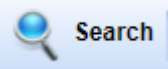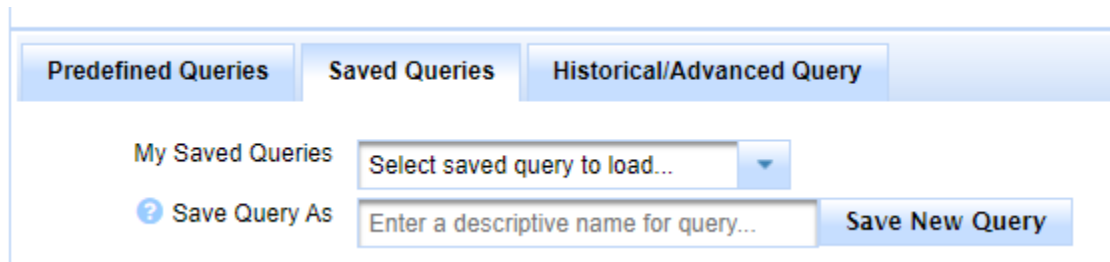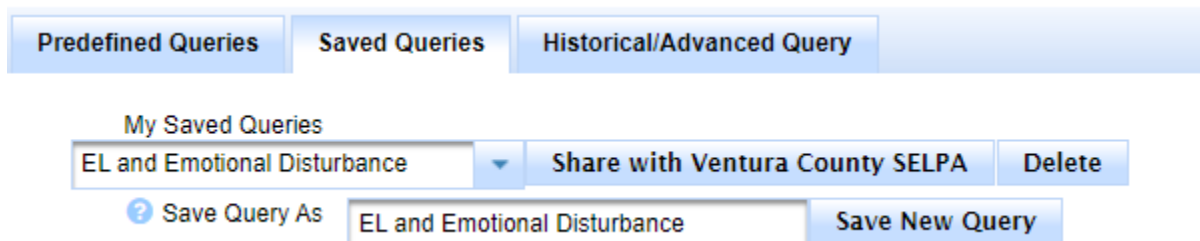# Save & Share Custom Queries and Lists
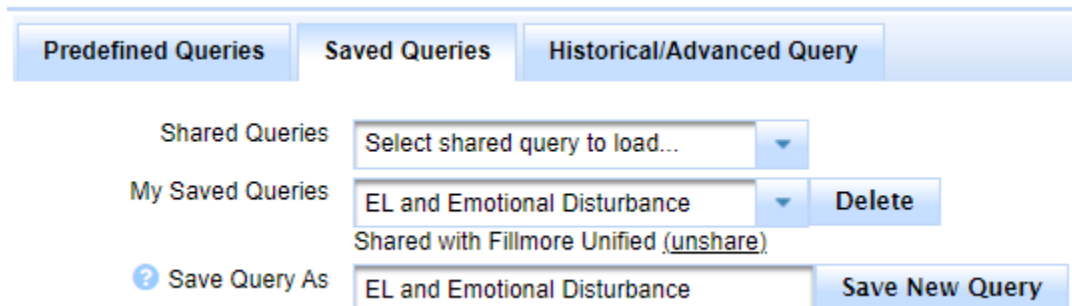
SAVED & SHARED SEARHES/QUERIES:

Under the magnifying glass [Search] enter your search criteria. For instructions on how to create a search click here.

After you defined the search save the search. Enter the name of describe the search.

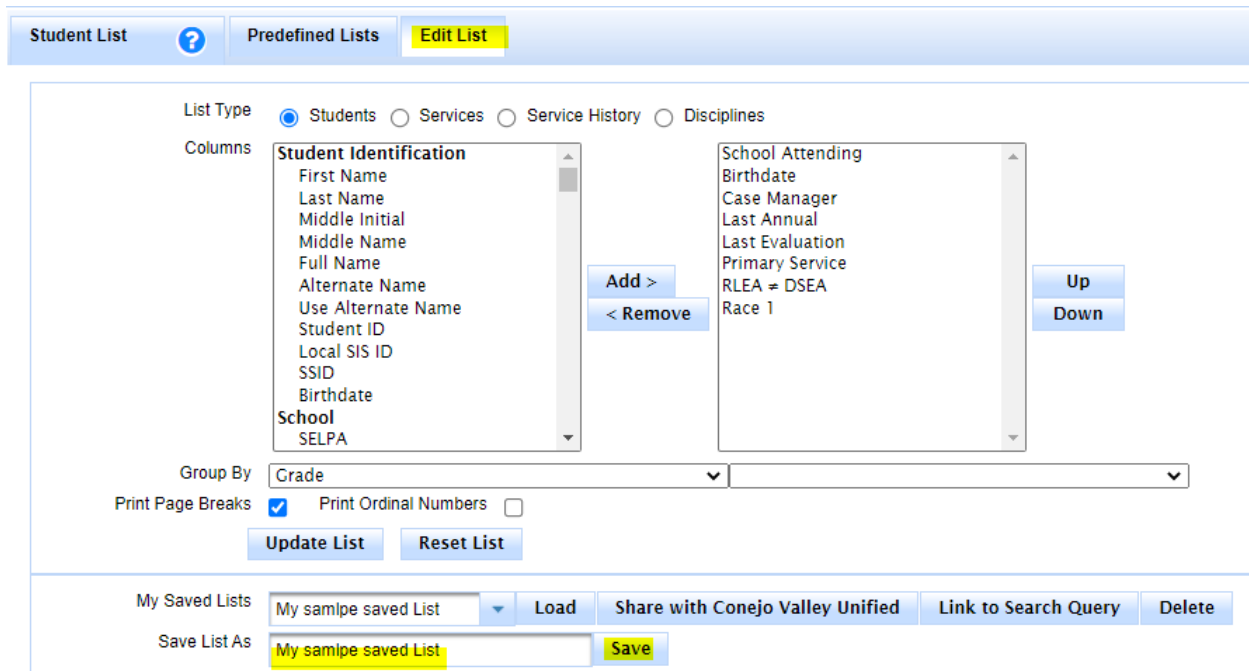Users can select Shared Queries and select the shared query to execute.

SELPA users will be able to allow their queries with the rest of the SELPA; District Admin users will be able to allow their queries with the rest of the district; and School admin users will be able to allow their queries with their school.

SAVED & SHARED LIST:

Go to Reporting menu, select Edit List and create your customized list. For further directions on the Student List click here.

Enter the name of your list in the 'Save List As' field and click 'Save'.

If you have run a Saved Query, you can associate it with the Saved List, so that when anyone loads the list the query will also be executed.