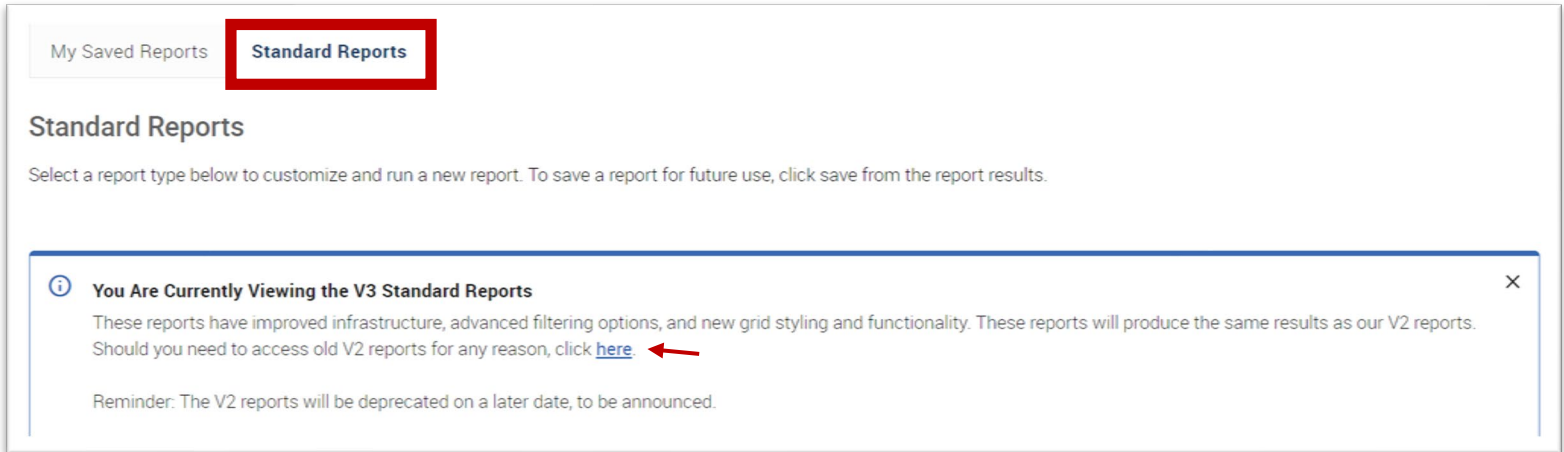# Navigate360: Save Searches

Searches from reports or the advanced search can be saved and automatically re-run without re-entering filters.

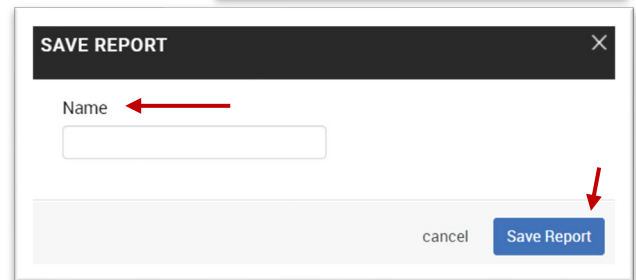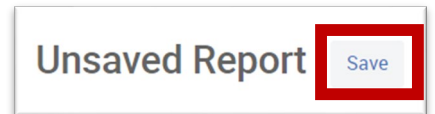## 1. Run the desired report or search

- To run a report, click the *Reporting* 🖥️ icon from the left navigation.
- From reporting screen, click the *Standard Reports* tab to revert to V2 reports
- Click *here* to revert to V2 reporting
- The V2 Reports page will load

- Select a report, apply the desired filters, and click *Search* at the bottom of the page.
- To run an advanced search, click the *Advanced Search* 🔍 icon from the left navigation. Apply the desired filters, and click *Search* at the bottom of the page

2. Save the report or search

- Once results have been generated, click *Save* next to *Unsaved Report* at the top of the page
- A *Save Report* dialogue box will appear. Under *Name* type a specific name for the report. If this report is associated with a specific campaign, consider naming the report to match the campaign including user initials
Example: ***Academic Alerts Spring 2024 RDS***
- Click *Save Report*

3. Access and re-run the saved report or search

- Click the *Lists & Saved Items* ≣ icon from the left navigation
- Scroll down the page to *Saved Searches* to re-run a saved *Advanced Search*
- Scroll down the page to *Saved Reports* to re-run a saved *Report*
- Click the title of the report to be re-run. The page will reroute to the selected *Advanced Search* or *Report* and run the search or report based on the previously input filters. Any new results from the previous time the report was run will appear
- Check the set filters at the top of the page and click *Modify Search* to add or delete filters