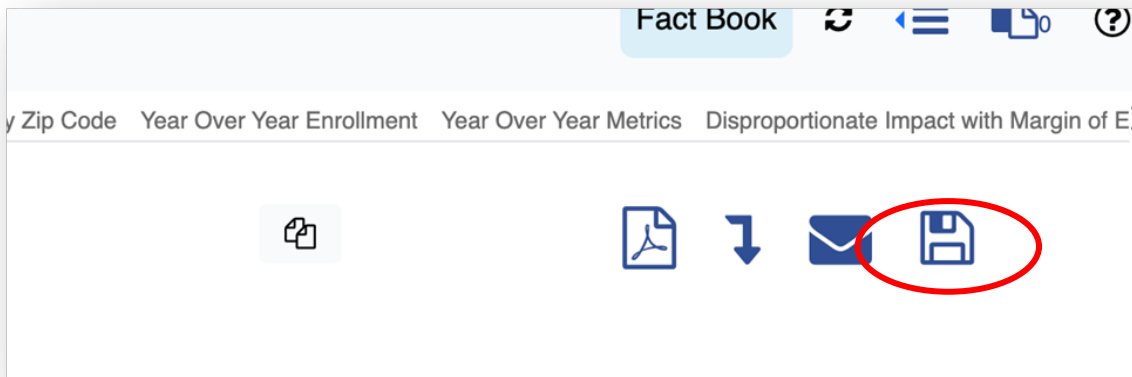# PRECISION CAMPUS TUTORIALS

Saving a Report

An alternative to saving a report to the clipboard is the **Save Report** feature denoted by the disk icon in the upper right corner of a built report. This allows a built report to be saved in a report repository. Saving a report allows you to create a name for each report and revisit as needed.


1. Build report.

2. Click on *Save Report* icon.

3. Choose name of report by replacing one with same name (saves automatically) or creating a new one.

4. Click **Save a Copy.**

Sharing a Saved Report

Once the report is saved it can be managed using **Manage Saved Work** which can be found in the upper right corner of the page.

1. Click **Manage Saved Work.**
2. Click on *report name* to choose who to share/unshare it with by entering email addresses(s).
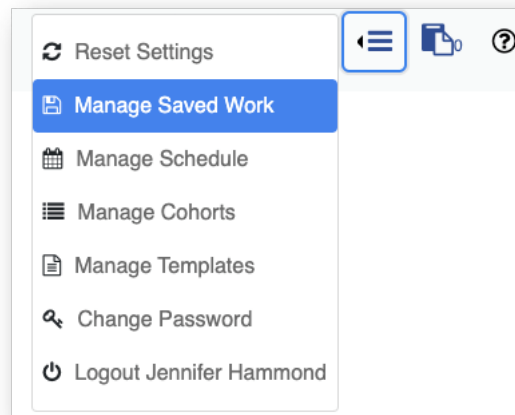
This saved work area also allows for a report to be opened to update filters. To delete a report, click the trash can. NOTE: There is no warning following the deletion option so the report will need to be rebuilt and saved.

Click on a report name to modify its filters

Open	Name	Delete
⊙	Course Completion Rates by Term 2017	🗑
⊙	Year Over Year Enrollment	🗑