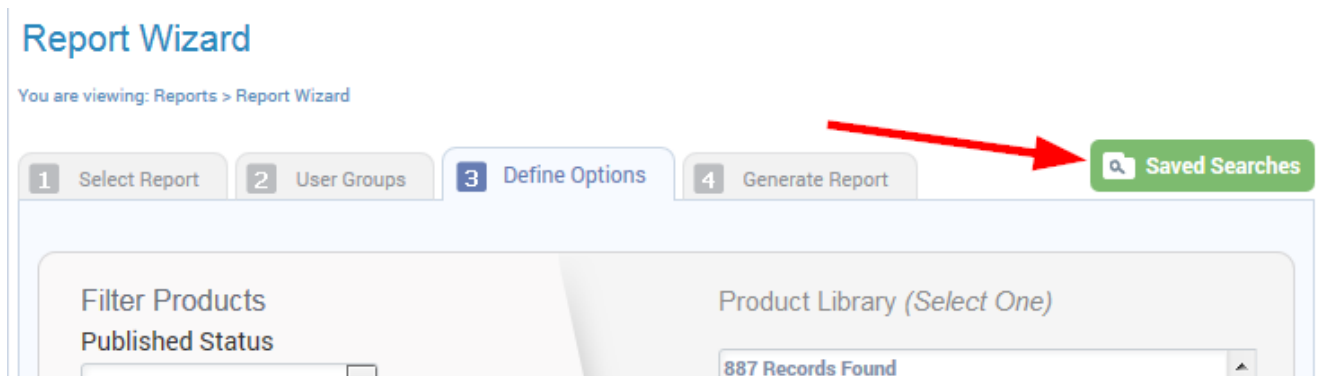
CSV



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 .



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

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

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.

