

## **#15 – POS “COMMUNIQUÉ”**

### **Reports – Personal folder**

To create a personal folder (Mess’s name) and add all your reports you use daily as well as send to NPF following the instructions below:

#### **Step 1:**

Report Centre (Module)

Report (top tool bar) – click on it and a drop down screen will appear find

Custom Reports - click on – this will open a new screen

Custom Report screen will appear

New Section - click on

Section Title screen appears - Enter your Name you wish to call your folder and enter in all three fields (example “Reichwald”

English - Reichwald

French - Reichwald

Spanish– Reichwald

You must enter your name in the three languages and then click

OK

Your new folder is now created at the bottom of the list

Do not close

#### **Step 2:**

Open up your Sales, Invoice folder and find the report you wish to add to your new folder

DRAG the folder to your new folder.