

## Saving your Report Results

Once you click **Save Changes** in the **Save Settings** tab, two new tabs will appear: **Files** and **Subscription**. The **Files** tab is where you can access the data that was generated by the report and saved. These files contain the specific data for when the report was run and are therefore fixed. You will have to re-run the report to see updated information. Each file has a time/date stamp and can be viewed as either an HTML page or in Excel.

### To save a report to your user account:

1. Click the **Reports** tab. If you have already configured your report and saved your report settings, continue to step 4.
2. Select a dataset by clicking the **Create New Report** link beneath the desired dataset description.
3. Configure your report. Follow the instructions in the “Configuring a Report” section listed above.
4. Click **Run Report**.
5. Select the **Save** icon, and then click **Close Window**.






6. Select the **Files** tab. This will show you a list of time/date stamped data files that have been generated and saved (for this report).
7. If you want to delete a file, select the checkbox to the left of the file and then click the **Delete Selected** icon at the bottom of the screen.


### Report: 4th Quarter 2011

CONFIGURATION    SAVE SETTINGS    **FILES**    SUBSCRIPTION

Details

 All previously generated files for this report including those generated during your subscription schedule are listed below.

<input type="checkbox"/>	Generated	Size	View HTML	View EXCEL
<input type="checkbox"/>	December 31, 2012 @ 5:00 PM	3 KB		

 Delete Selected