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SAVING REPORTS

Today at 08:00

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Note: This is an article that references the New User Interface.

The ability to **save a report** is available in the new user interface in conjunction with [Creating Reports](#). If you find that you are regularly using the "Create a new report" option on the Run Reports utility to create the same report over and over, you may want to save the report and your selected criteria to make running it in the future simpler and faster.

Saving a report

1. In Activity Insight, select **Run Reports** in the left-hand menu
2. Create a new report. For more information, see [Creating Reports](#).
3. Select the **Save** button at the top of the page.

Run Reports		Save	Run Report
1 Report	Create a new report		
2 Date Range	Start Date	Jan 01 2015	<input type="checkbox"/> All Dates
	End Date	Dec 31 2015	
3 Whom to Include	Users Selected	All Change selection...	
	Include These Accounts	Enabled Only	
4 Data to Include	Fields Selected from	All Change selection...	
5 Grouping Method	Group by	None	
6 Search Keywords	Search for		
7 File Format	File Format	Comma-Separated Value (.csv)	
	Files per Screen	Single	

4. Name your report in the pop-up window and select the **Save** button.

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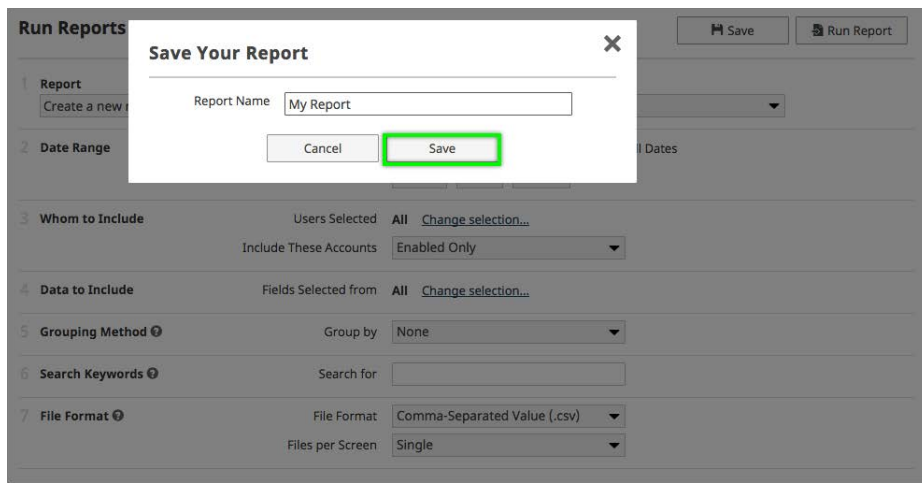
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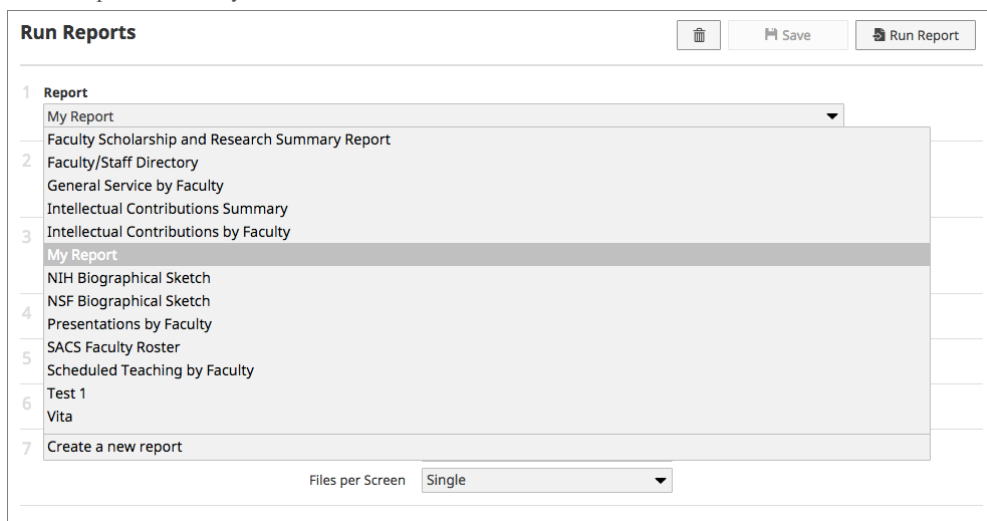
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- To change the criteria of your saved report, select the report from the drop down list, change any of the selected parameters and select the **Save** button again.

More Information

Your saved reports will appear in the Reports drop down list along with any other reports you have saved and custom reports to which you have access.



All saved reports must have a unique name. If you attempt to save a report with a name currently used by any custom report or any report you have already saved you will receive the error message "You already have a report with this name. Enter a unique name to save this report". Names do not need to be unique across users, but they cannot be shared with any custom report, even if it is a custom report to which the user does not have access.

Run Reports

Save Your Report [X]

Report Name:

You already have a report with this name.
Enter a unique name to save this report.

1 **Report**
Create a new report

2 **Date Range**
Start Date: [] End Date: []

3 **Whom to Include**
Users Selected: All [Change selection...](#)
Include These Accounts: Enabled Only

4 **Data to Include**
Fields Selected from: All [Change selection...](#)

5 **Grouping Method**
Group by: None

6 **Search Keywords**
Search for: []

7 **File Format**
File Format: Comma-Separated Value (.csv)
Files per Screen: Single

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