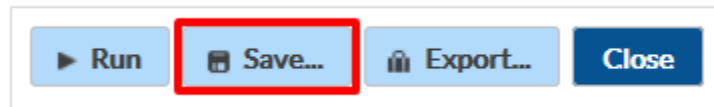


# How to Save Custom Reports (Templates) for Future Use

## Description

If you plan on running the same analysis in the future, you can save your modifications by clicking “Save” on the bottom right-hand side of the modification screen. This will save your modifications as a template; it will not save the results. **Note: you must change the report name and title before saving.**

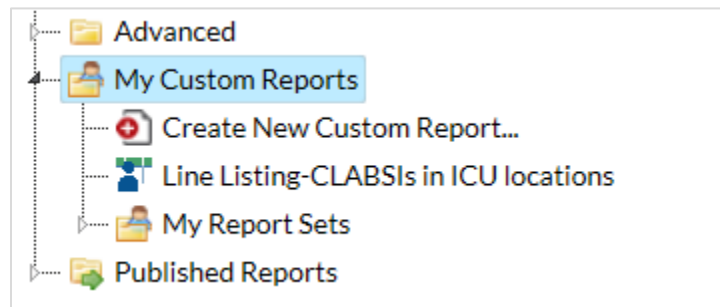
For modification descriptions, follow <https://www.cdc.gov/nhsn/pdfs/ps-analysis-resources/howtomodifyreport.pdf>



## Example

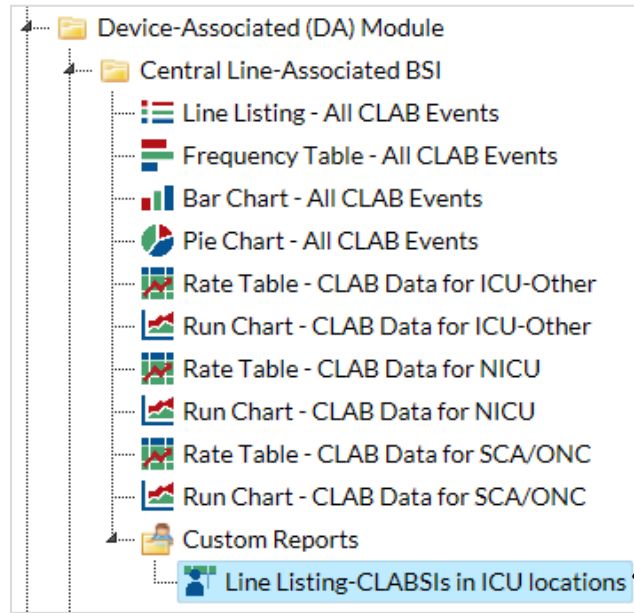
In this example, we have changed the report name to “Line Listing-CLABSIs in ICU locations”. The saved modifications in the report will be saved under both:

- a. “My Custom Reports” folder in the full Analysis>Reports menu.



- b. “Custom Reports” folder in the original analysis folder that was used to create the report. In this example, it would be found under Analysis>Reports>Device-Associated Module>Central Line-Associated BSI>Custom Reports.

# How to Save Custom Reports (Templates) for Future Use



**Note:** You can run the custom report option as is, make additional modifications, delete the report, export data set, publish report, or rename report by clicking on the

