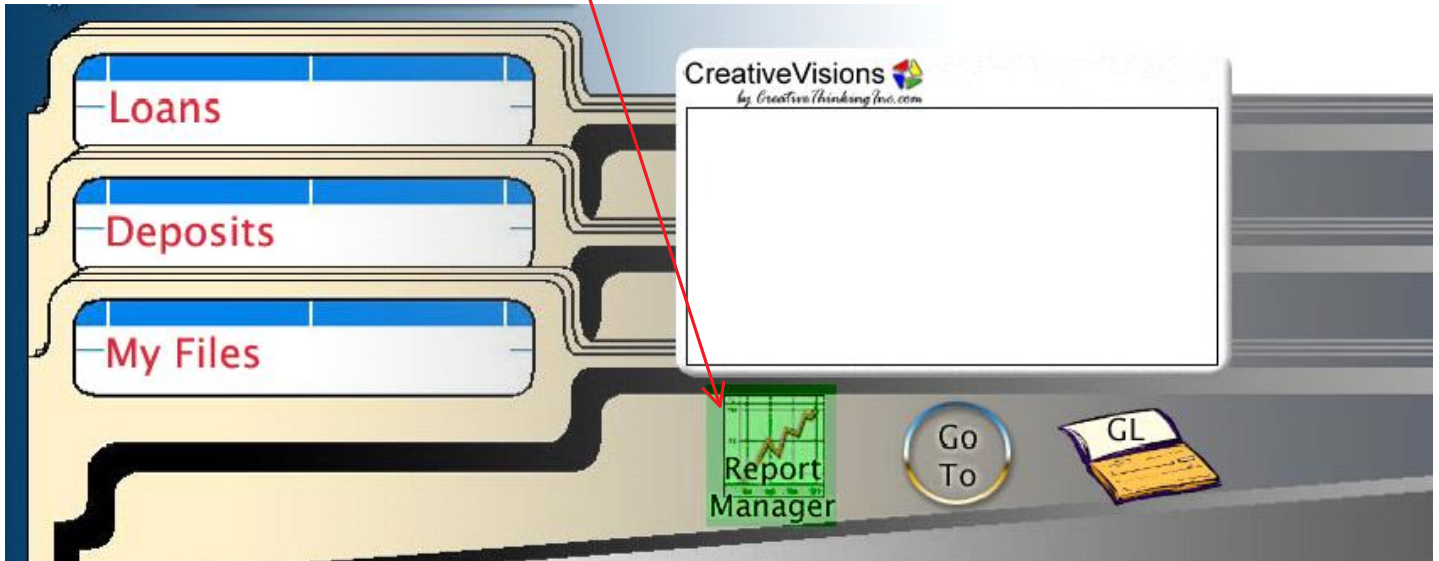
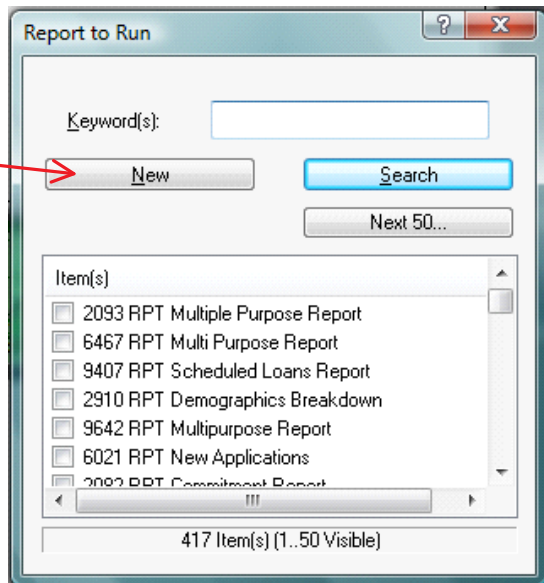


# How do I add a report to my Report Manager?

On your CreativeVisions Office, *click* on Report Manager



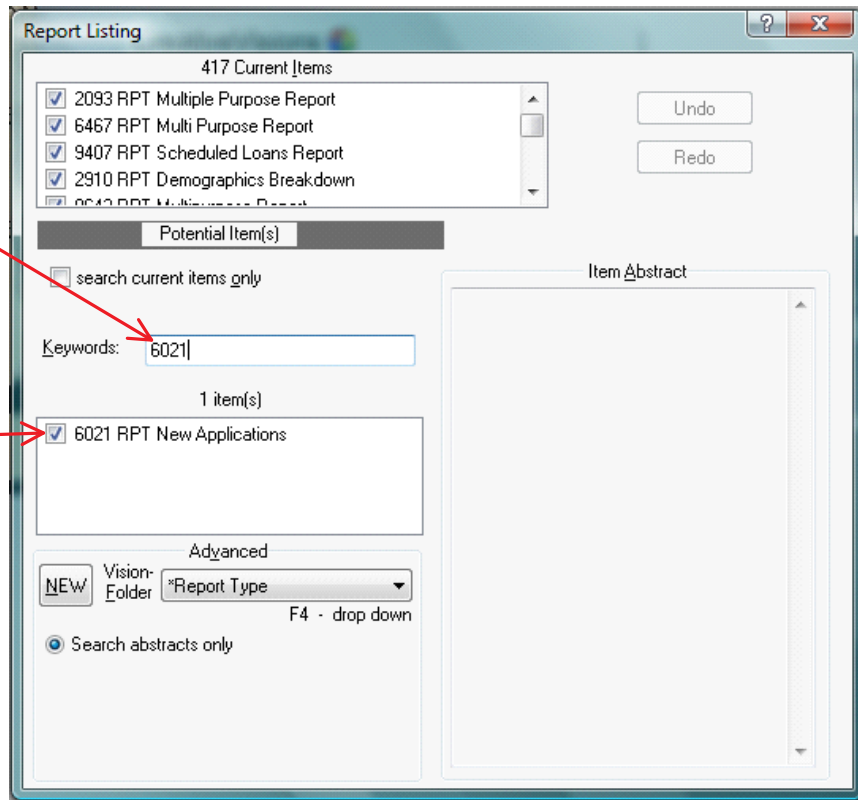
In the *Report to Run* dialog select *New*.



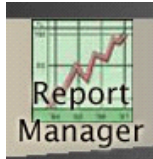
Type the desired report number in *Keywords*, and...

...select the report by clicking to place a checkmark in the checkbox to the left of the report number.

Close the *Report Listing* dialog.



Click on *Report Manager* again...



... and the report added will now appear in **your** Report Manager list.

