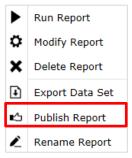# Share Reports with Coworkers

Description

- If you want to publish your set of report modifications for all other users in your facility to use, you must first save your report modifications. See document entitled "How Can I Save My Report for Future Use?"

- Once saved, open your saved custom report template (found under "My Custom Reports") and select "Publish Report":

- The template with your saved report modifications will now be saved under the "Published Reports" folder found in the full Analysis>Reports menu. In this example, we have created 4 custom report options for CLABSI data, which can be found in Published Reports.

- All users in your facility with rights to analyze data will be able to run this report on their generated datasets.