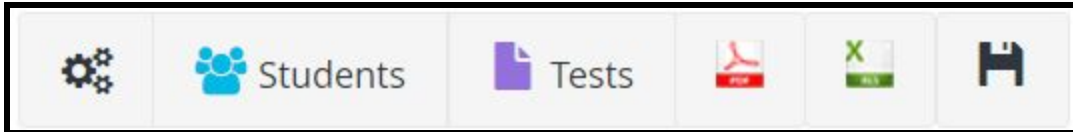


IO Assessment
Saved Reports and Sharing a Saved Report

Sometimes we create the perfect custom report. We then want to share it with others. That is possible.

Step 1 - Create a custom report just the way you want it.

Step 2 - At the top there is a horizontal menu bar.



Step 3 - Click the Floppy Disk to save the report.



Step 4 - Give your report a name.

A dialog box titled 'Save Report' in blue text. Below the title is a label 'Report Name:' followed by a white text input field with a thin border.

Step 5 - If the report is just for you leave the option at No Sharing.

A radio button with a black dot inside, followed by the text 'No Sharing' in a black box.

Step 6 - If you want to share with a few people click Select Users... Choose the Site and then the User. Click Add Selected. Finally Click Save.

Select Users...

Access Level: Site: User:

4 Available Users