

In order to keep HAR reports well organized and to avoid unwanted and/or accidental edits, please follow these rules for saving and naming your reports. Unless you have specific permission, you may only access your designated ASAP report folder for your ASAP reports, and the Community folder for shared reports.

After you have finished...

1. Designing your query:

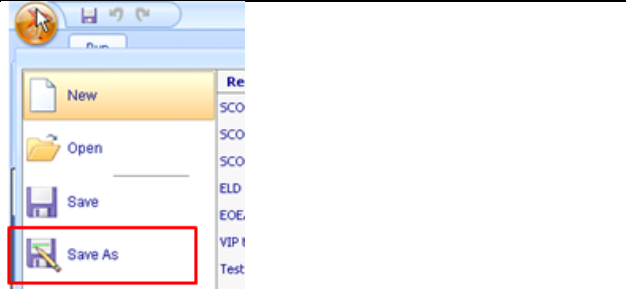
2. Arranging your fields:

3. Choosing your layout:

4. Choosing your style:

5. And Finalizing your query in HAR Report Builder:

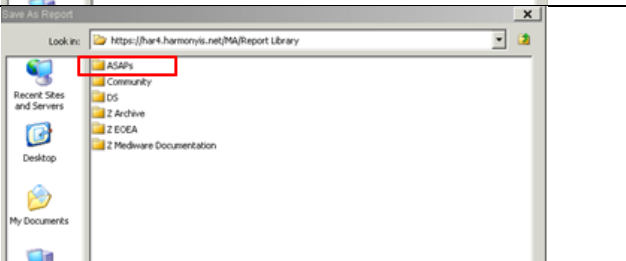
1. Click the menu button and then *Save As*



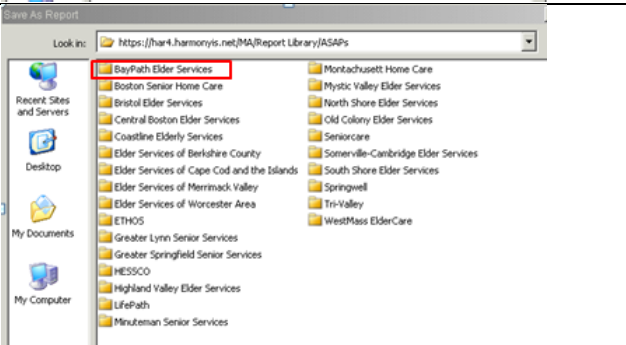
2. Open the *Report Library* folder



3. Open the *ASAPs* folder
 [Whether or not you plan to share your report in the *Community* folder, always save in your own ASAP folder first]

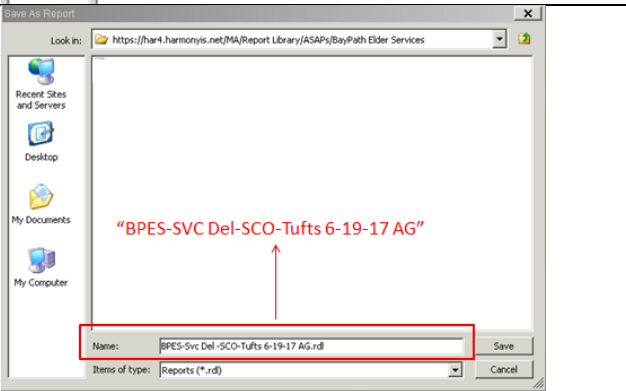


4. Navigate to your ASAP folder and open.
 [In this example I am a BPES user]



5. Carefully name your report with these required elements, and click *Save*:

- ASAP Acronym [always first]
- Brief Description
- Date
- Your Initials



Your report will now be accessible through the HAR SharePoint website for MA

Libraries	Type	Name	Modified	Modified By
Report Library		BPES-Svc Del-SCO-Tufts 6-19-17 AG	6/19/2017 9:45 AM	Andrew Grigorov1
Executed Report Library				