Navigate360: Save Searches

Searches from reports or the advanced search can be saved and automatically re-run without re-entering filters.

1. Run the desired report or search

- To run a report, click the *Reporting* 🛃 icon from the left navigation.
- From reporting screen, click the *Standard Reports* tab to revert to V2 reports
- Click *here* to revert to V2 reporting
- The V2 Reports page will load

М	y Saved Reports Standard Reports		
Standard Reports			
Selec	Select a report type below to customize and run a new report. To save a report for future use, click save from the report results.		
G	You Are Currently Viewing the V3 Standard Reports	×	
	These reports have improved infrastructure, advanced filtering options, and new grid styling and functionality. These reports will produce the same results as our V2 reports. Should you need to access old V2 reports for any reason, click here.		
	Reminder: The V2 reports will be deprecated on a later date, to be announced.		

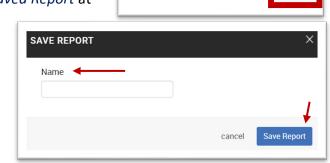
- Select a report, apply the desired filters, and click *Search* at the bottom of the page.
- To run an advanced search, click the *Advanced Search* (a) icon from the left navigation. Apply the desired filters, and click *Search* at the bottom of the page

2. Save the report or search

- Once results have been generated, click *Save* next to *Unsaved Report* at the top of the page
- A Save Report dialogue box will appear. Under Name type a specific name for the report. If this report is associated with a specific campaign, consider naming the report to match the campaign including user initials Example: Academic Alerts Spring 2024 RDS
- o Click Save Report

3. Access and re-run the saved report or search

- Click the Lists & Saved Items ≡ icon from the left navigation
- Scroll down the page to *Saved Searches* to rerun a saved *Advanced Search*
- Scroll down the page to *Saved Reports* to rerun a saved *Report*
- Academic Alerts Spring 2024 Rename Delete Saved Report Begin Date: 01/01/2024 X End Date: 03/27/2024 X Alert Type: Neutral X Search Modify Search
- Click the title of the report to be re-run. The page will reroute to the selected *Advanced Search* or *Report* and run the search or report based on the previously input filters. Any new results from the previous time the report was run will appear
- Check the set filters at the top of the page and click *Modify Search* to add or delete filters



Unsaved Report

Save