

Lesson 5: Saving a New Report

Whether you are in the Criteria tab or the Results tab, in the upper right-hand corner are two disk icons.

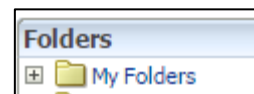


Choose the second disk, the Save As option.

When you save the query that creates the report, you may save it privately in My Folders or Publicly in Shared Folders. Save it privately until you are certain it performs and displays correctly.

Be clear in your naming conventions. Indicate exactly what the query is doing. In the description, include what fields it searches, the Boolean operators used, and what columns are displaying in the report's description. Highlight My Folders then click OK.

| |
|-------------|
| Name |
| Untitled |
| Description |
| |



The query will now appear as an option when you click on the Catalog link and click on “My Folders.”

Activity 5-1

If you haven't done it yet, save your query to My Folders.

Click the Catalog link. Find the query in My Folders and run it.

Export the report in your preferred format. Open it from your desktop and view it.