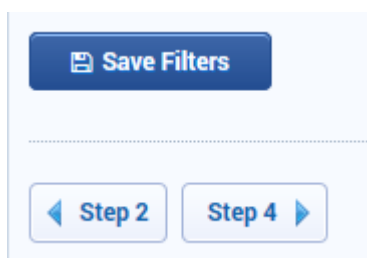


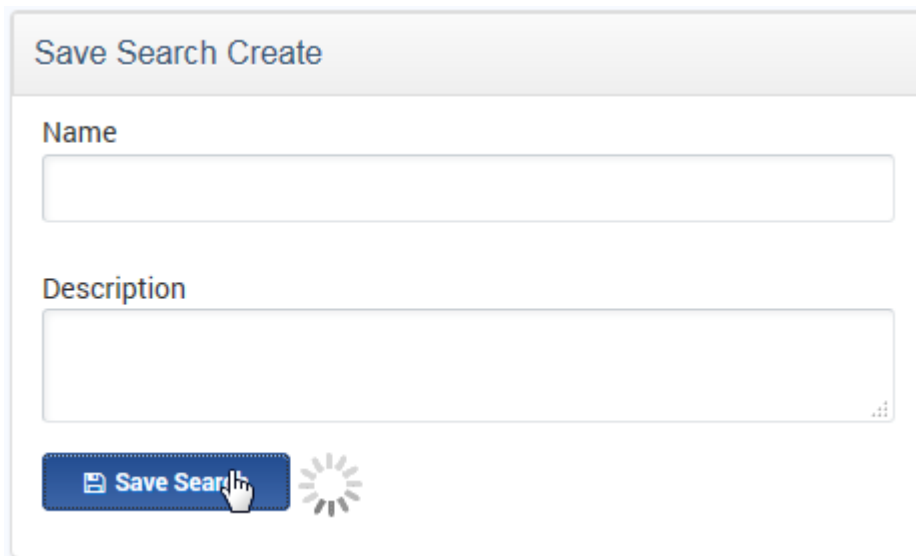
Save Report Filters

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.

A screenshot of a form titled 'Save Search Create'. It has two input fields: 'Name' and 'Description'. Below the 'Description' field is a dark blue button with a white document icon and the text 'Save Search'. To the right of the button is a sun-like loading icon.

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).