My saved reports and searches ${\ensuremath{\$}}$

This article applies to:

It's easy to view and manage your saved reports and searches in Max Classic. Follow the steps below to view every saved report and search that you are the owner of.

1. Navigate to Reports for any area of your application

| Marketing | E-Commerce | Admin |
|--------------------|------------------|-------------------------|
| Campaign Builder | E-Commerce Setup | Branding Center |
| Email & Broadcasts | Orders | Billing & Account Info |
| Lead Generation | Products | Users |
| Templates | Payment Setup | Import Data |
| Dynamic Content | Actions | Data Cleanup |
| Legacy | Promotions | Analytics |
| | Legacy | |
| Reports Settings | Reports Settings | <u>Reports</u> Settings |

2. Click Saved Reports

| Branding Center | Billing & Account Info | Users 🗸 | Import Data | Data Cleanup |
|-----------------------------------|------------------------|---------|-------------|--------------|
| Admin Re | ports | | | |
| Saved Reports — | Administrative | | | |
| Scheduled Act Manage Scheduled | ions Actions | | | |

3. Click My saved reports and searches

| Sales Rep Stats 1 This report shows actual revenue generated, broken up by total revenue, number of orders, a revenue. | av |
|---|----|
| Sales Revenue Forecast This report shows the current snapshot of Opportunities in each stage, projected and weighte spent in a stage. | ed |
| My saved reports and searches View and manage all of your saved reports and searches. | |

4. Click a report or search to view it, or select any number of reports and searches for the option to delete multiple items

| pointments | Administrative | Task Search | Jun 2 |
|--------------------------------|----------------|---|-------|
| igh Percentage Search By Email | Marketing | Click Through Percentage By Email | Jun 2 |
| 2 Select | ted Delete Rep | (s) | |