Instructions to Download Historic Records Reports in SAVE

Prepared for

U.S. Citizenship and Immigration Services

Verification Division

Instructions for Downloading & Exporting in SAVE

1. As a WEB-3 or VIS SSA Super User, click "Reports", and then "Run Reports" in the top navigation menu.

The "Run Reports – Selection and Details" page displays with the "Historic Records Report" link.

NOTE: The "Historic Records Report" link will only be available to Super Users and displayed when the current date falls within the range of October 1 through December 31.

2. In the report selection list, select "Historic Records Report". Additional information describing the SAVE Historic Records Report displays.
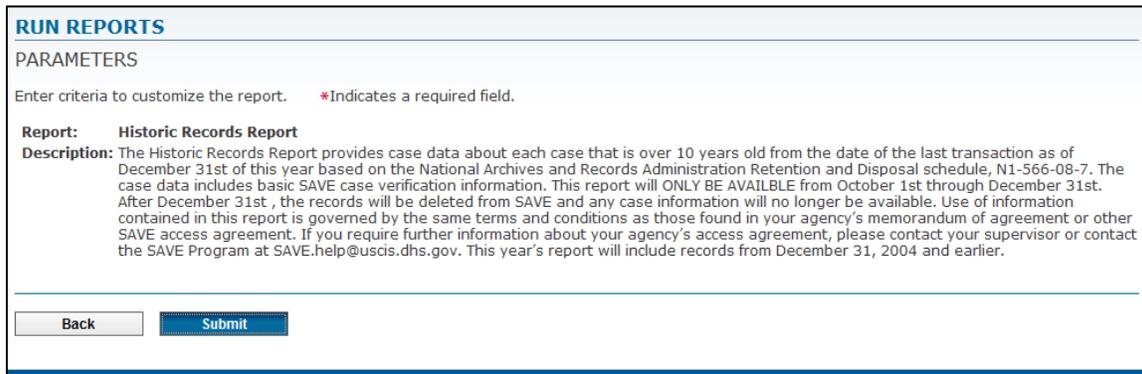
3. Click "Next". The "Run Reports – Parameters" page displays with information describing the SAVE Historic Records Report. There are no parameters available for this report.

4. Click "Submit". If Excel is available, the "File Download" window displays.
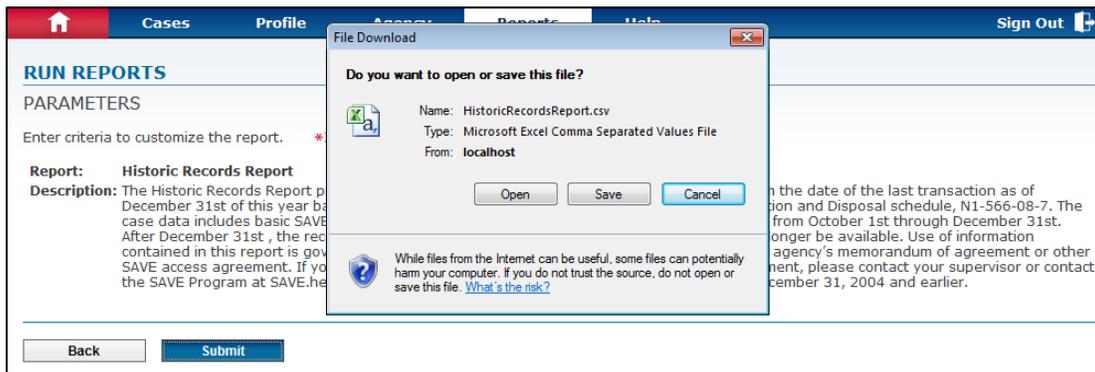
NOTE: If Excel is not available, an application will need to be selected to display CSV file data (e.g., Notepad, Word, etc.).

5. Click "Open". Excel launches the Historic Records Report. Only cases associated with the Agency ID of the user account display.

The following screen shots are split into two parts due to the number of columns comprising the report.