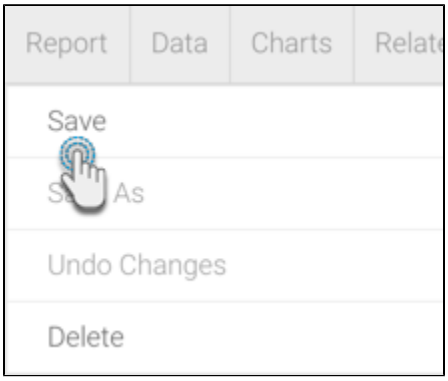
Saving a Report

- Overview
- Details
- User Access
- Distribution
- Report Settings
- Refresh

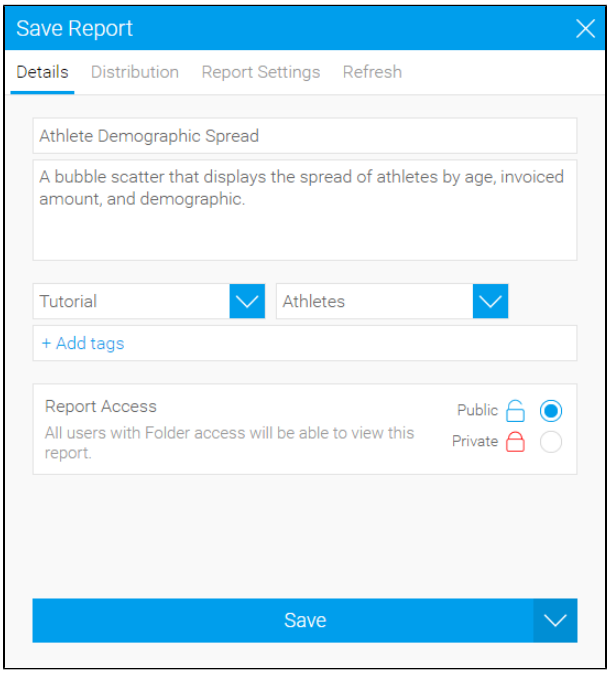
Overview

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The Report Save menu has a range of settings that can be applied to the report.



Each of the sections is described below:



Details

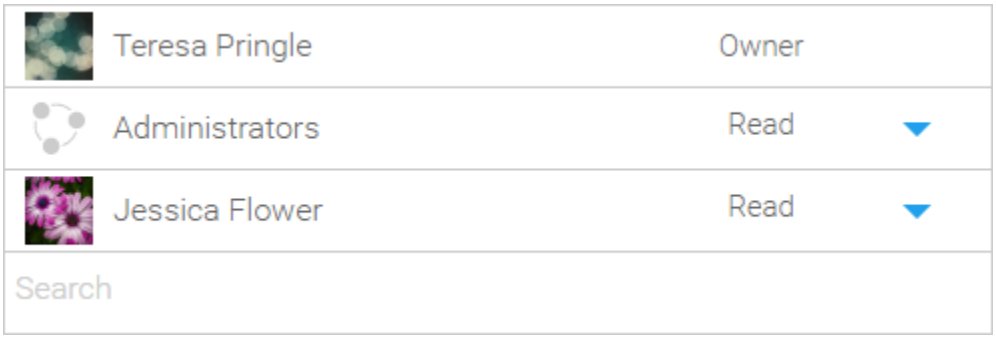
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Option	Description
Name	Provide a name for your report.
Description	Provide a description for the report to assist users with understanding its purpose and content.
Folder	Select a folder to save the report into. You will only be able to select folders you have access to.
Sub Folder	Select a sub folder to save the report into. This sub folder may have security and refresh settings applied to it that will affect the report.
Tags	Apply tags to your report to make searching for it easier.
Report Access	There are two access permission options available at the report level: • Public: all users with folder access will be able to view this report. • Private: the writer may assign users access to the report. See Private Report Security for more information.

User Access

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Option	Description
User Access List	If the Report Access is set to Private the writer can define users with varying levels of access to the report here.



Distribution

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Option	Description
Personal Broadcast	Allow or prevent users from broadcasting this report to themselves. *See Broadcast for more information.*
Broadcast	Allow or prevent users from setting up broadcast schedules of this report for other users. *See Broadcast for more information.*
Web Services	Allow or prevent users from calling this report via web services.
Web Services Name	Provide the name of the report used to call via web services.

Email	Allow or prevent users from distributing this report via email. *See Sharing Reports for more information.*
Email & Broadcast Security	This setting is used to determine whether a report can be emailed from the system to unauthorised users or not. The options include: • Validated Users: only users that have security access to the folder and the report. Prior to sending the report is validated against user permissions. • All Users: the report can only be sent to people that are registered users of the system. • Unsecure: the report can be sent to unregistered users.

Report Settings

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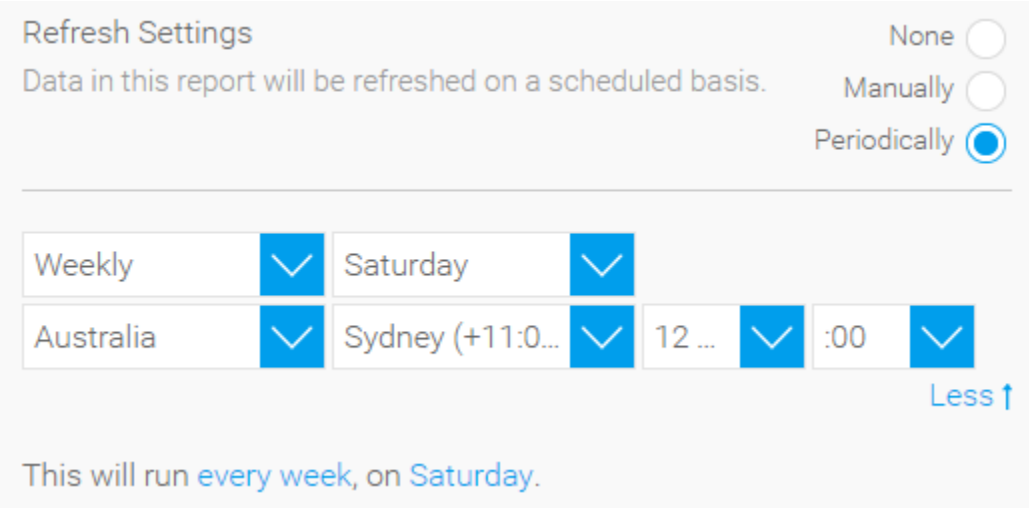
Option	Description
Browse Page	Include or hide this report from display on the Browse Page. Reports are sometimes hidden from the browse page if the writer intended users to access them via Drill Through, Dashboard, or Storyboard.
Dashboard	Include or hide this report from the Dashboard Overview. Some reports may be hidden from the dashboard if they are too detailed.
Use as View	Allow this report to be used as a view for other reports to be built on.
Access Filters	Allow the results of this report to be used as a source for access filter records.

Refresh

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Option	Description
Refresh Settings	Some reports do not run automatically and require you to refresh the data contained in them. If your report is not refreshed automatically the data you see when you open the report may be relatively old. The age of the data is displayed under the menu bar. There are three refresh options: • None: there is no refresh schedule for the report and the data will be loaded fresh when the report is run. • Manually: data in this report will be manually refreshed by the user when required. • Periodically: data in this report will be refreshed on a scheduled basis.

If the report is set to Periodically refresh, the following options will need to be defined:



> *See **Refreshing Report Data** for more information.*

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