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:

![Diagram of file structure]

• Click on **CF Universe Samples** to display the folder’s contents on the right:

![List of files and folders]
• Right-click on the report that you want to copy and select Organize from the dropdown:

• 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:

![Organize dropdown](image1.png)

• Click on Paste to make the copy:

![Paste option](image2.png)

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