

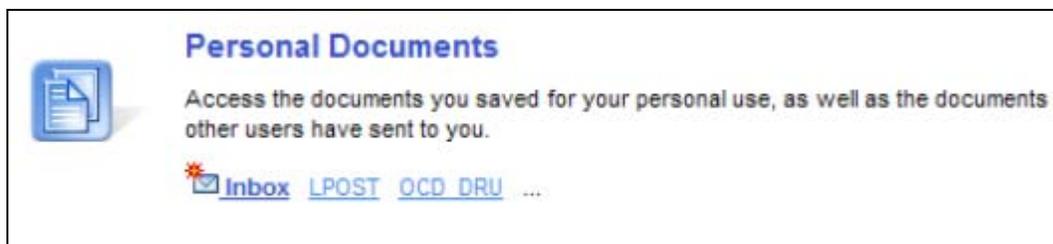
If you are trying to recreate a folder structure for your ZABO reports, which were previously saved on your hard drive ... you will need to create Personal Categories within your Personal Documents area ... and then save each of the reports to that category.

This is a quick reference guide that includes a summary and detailed instructions. Click on the link within each step to see more detail.

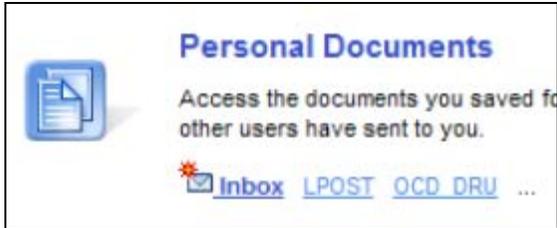
1. The Business Objects [InBox](#) is a sub-category of Personal Documents.
2. You can create your own Personal Categories within Personal Documents to organize the reports you want to retain in
3. Click on the [Personal Documents](#) link.
4. Click on the [Personal Categories](#) icon to the right of Personal Documents.
5. The Personal Categories area is displayed.
Type in the [name of the new Personal Category](#) you want to create.
6. Click on [Create](#) to the right of the name field.
7. A message displays: [Category was successfully created](#). And your category has been added to the list.
8. You can save a report to a Personal Category from within InfoView. Open the report. Click on [Save](#).
9. Click on [Save as a Personal Document](#).
10. Remember to [check the Personal Category](#) under which you want to file your report.
11. Click [OK](#) to save your report.
12. This report is now located under the Personal Category in your Personal Documents area.

Detailed Explanation:

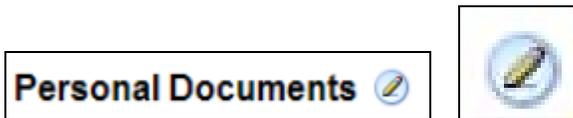
1. The Business Objects InBox is a sub-category of Personal Documents.



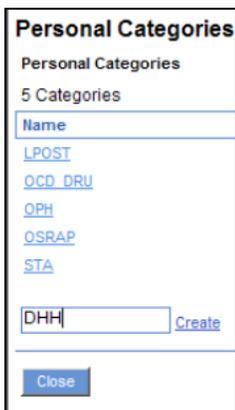
2. You can create your own Personal Categories to organize the reports you want to retain in Personal Documents (instead of publishing/saving them to Corporate Documents)
3. Click on the [Personal Documents](#) link.



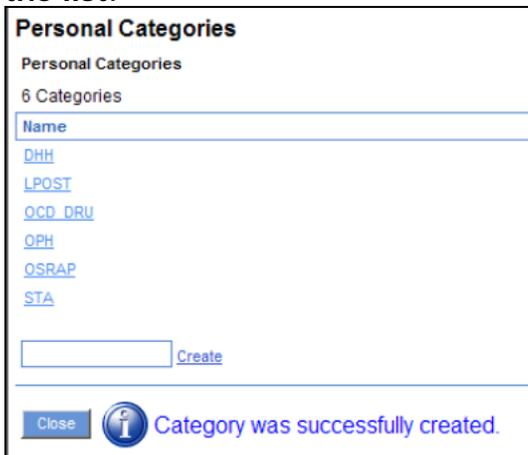
4. Click on the Personal Categories icon to the right of Personal Documents.



5. The Personal Categories area is displayed. Type in the name of the new Personal Category you want to create.
6. Click on [Create](#) to the right of the name field.



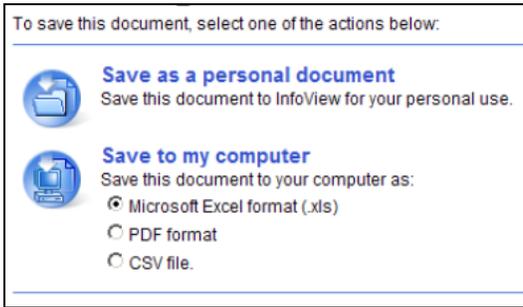
7. A message displays: [Category was successfully created](#). And your category has been added to the list.



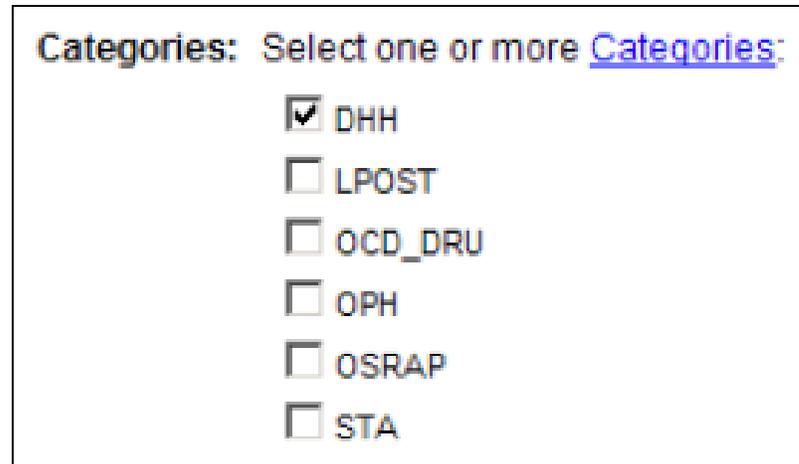
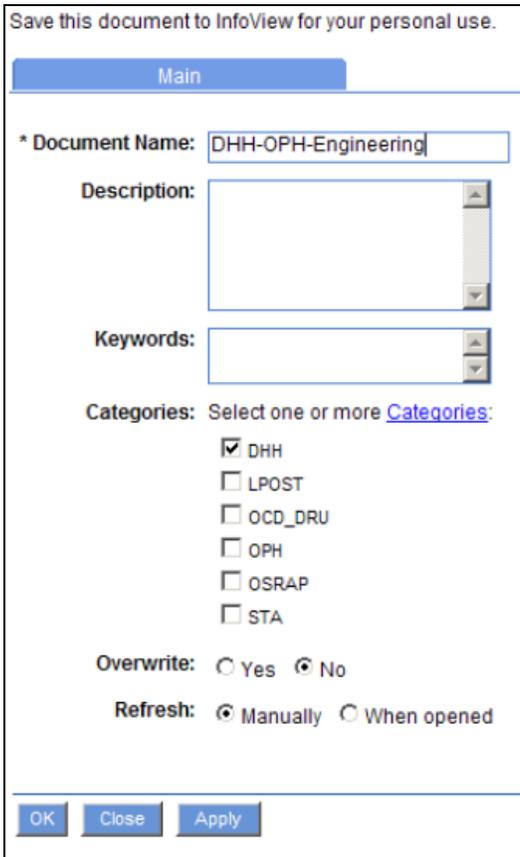
8. To save a report to a Personal Category from within InfoView, open the report. Click on Save.



9. Click on **Save as a Personal Document**



10. Remember to CHECK (✓) the Personal Category under which you want to save your report.



11. Click **OK** to save your report.



12. This report is now located under the Personal Category in your Personal Documents area.