Save A Report

Log in to **Merchant Manager**.

Our platform allows you to customize what information is displayed on reports to fit your needs better. These customized versions of our default reports are called Saved Reports.

> **Note**: *For more information about each report, see* Reports.

To start:

1. Select *Reports* on the left side of the screen.
2. Select a specific report you wish to configure and save.
3. Choose how you would like to sort, filter, and configure the report.

Click the label of the column to sort. The arrow in the header will move to that column and show if it is sorted by ascending or descending.

> **Note**: *You may only sort one column at a time.*

Select the filter icon to refine the report information shown.

> **Note**: *You can add multiple filters to the report. Also, filters will vary based on the report you are viewing.*

Configure the report by selecting *Configure*. The configure pop-up window contains options to choose how many rows to show, what columns to display, etc. Once all items are set, click *Save*.

Name the report you are saving, then click *Save Report*.

Once the report is saved, you can now add it to your **Dashboard** as a favorite and share it with other users with unique logins to your account. You can delete the saved report from your view at any time.