

1. Once you have created your search and want to save a report, click Save Report

Case sensitive search:  Yes  No  
User: [296 Selected] ▼ ▼  
Item: [1 Selected] ▼ ▼  
Completion Status: [1 Selected] ▼ ▼  
Completed Date From: (MM/DD/YYYY)   
Completed Date To: (MM/DD/YYYY)   
Run Report Schedule Job **Save Report**

2. Create a Saved Report ID (make this as clear to you as possible)

**Save Report**

\* = Required Fields

\* Saved Report ID:   
Description:   
Submit

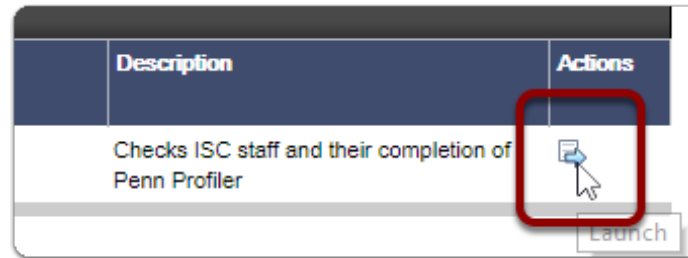
3. Click Submit. Your report is now saved under your Saved Reports tab to run at any time.

Navigation: **Saved Reports** Reports Report Jobs Questionmark | Help |

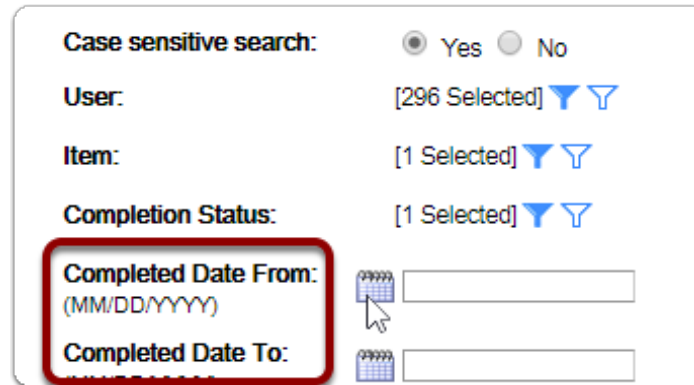
1 Saved Reports

Category	ID	Title	Description	Actions
User Management	ISC and Profiler Completion	Penn Item Status Report (CSV).1	Checks ISC staff and their completion of Penn Profiler	

4. To run it, click the Launch button under Actions



5. You can now run the report for the desired dates.



6. To get back to your report at any time, click Saved Reports. To work on a new report click Reports

