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| Creating a Folder for Custom Reports |
| *Before You Start*A custom report folder must exist before a custom report can be created. |
| Steps1. Click on the Custom Reports tab in the Navigation Pane.
2. Click on the Add Folder button.
 | Screenshots*(Screen appearance may vary per state)* |
| 1. Enter the name of the folder, then click the Add button.
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| 1. To re-name a folder, click on the folder, then the Edit Folder button.
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