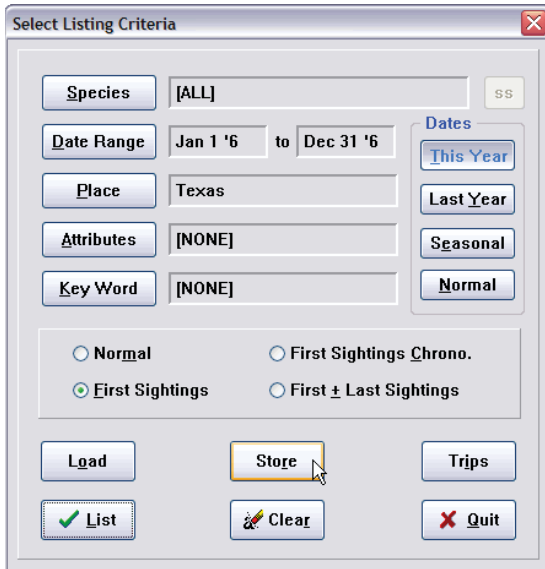


# Named Stored Reports

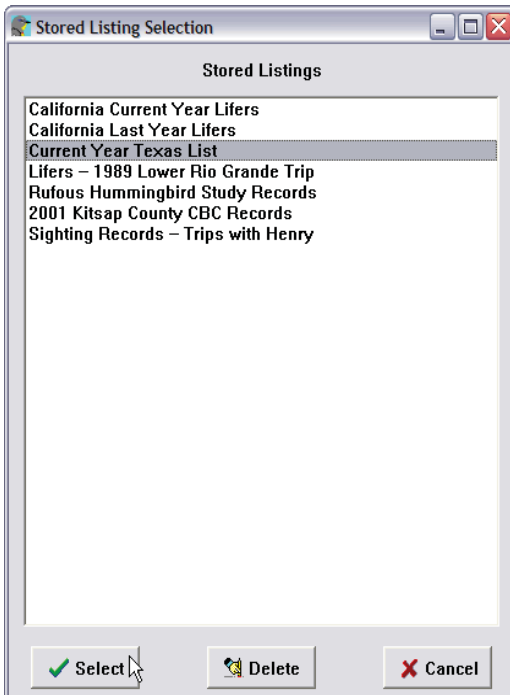
## Saving Report and Listing Criteria for Future Use



You may have noticed when studying Reports and Listings (List Records), that the criteria dialogs for those functions have **Load** and **Store** buttons. An example is the Listing Criteria dialog (left).

When you have assembled the criteria for a report or listing, and have determined that the output is exactly what you need, you can click the **Store** button and store the criteria in a list of reports for future use. You will be asked to provide a descriptive name of up to 36 characters.

Later, when you want to repeat the report or listing, you click the Load button and select from the list the report or listing you have stored away. The criteria, Date Range, Place, Checklist, Attributes, Key Words, First Sightings, etc., will be inserted in the dialog exactly as you had originally entered them.



In the case of **This Year** or **Last Year**, the appropriate date ranges will be entered; even if you had originally created the report in 2002, if you Load it in 2006 the date ranges entered will be 2006 (this year) or 2005 (last year).

This facility does not store the Print Options you used with the original report. You will have the opportunity to select the destination and typography appropriate for the current instance.

There are separate facilities for Reports and Sighting Record Listings (List Records). And, see the Trip Log on the next page.