

Save A Report

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Qualpay 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: To see 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.
