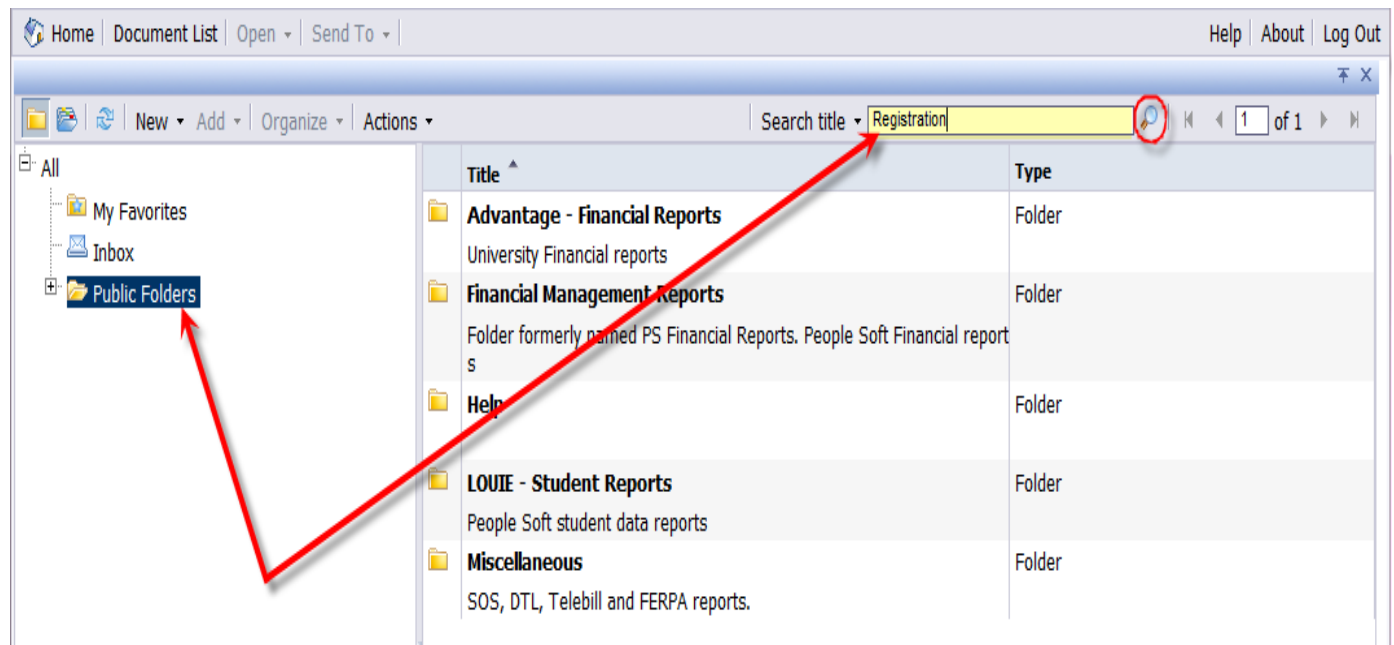


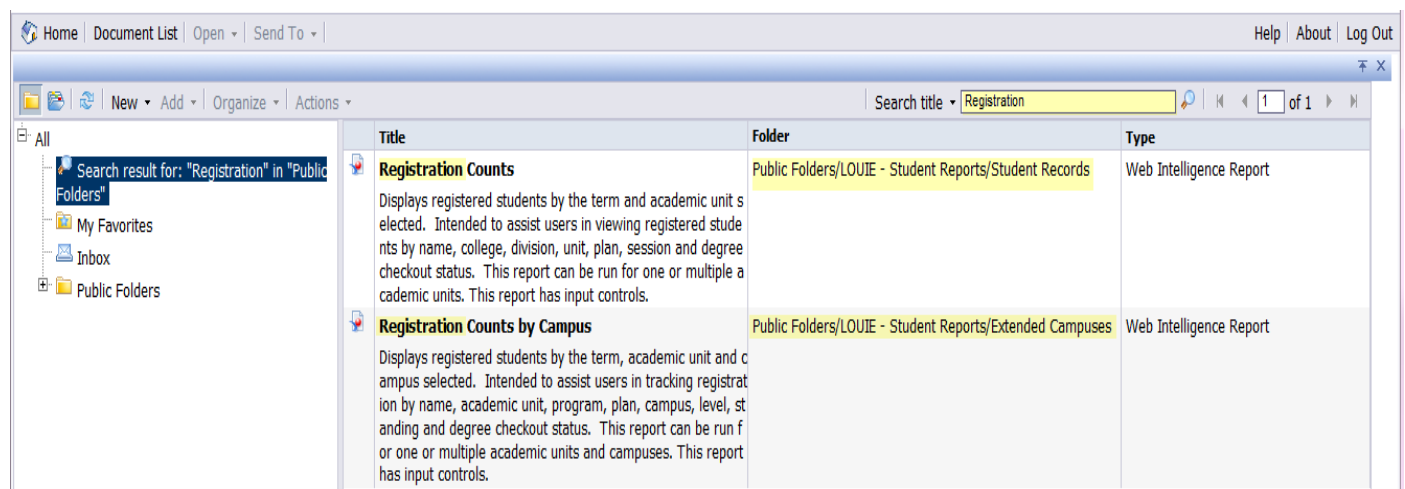
QUICK TIP – USING THE SEARCH FEATURE

Do you know the name or part of a name of a report but aren't sure where it lives in Enterprise Reporting? Use the search feature to find the report you are seeking.

1. Click once on **Public Folders** to select it.
2. Type in the report name in the **Search title** bar.
3. Click the magnifying glass to execute your search



4. Your search will return all reports with the word Registration in its title. It will also provide you with a folder path in case you would like to know which folder your report resides in.



NOTE: If you'd like to perform another search make sure you repeat step #1 else your new search will do a search within your previous search.