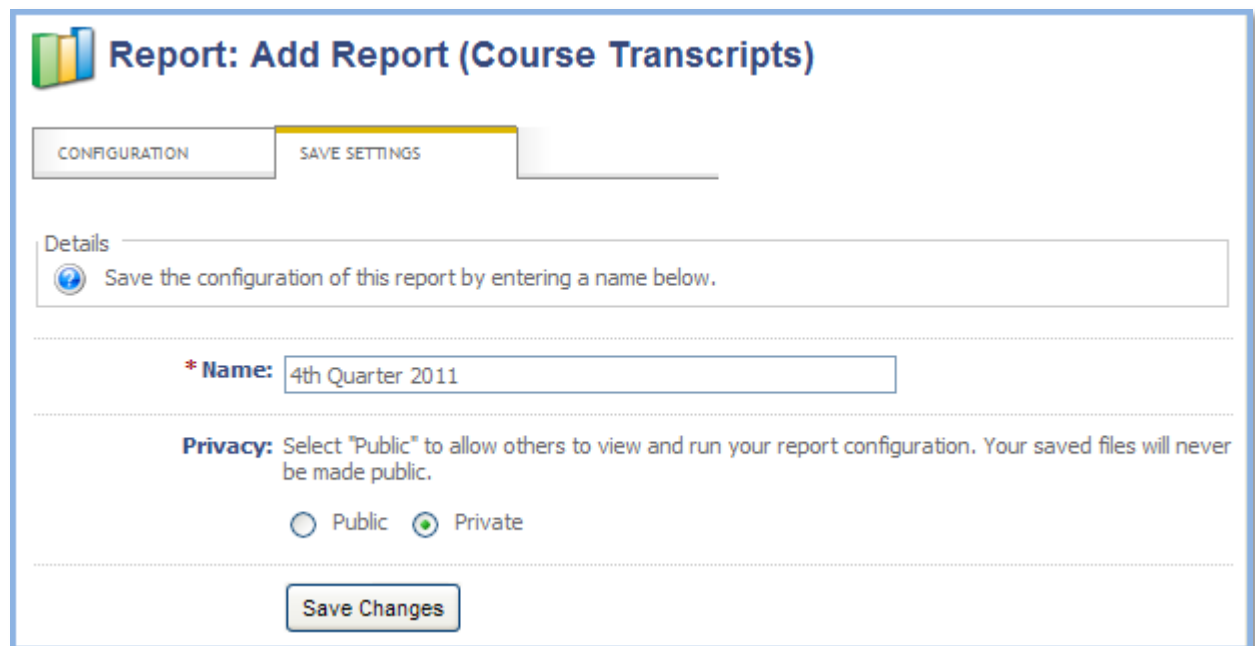


Saving your Report Configuration

Once you have configured a report, you can save the report configuration to your user account. This allows you to rerun the report without having to reconfigure it (reselect all of the fields and filters). You also have the ability to make a report public or private. If you select "Public," other people who have reporting permissions will see the report and be able to run it. If you select "Private," then only you will be able to see and run the report.

To configure your report settings:


1. Click the **Save Settings** tab.
2. Name the report.
3. Select Private.
4. Click **Save Changes**.



Report: Add Report (Course Transcripts)

CONFIGURATION **SAVE SETTINGS**

Details

 Save the configuration of this report by entering a name below.

*** Name:**

Privacy: Select "Public" to allow others to view and run your report configuration. Your saved files will never be made public.

Public Private