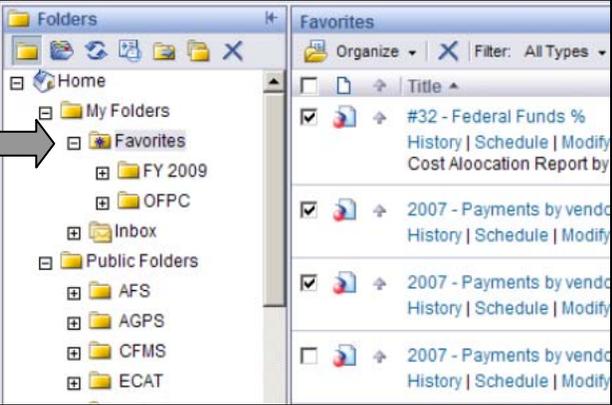
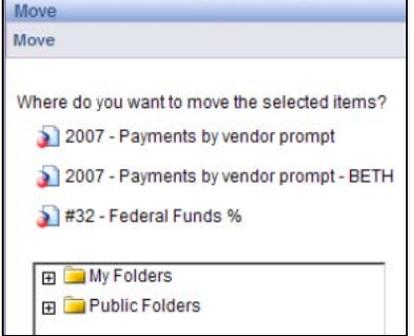
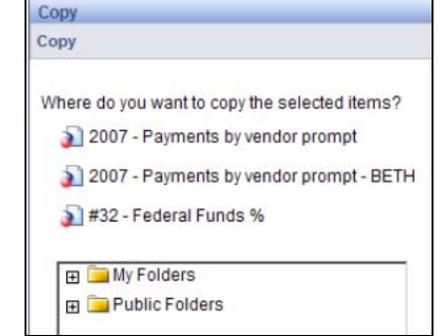
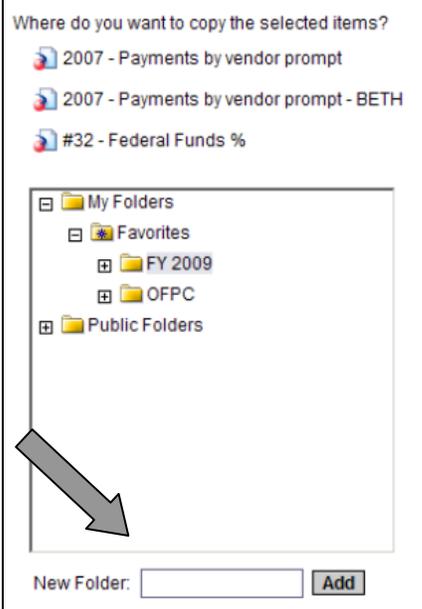


Move/Copy Multiple Reports Into One Folder in BOXI

To move and/or copy multiple reports to a folder in BOXI:

<p>1. Open the folder containing the reports you wish to move.</p> <p>(Example: Favorites)</p> <p>2. Put a check mark in the box next to the report titles you want to move.</p> 		
<p>3. Click on Organize</p> <p>> Move to New Folder ... OR > Copy to New Folder</p>		
<p>4. The MOVE or COPY window opens with a list of the selected reports and the question of WHERE do you want to move/copy your reports.</p>		
<p>5. You must open your Folder directory and select the folder to which you want to move/copy the reports.</p> <p>Note: You can actually CREATE a new folder within this function if necessary!</p>		
<p>6. Click OK (on far right of window).</p>	