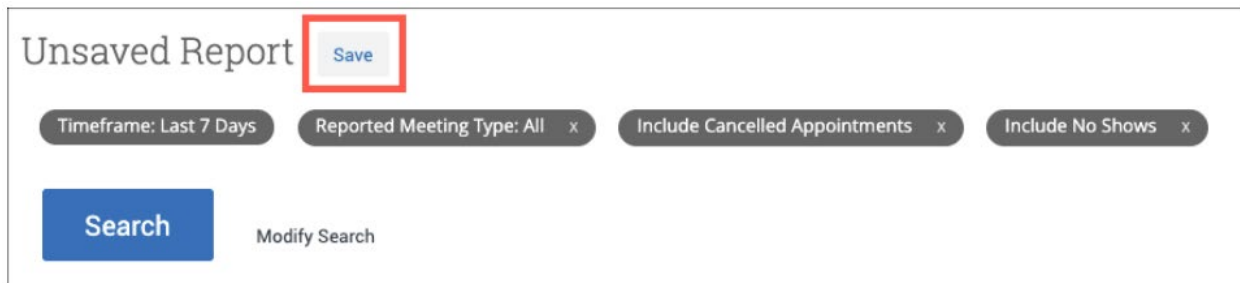# Saved and Scheduled Reports in BoilerConnect
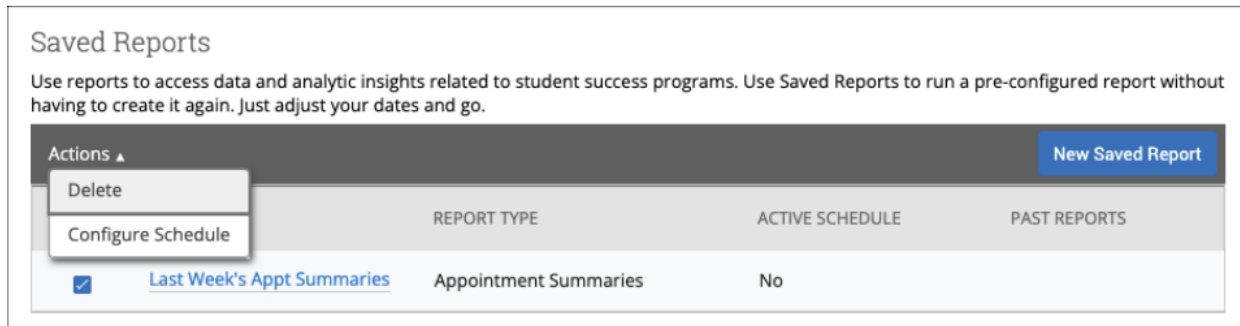
Overview

Saved Reports give faculty/staff users the ability to save student and activity filters for a particular report to which they have access, much like a Saved Search. This allows users to re-run the search quickly and efficiently without having to reselect the filters each time they access the report. At this time, Saved Reports cannot be shared with other users.

How to Save and Schedule a Report

Run your report as usual. Instead of closing out the report once it has run, click **Save** near the top of the screen.

After creating a saved report, the report will appear in the **Lists & Searches** tab. When you navigate to the **Saved Reports** table, you can click **Configure Schedule** to schedule a report.

Reports can be scheduled to be delivered daily, weekly, or monthly. You can only create one schedule per Saved Report; for example, you cannot create a schedule that sends notifications on Monday and Wednesday weekly.

Once a schedule is configured, users will be notified via email when their report is ready to be run or exported.

Scheduled reports can be retrieved in two ways:

1. You can click **Run Report** from the notification email, which opens BoilerConnect and automatically runs the report with the saved filters. This is the best if you want to take action from BoilerConnect on your report results.
2. If you select **Export to Download Center**, you are taken to the Download Center. You can then download the report data. This is best if you are looking to do a deeper analysis on the data.

Note: Links within the Scheduled Report email are user-specific, so forwarding a Scheduled Report to a colleague will not work.