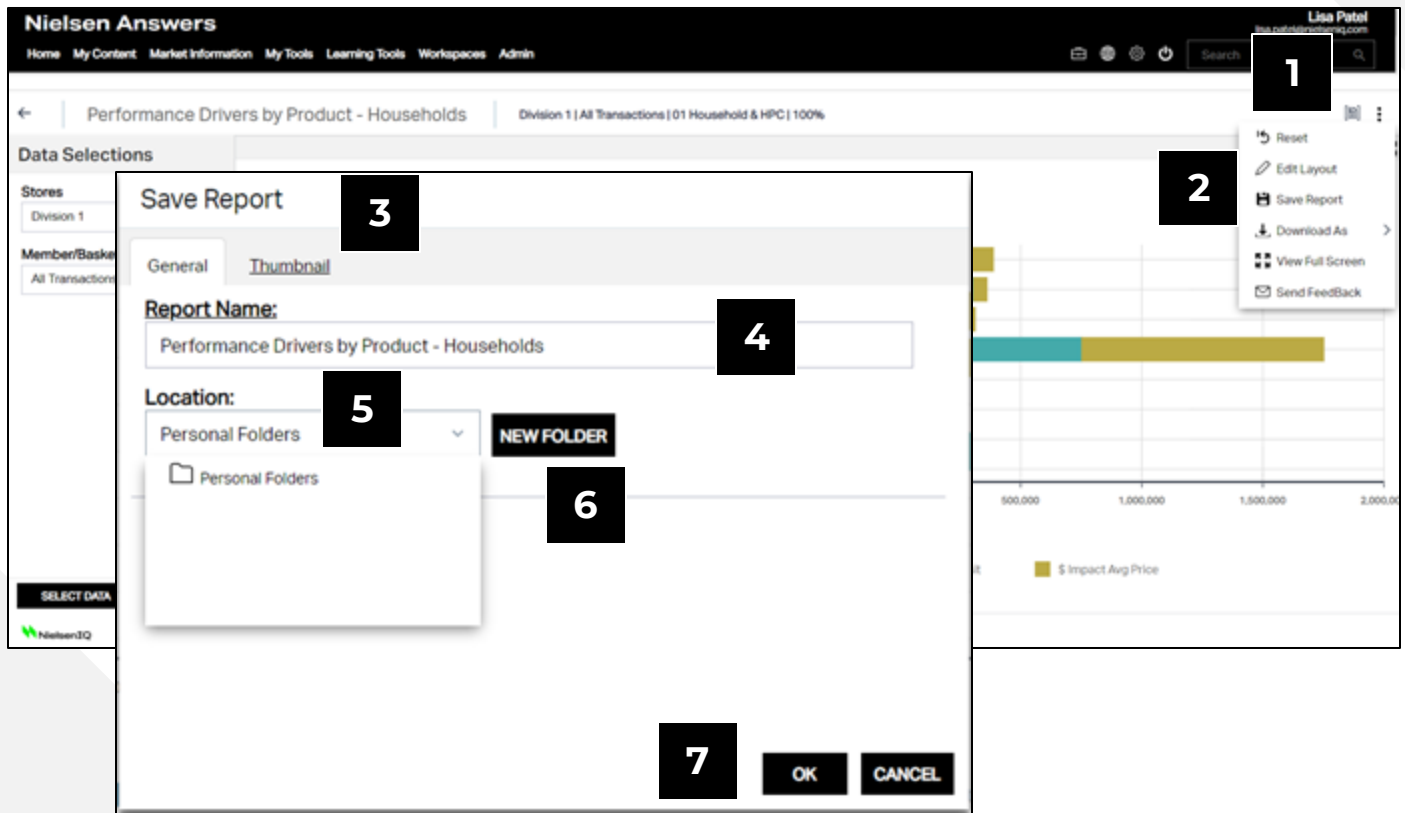


# Share a report

## Creating a saved report

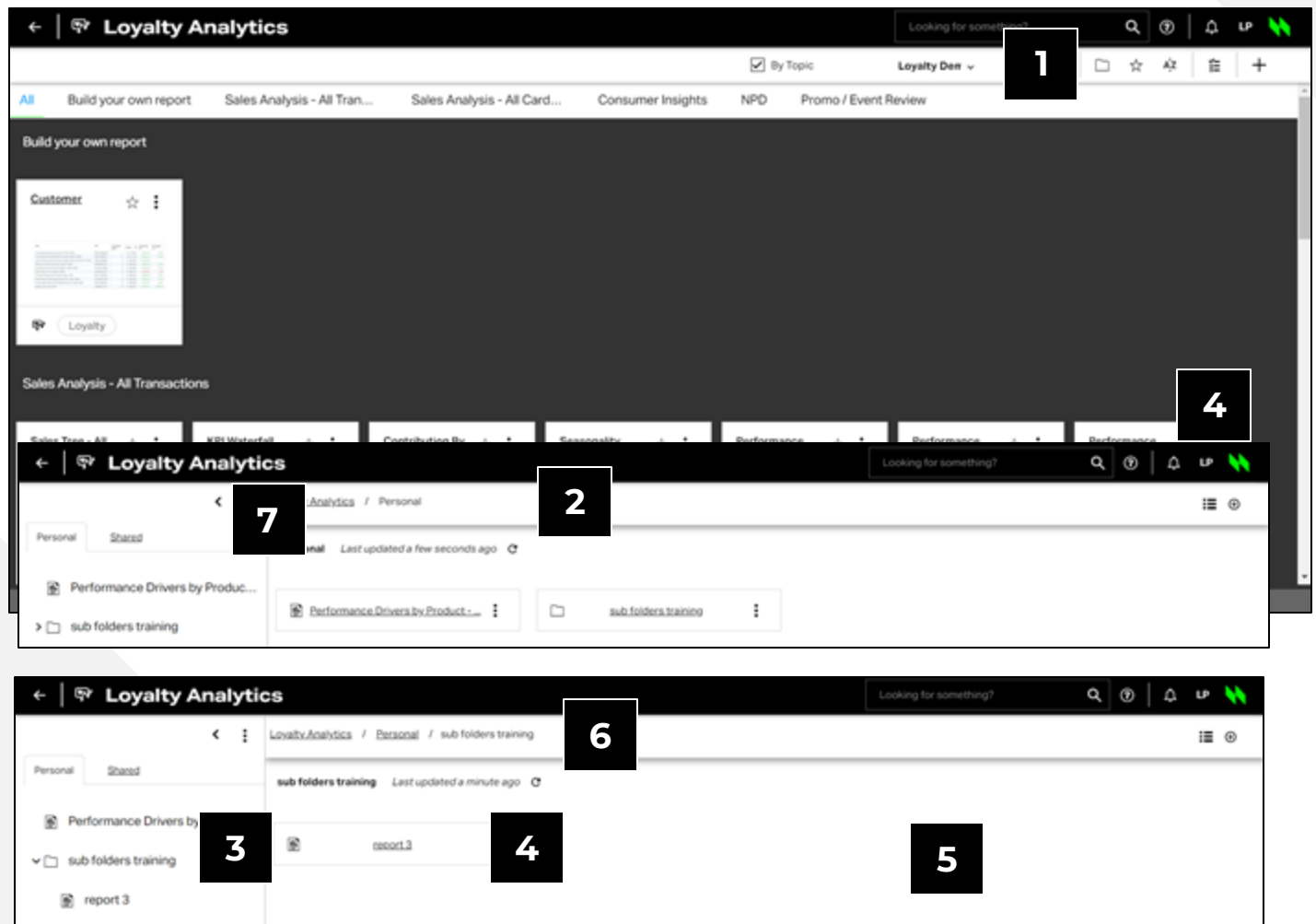


Saved Reports will allow you to save, reuse and share your frequently used reports

1. Once you have run a report and want to create a saved report, click on the **3 dot** menu at the top right.
2. This will open the report menu, here you can click on **Save Report**.
3. This opens the Save Report Pop up.
4. Give your report an appropriate name so you can find it the next time you need to use.
5. Place your saved selection in a folder by clicking on the drop down and selecting the designated folder, by default all saved reports will be placed in your Personal Folder.
6. Use the **New Folder** button to add subfolders to your Personal Folders.
7. When you are done click **OK** to add to your Saved Reports

# Share a report

## Accessing a saved report



1. Navigate to your saved reports by clicking on the folder icon on the toolbar.
2. This will open the Personal Saved Report section with all your available subfolders, click anywhere on the folder card to open the desired folder.
3. At the lowest level you see a report icon in the card which indicates this is a report.
4. Open your saved reports by clicking anywhere on the card.
5. If you click on the 3 dot menu on a report will open the report menu. See the next section for all the available report and folder options in these menus.
6. You can navigate your personal folders by using the breadcrumb trail, simply click on the desired folder to go there.
7. To move back to the App landing page click on the back button at the top left.

# Share a report

Share a saved report

**1**

**2**

**3**

Share report with others

Link to Report

[https://answers.nielseniq.com/portal/site/answers/me?nuitem.8161346a496c33dff4fad013685072a0/?favorite\\_id=D5C5BD3DA4374E53ABCCCE094AE7D15E&isGeneric=true&functionType=getSavedReport](https://answers.nielseniq.com/portal/site/answers/me?nuitem.8161346a496c33dff4fad013685072a0/?favorite_id=D5C5BD3DA4374E53ABCCCE094AE7D15E&isGeneric=true&functionType=getSavedReport)

Cancel Copy Link

Link copied to clipboard

Share saved reports with a team

Select a Team

Loyalty Demo Team

Name of Saved Report Copy

Performance Drivers by Product - Households TEST

Folder Location

Loyalty Demo Team

Cancel Share

1. Click on the **3 dot menu** on a report will open the report menu.
2. When you click share the Share Report pop up will open.
3. This pop-up provides a link to the report which you can share through clicking copy link and sending a link via your email. Please note that the recipients permissioning rules will be applied once they open the report (i.e. they will only be able to see what they are permissioned to see)