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How To: Save and Access a Saved Report

Mike Zoetewey
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To Save a Quick Report for future use, follow the steps below to Save and Access the report:

Once you have created a Quick Report, you can save that report's configuration to use in the future without having to reconfigure the report aside from Group/Athlete and Date variables. In order to do that please follow the screenshots below:
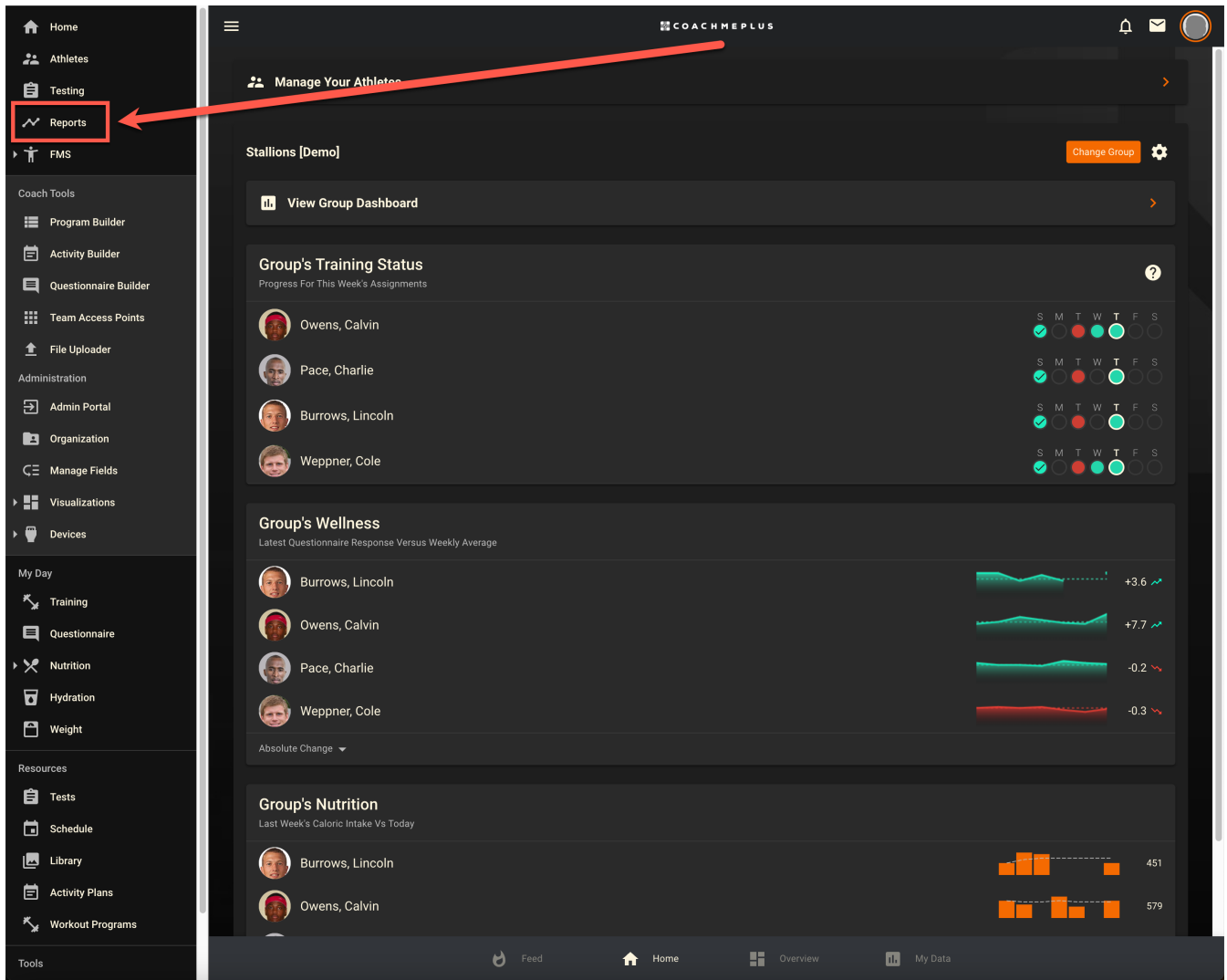
1. Save as a Custom Report:

? **Help**
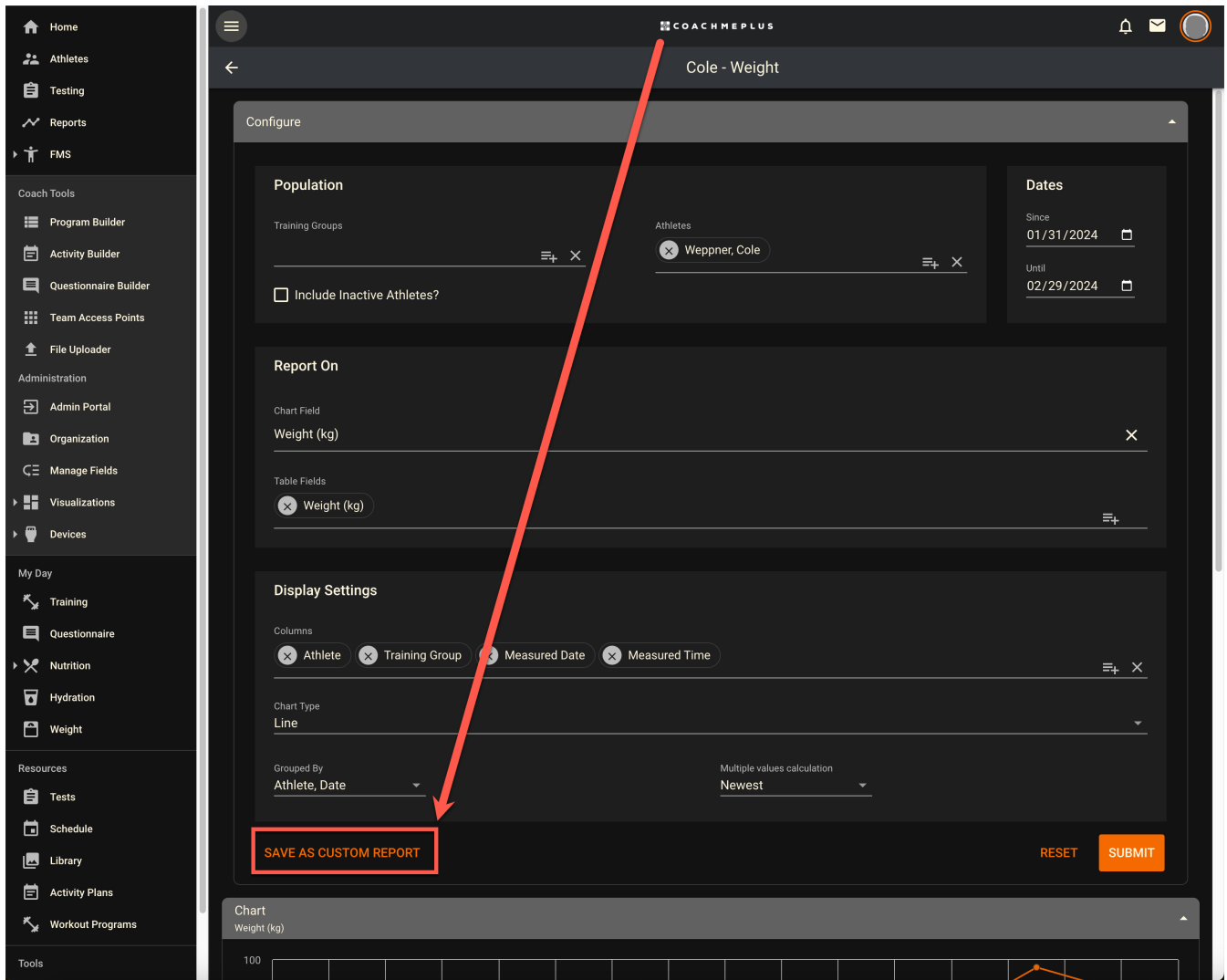
2. Give the Report a name and optional description and then Save it:
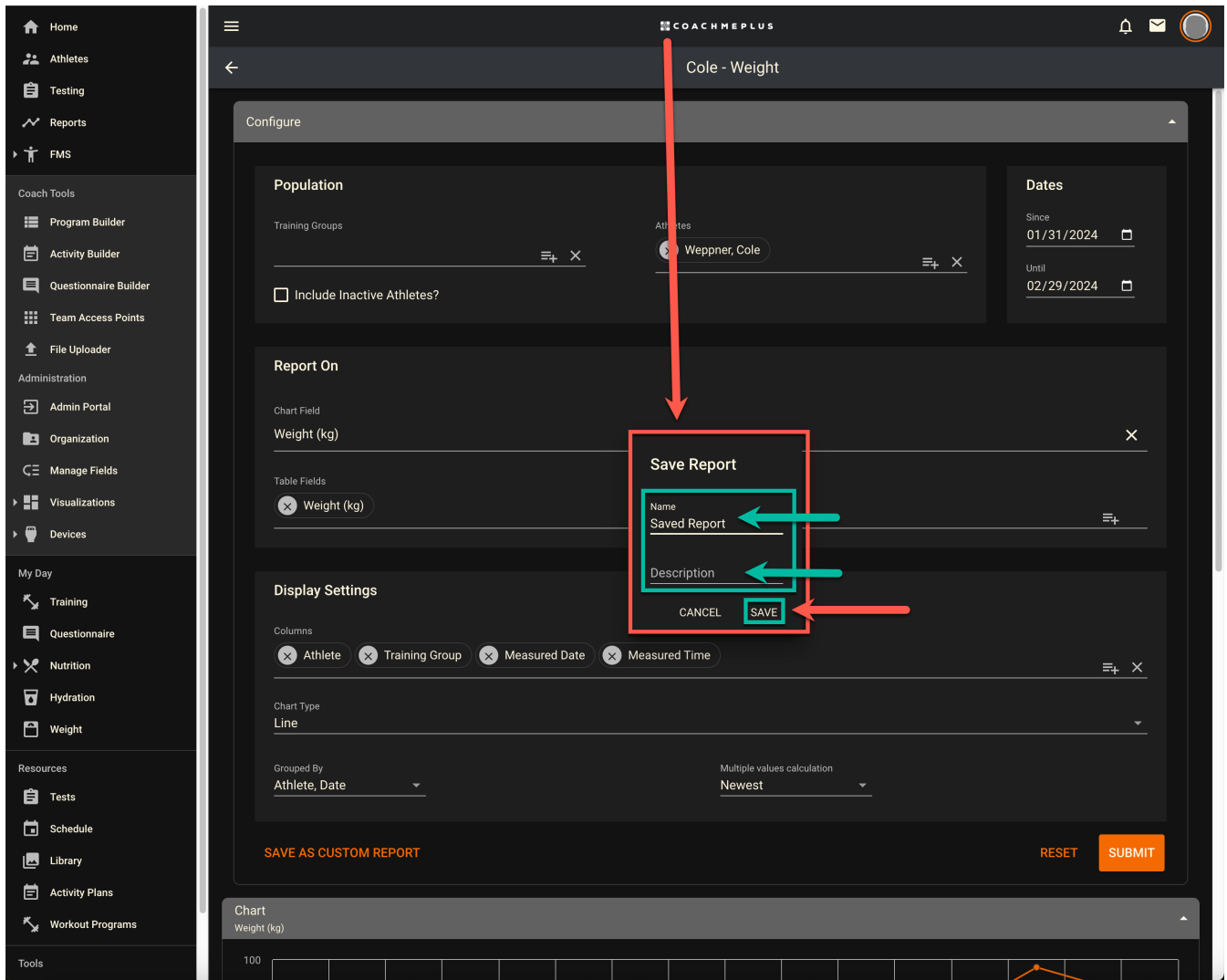
3. Now, in order to access that report in the future you will need to navigate to and Select the REPORTS section of CM+:

4. Then Select the Report name that you saved previously and want to use. (If you just saved that report you may need to refresh the page in the browser in order for the report to show up)
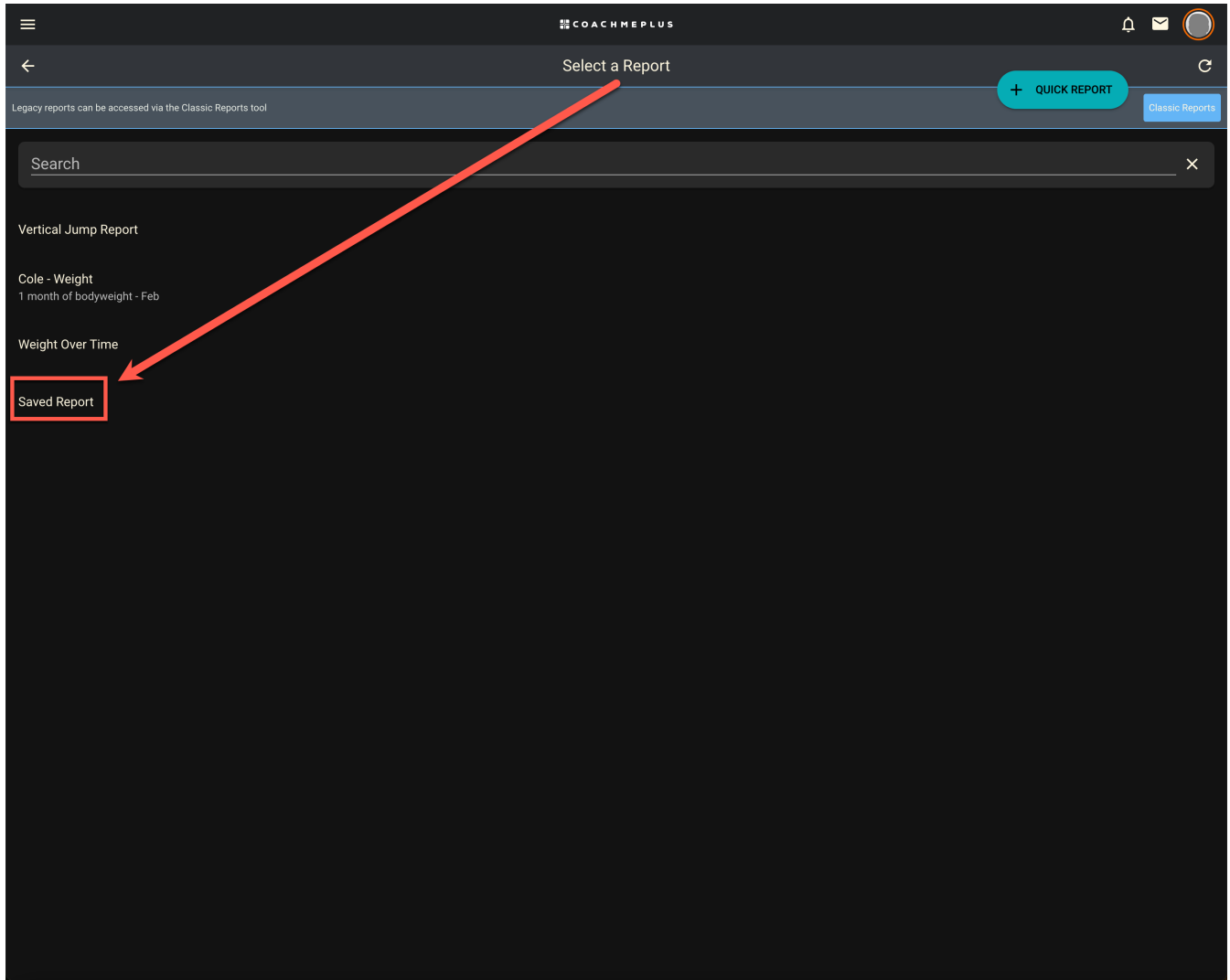
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