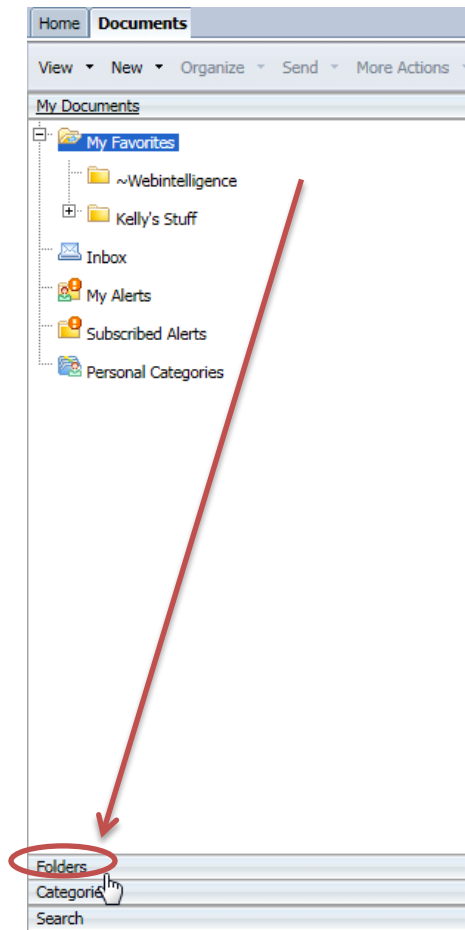
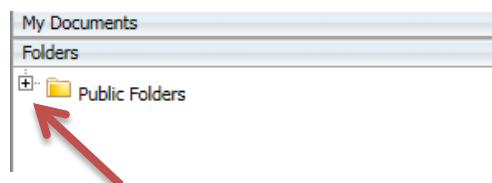


COPYING A REPORT FROM ONE FOLDER TO ANOTHER

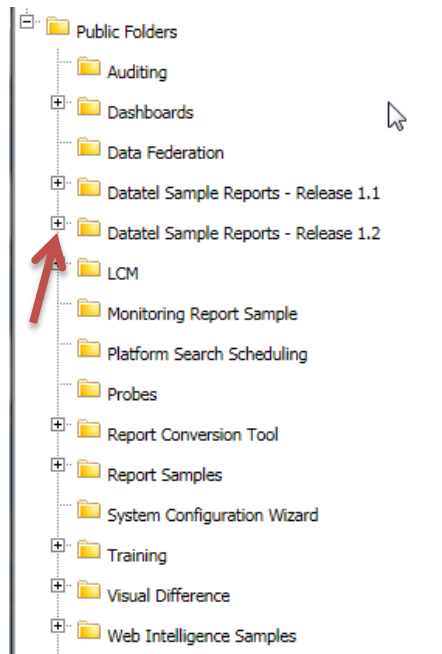
- In this example, you will be copying a report from the folder called **CF Universe Samples** to your **My Favorites** folder.
- In the left-hand panel at the bottom of the screen, click on the link labeled **Folders**:



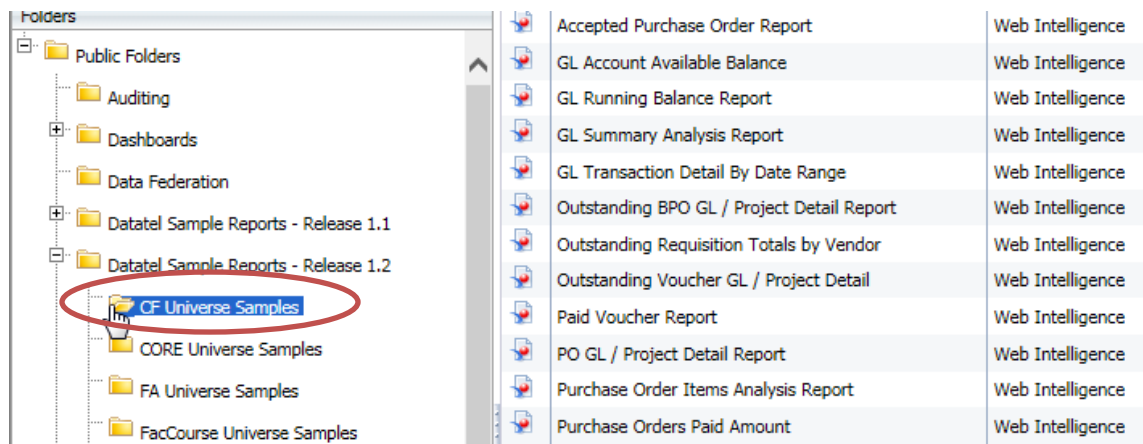
- Click on the + symbol next to **Public Folders** to expand:



- Click on the + symbol next to **Datatel Sample Reports – Release 1.2** to expand:



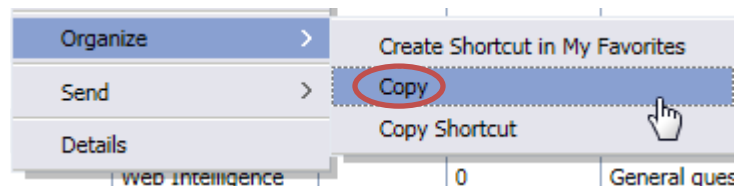
- Click on **CF Universe Samples** to display the folder's contents on the right:



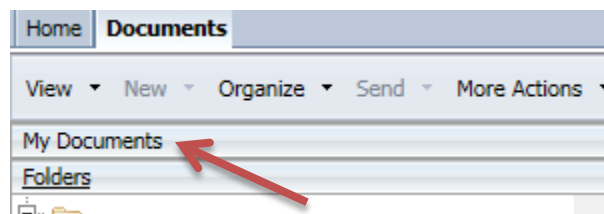
- Right-click on the report that you want to copy and select Organize from the dropdown:

Title ^	Type	Last Run	Instances
Accepted Purchase Order Report	Web Intelligence		0
GL Account Available Balance	Web Intelligence		0
GL Running Balance Report	Web Intelligence		0
GL Summary Analysis Report			0
GL Transaction Detail By Date Range			0
Outstanding BPO GL / Project Detail Report			0
Outstanding Requisition Totals by Vendor			0
Outstanding Voucher GL / Project Detail			0
Paid Voucher Report			0
PO GL / Project Detail Report			0
Purchase Order Items Analysis Report			0
Purchase Orders Paid Amount			0
Recurring Voucher Item Detail			0
Requisition GL / Project Detail Report			0
Voucher - Items Purchased			0
Voucher Amounts Due Report			0
Voucher Items Analysis Report	web intelligence		0
Voucher Outstanding Owed Amount Report	Web Intelligence		0
Voucher Vendor Payment Totals Report	Web Intelligence		0

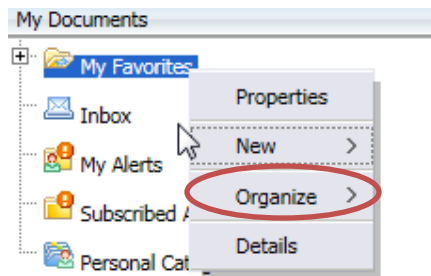
- Select Copy from the dropdown:



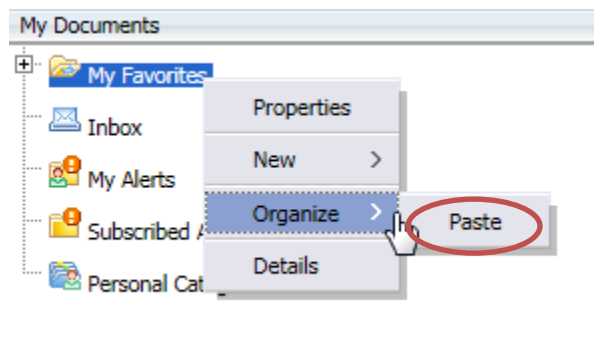
- In the top far left corner of the screen, click on **My Documents**:



- Right-click on **MyFavorites** and select Organize from the dropdown:



- Click on Paste to make the copy:



- The copied report should now appear in the right-hand column of listed reports in your **MyFavorites** folder.