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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. | |
| Steps   1. 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. |  |
| 1. To re-name a folder, click on the folder, then the Edit Folder button. |  |