## Saved Reports Overview

Qualpay reports are designed for you to interact with and <u>save the filters</u> as a report for later use. You can return to a saved report at any time by selecting Reports and Saved Reports. Alternatively, you can add a <u>saved report</u> to your Dashboard for easy access.

You can <u>update</u> the configuration or title of a saved report and <u>share</u> a saved report with any of your users with individual logins to your account.