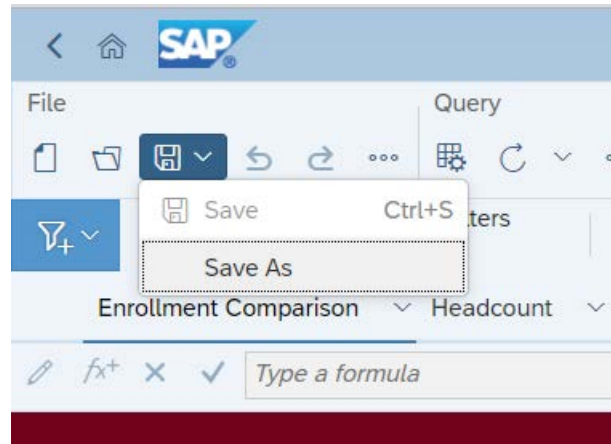## Saving a Report

If you want to use a report but make changes to it, you must use the 'Save As' and save the report to your Favorites folder first. You are unable to edit public reports.

Note: You should refrain from creating a report from scratch. Find a report close to what you want and edit the existing report.

Click the small down arrow next to the Save icon in the upper left corner. Then click Save As.

ℹ️ *Note: The save icon may not work if you are currently in MCCC Reports.*

1. Select Personal Folders (if not selected already).

2. Give the report a new name if you wish. Be sure to provide keywords and a description so the report is easier to locate when performing a Search.

3. Select 'Options' near the top left of the save window to reveal additional save options. Enter a Description and Keywords. This helps when it comes to searching and identifying a report.

4. You can also check the box next to Refresh on Open. You do not have to select this option if you prefer to see information from the day before versus the information on the current day.

5. When you are finished, click Save.