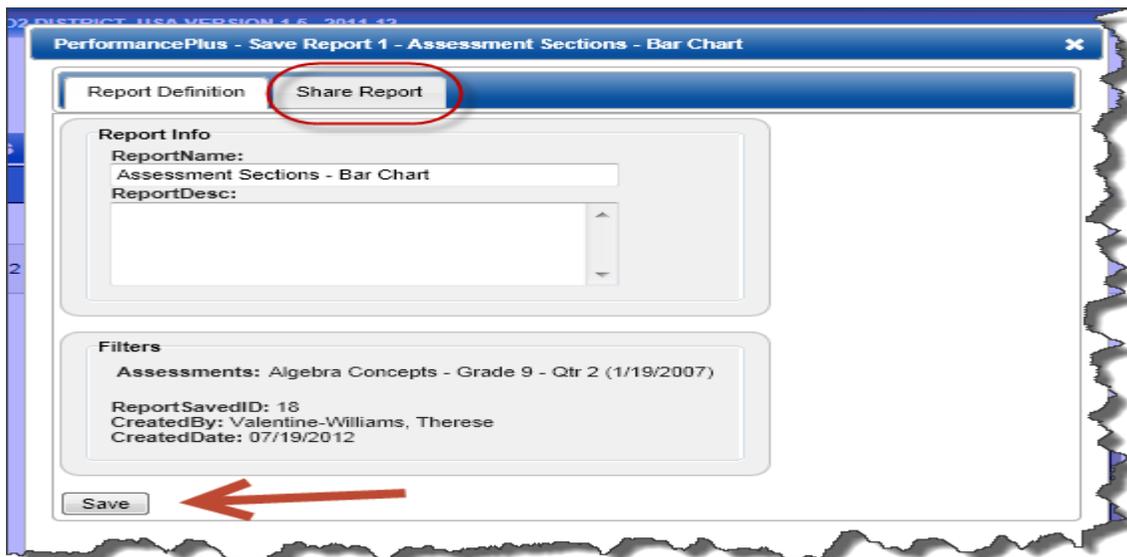## SAVING REPORT SETTINGS

1. To save the report, click on the icon below.

2. The Save Report screen appears that allow you to enter the report name and description.
3. Click on the **Save** button to save the report.
4. After the report has been saved, the option to ***Share Report*** is enabled.

Quick Note
- Click on the Excel Icon located in the upper right corner to export report detail into a spreadsheet**.**
- Click on the PDF icon located in the upper right corner to export report detail into a PDF format.
- Click on the Printer icon located in the upper right corner to print the report.
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