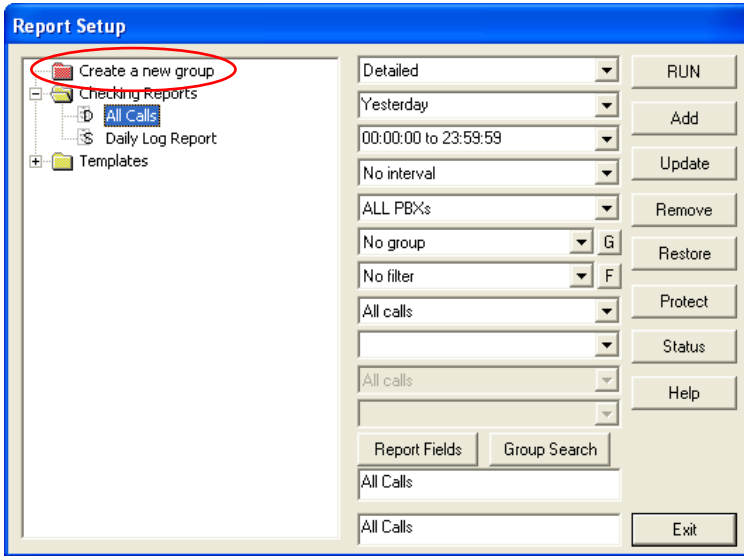
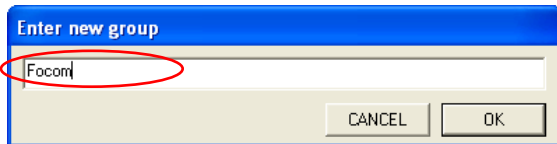


## HOW TO CREATE A FOLDER IN REPORT SETUP

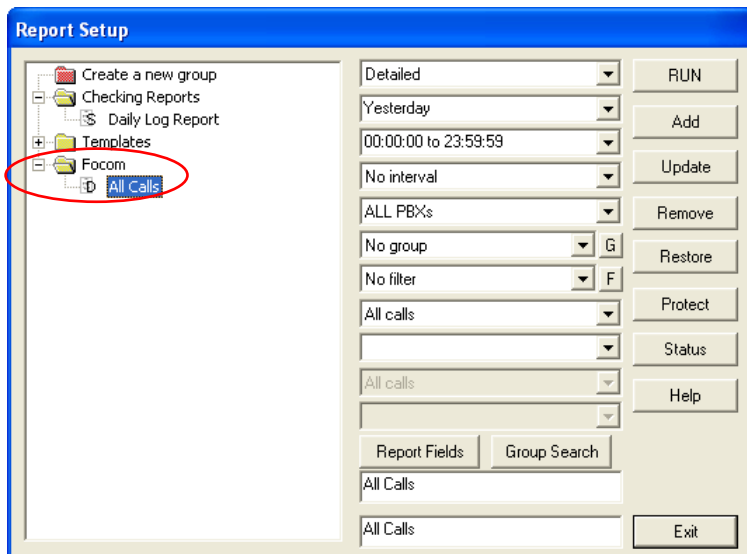


1. When you have created the report you want select it
2. Drag it and drop it onto the red folder at the top – Create a new group



In the dialog box that appears:

3. Enter the name you want for the new folder.
4. Click [OK]



The new folder will be added to the bottom of the list –

It will be in the correct alphabetical order when you next go to Reports>Report Setup.