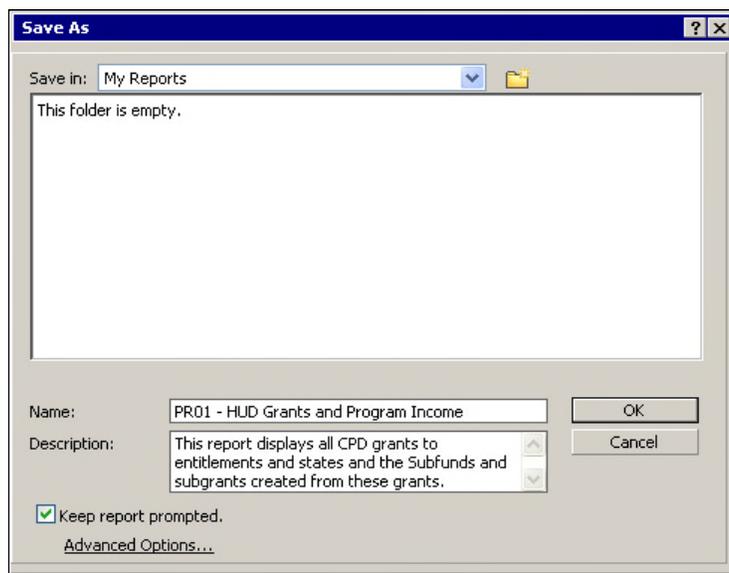


## 6. Saving a Report

After you have customized and run a particular report, you can save your customizations in your personal folder (**My Reports**). This enables you to go back and run the custom formatted report without needing to reformat the report every time.

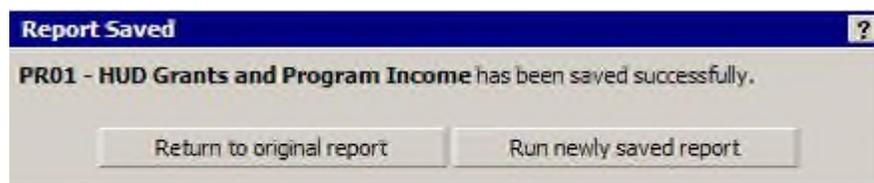
1. In the report window, select **Save As** from the **File** menu.
2. In the **Save As** dialog that appears, type the new name of the report in the **Name** field.

You can save your prompt criteria by deselecting the **Keep report prompted** checkbox. This eliminates the need to have to answer the prompt every time you run this report.



3. Click the **OK** button.

The **Report Saved** dialog is displayed.



4. Click the **Return to original report** button.

The original report is displayed.