TM: Tip of the Week

SAVING CRITERIA

REPORTS, MAIL LISTS & EXPORTS = THE TM DATA TRIFECTA

THEY ALL USE THE SAME CRITERIA BUILDING SYSTEM.
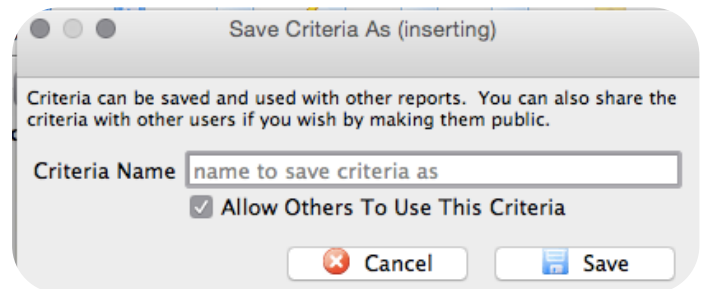## SAVE TIME AND DON'T FORGET THAT YOU CAN SAVE:

CRITERIA
PARAMETERS
SORT SETTINGS
EXPORT FIELDS
EXPORT FILE TYPE

Default | Last Used | Saved | Save | Save As

To open existing

To save new

Help	Rename	Duplicate	Delete	Print...	Export

Name	Public	First Name	Last Name
newsies pot rev by price code	Yes	Sophia	Morris
14-15 Comp Giveaways	Yes	Sophia	Morris
newsies day of on sale	Yes	Sophia	Morris
UAP report 2014-15	Yes	Danny	Martinez
Dynamo Assessment Template	Yes	Sophia	Morris

Save Criteria As (inserting)

Criteria can be saved and used with other reports. You can also share the criteria with other users if you wish by making them public.

Criteria Name [name to save criteria as]
☑ Allow Others To Use This Criteria

Cancel | Save

NEED TO CHANGE SAVED SETTINGS?

NO NEED TO MAKE A NEW ONE. JUST OPEN AN EXISITING SAVED CRITERIA, EDIT AS NEEDED AND CLICK "SAVE".

GREAT FOR DAILY / WEEKLY / EOD REPORTS OR ANNUAL STATS THAT YOU DON'T WANT TO FORGET HOW TO PULL FOR NEXT YEAR…

Want to Share a TM Tip or Cool Feature? E-Mail Sophia:
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