## 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)

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.

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rading Report elected With An Standard Filters		8/15/2017 2:26:35 PM	0
elected Save Search			
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Report Filters			^
Organizations:			
User Groups:			
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		

- 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).