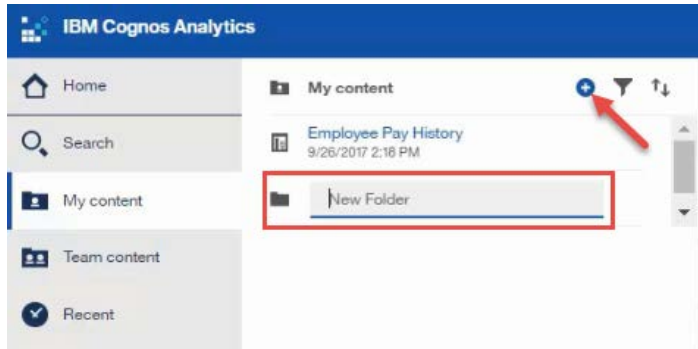


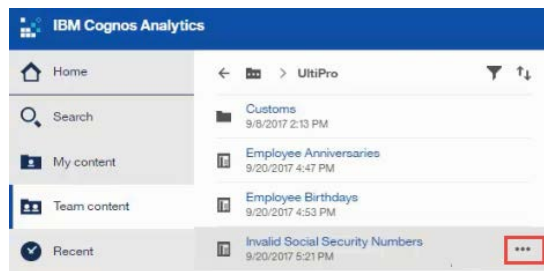
1. To create a new folder in which to organize reports, from the **Side Panel** click:
  - a. My Content > Click the New Folder Icon
  - b. Type a name in the New Folder area and press enter



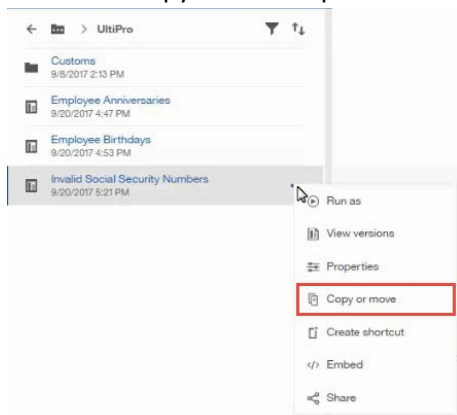
2. A message window will appear on your page indicating the new folder was created. In this example “Management Reports” was used.



3. Next, navigate to the location of the report to be copied.
  - a. Team Content > zzzCompany Folders > COMPANY NAME > Ultipro > XXXXX (Company Code)
  - b. Hover over the report name and click on the MORE option to the right of the report name:



4. Select the Copy or Move option then select a destination:



5. A window will open to allow you to select a destination to save the report to:



6. Navigate back to the folder where you copied the report to see that it was copied:

