MARS Customization Job Aid
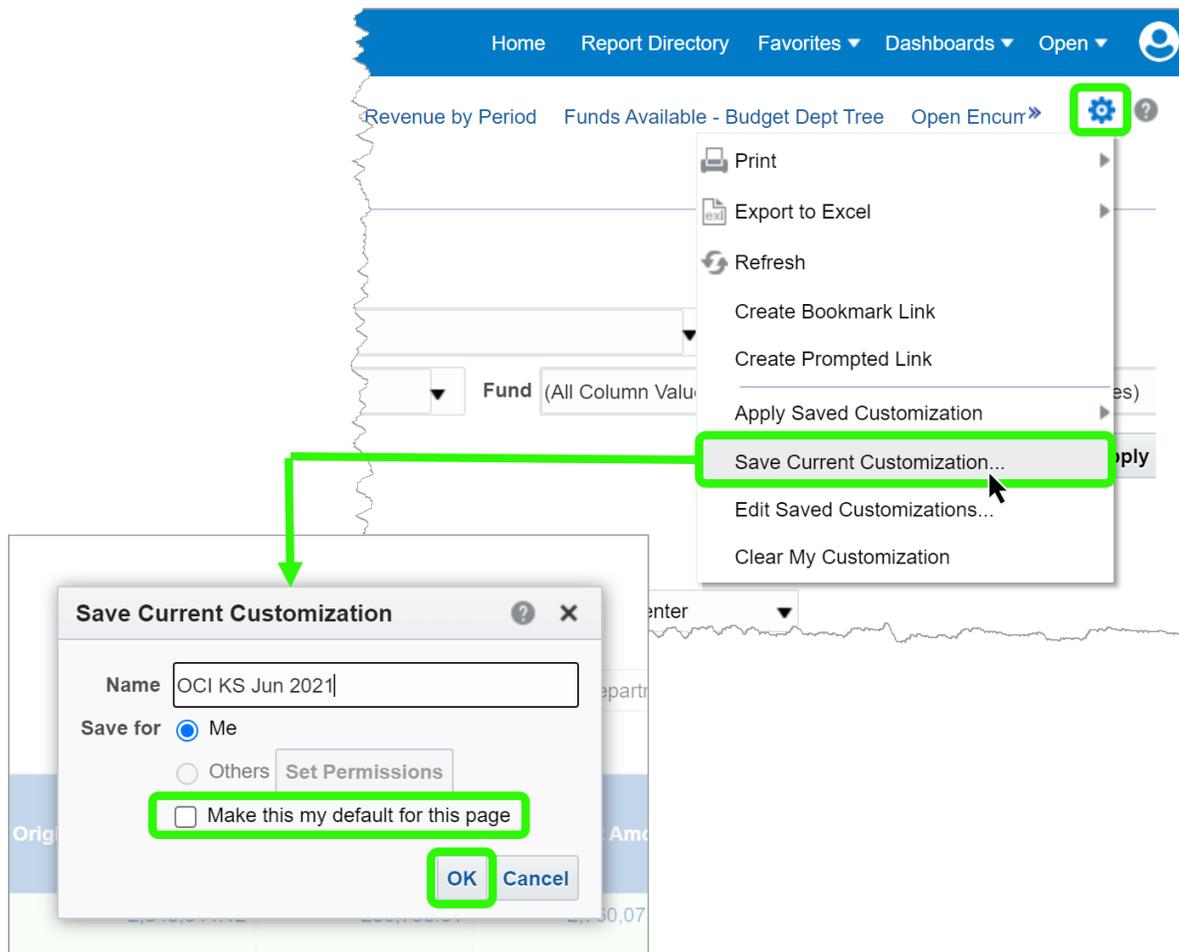
This job aid explains how to make your MARS experience more efficient, by demonstrating how to save settings to return to useful views of reports.

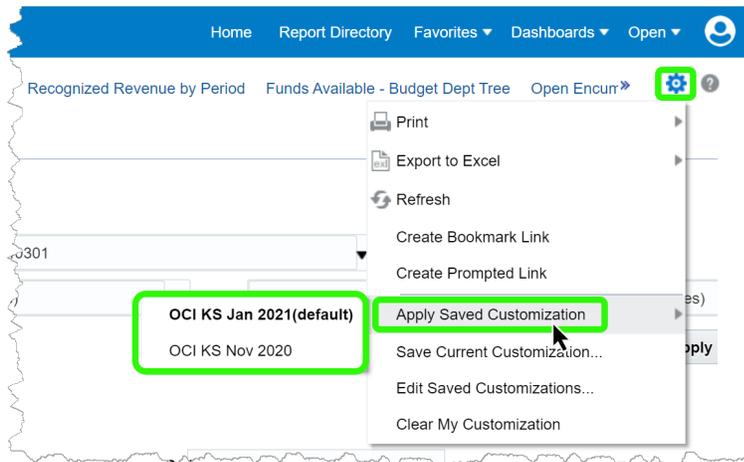## Customization

Save Current Customization

To begin, navigate to the report within a dashboard you want to save prompts on. Set your field prompt values, then click the **Apply** button to run your report with those field settings.

Once your report has returned results with the selected prompts, click the **gear** icon in the top right of the screen and choose **Save Current Customization…**

On the "Save Current Customization" screen, name your customization. You also have the option to select the "Make this my default for this page" box. If you select the default checkbox, each time you come back to this report, the selected set of filters will be automatically applied, and the dashboard will run with those filters. Lastly, click "OK" to save these settings.

Apply & Edit Saved Customization

It is possible to save multiple set of filters for a report, but only one can be the default. If you have saved multiples, you can quickly switch between them using the **Apply Saved Customization** option under the **gear** icon on the dashboard page. All the saved filters you have created will be displayed under that menu item, just click the one you would like applied and it will set those prompt values.

To manage your set of filters, use the **Edit Saved Customizations…** item under the **gear** menu. Here you can change which filter set is the currently the default as well as remove customizations you no longer need. Once complete, click OK to return to the report.