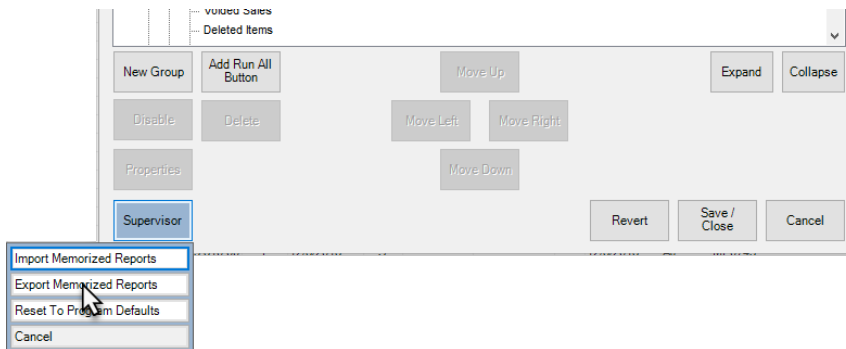


# How to Save & Reset Memorized Reports

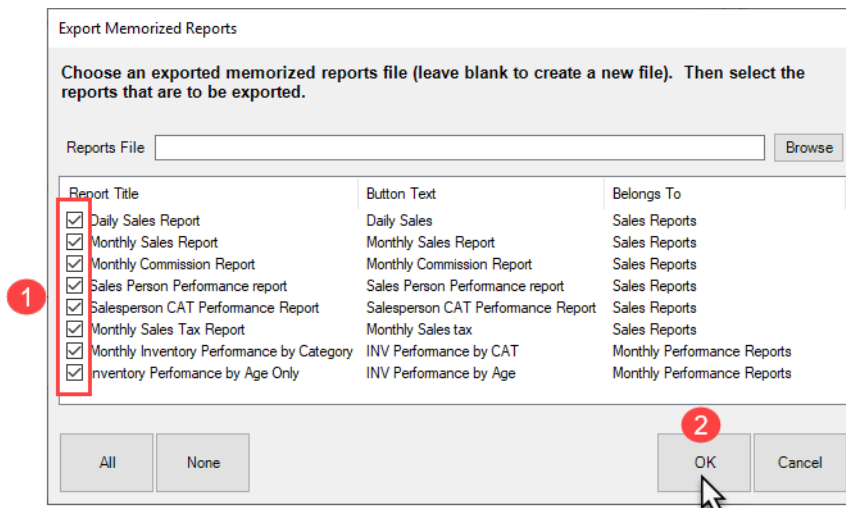
The report menu has been reorganized to be easier to navigate. Inventory, Salesperson, and Customer performance reports have been moved and grouped under the new button **Analytics**.

If you are a memorized reports user, you will not see these changes until you reset the report button structure. This document explains how to save your memorized reports, reset the reports menu, and then reimport your memorized reports.

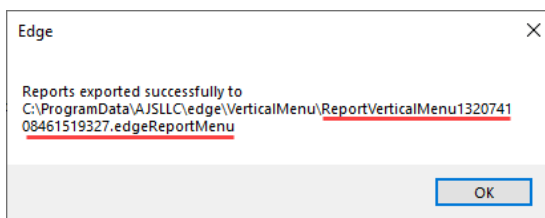
1. Click **Administrative > Manage Reports Menu**.
2. At the bottom, click **Supervisor > Export Memorized Reports**.



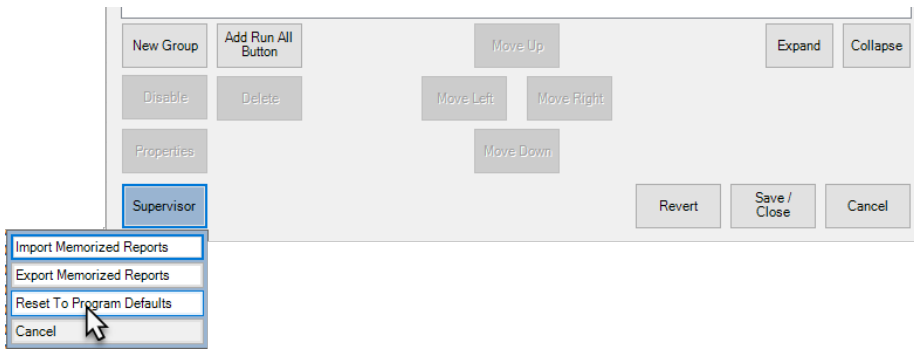
3. Check the memorized reports you wish to export, then click **OK**.



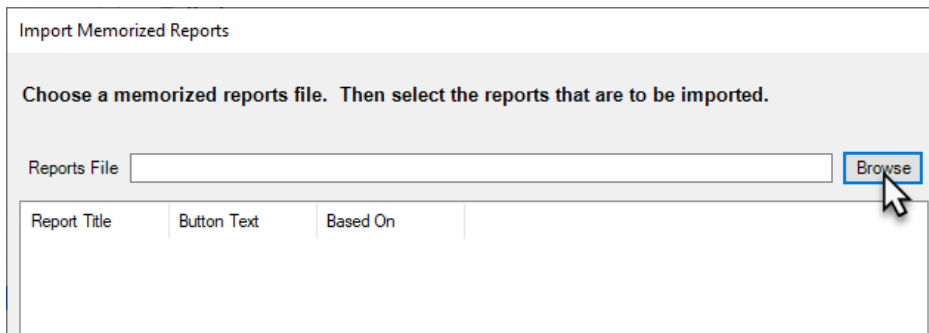
4. Your reports will be exported. Make a note of the filename it exports to.



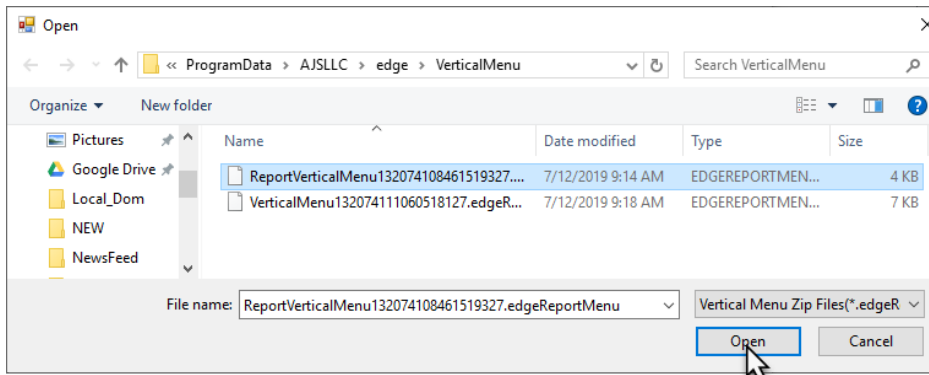
- Next, click **Supervisor > Reset to Program Defaults**.



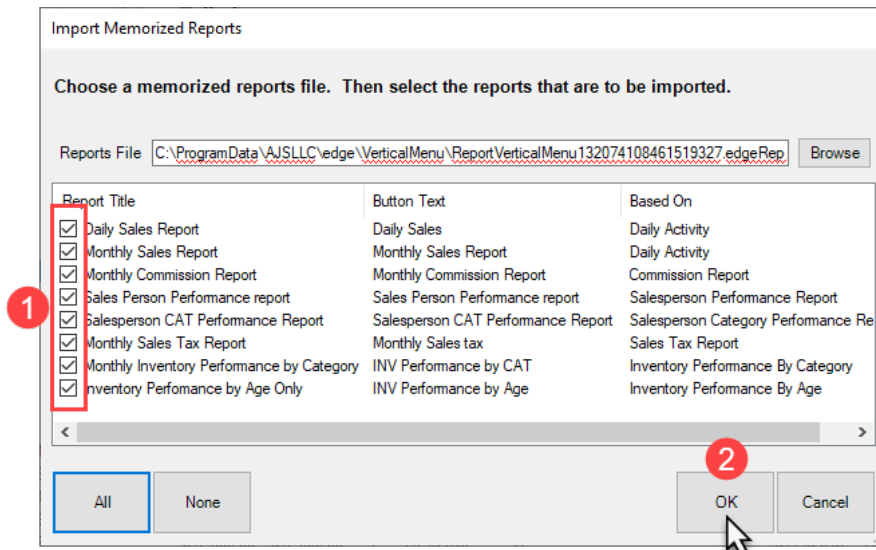
- The Edge will automatically make a backup. Click **Save**.
- Now, click **Supervisor > Import Memorized Reports** and then click the **Browse** button in the top right.



- Select your report backup file, then click **Open**.



9. Select the reports to import, then click **OK**.



10. Click **Save/Close**.

11. Your memorized reports will be restored under the button **Imported Reports**. You can go back into **Administrative > Manage Memorized Reports** to reorganize these in the button hierarchy.

For more on memorized reports:

- [Video](#)
- [Document](#)