

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 **Saved Searches**

Filter Products
Published Status

Product Library (Select 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 **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.

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:

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).