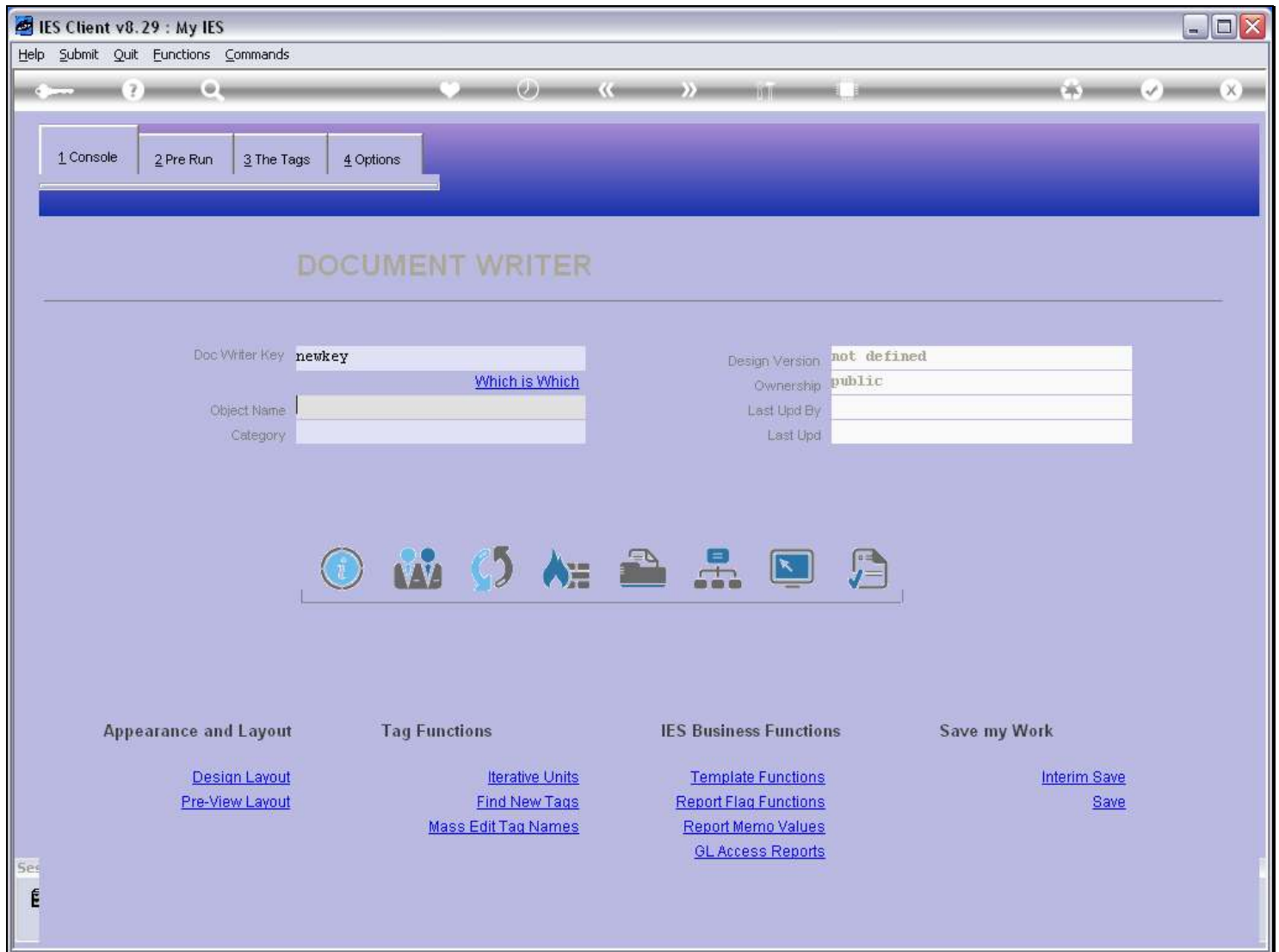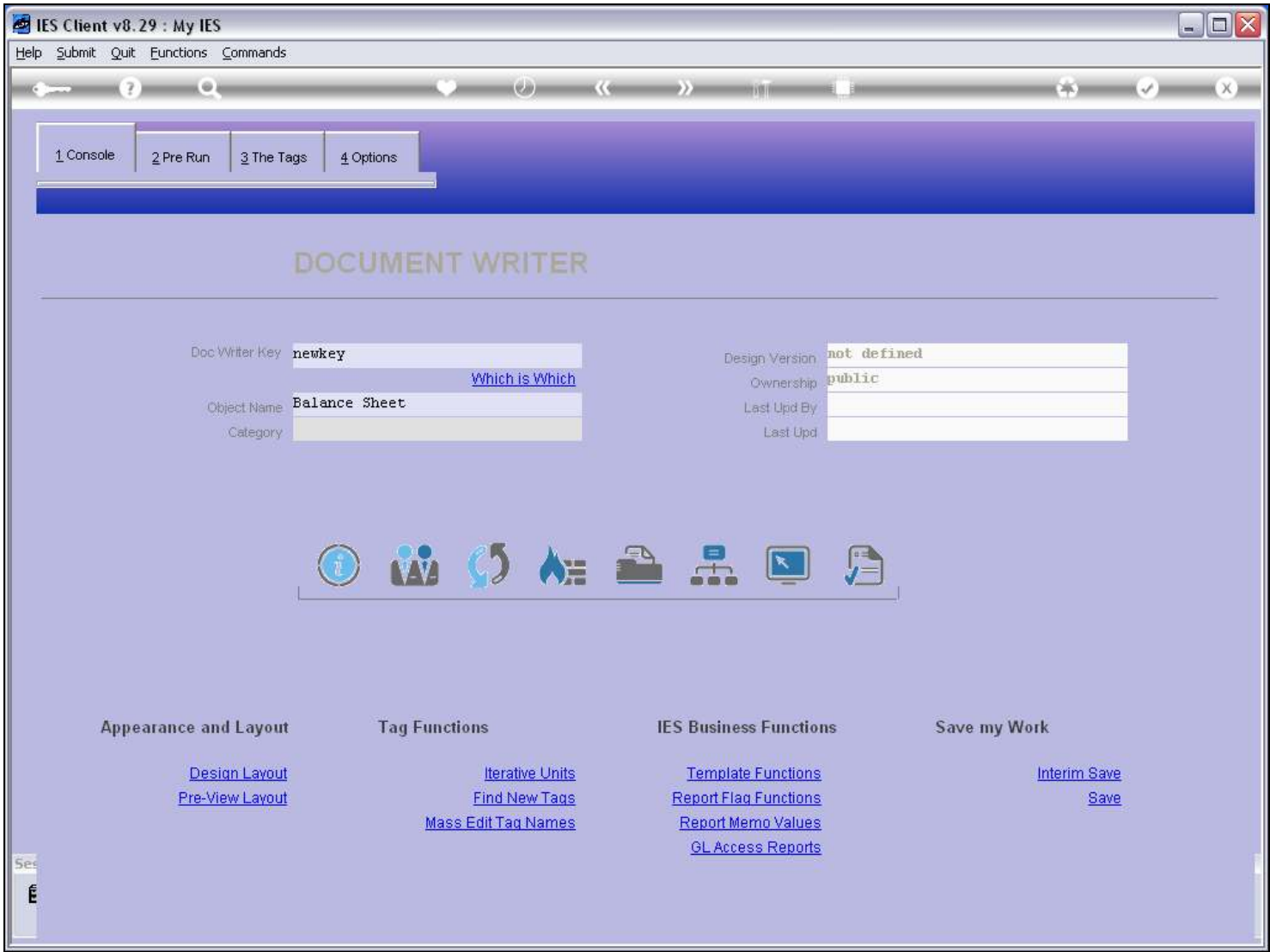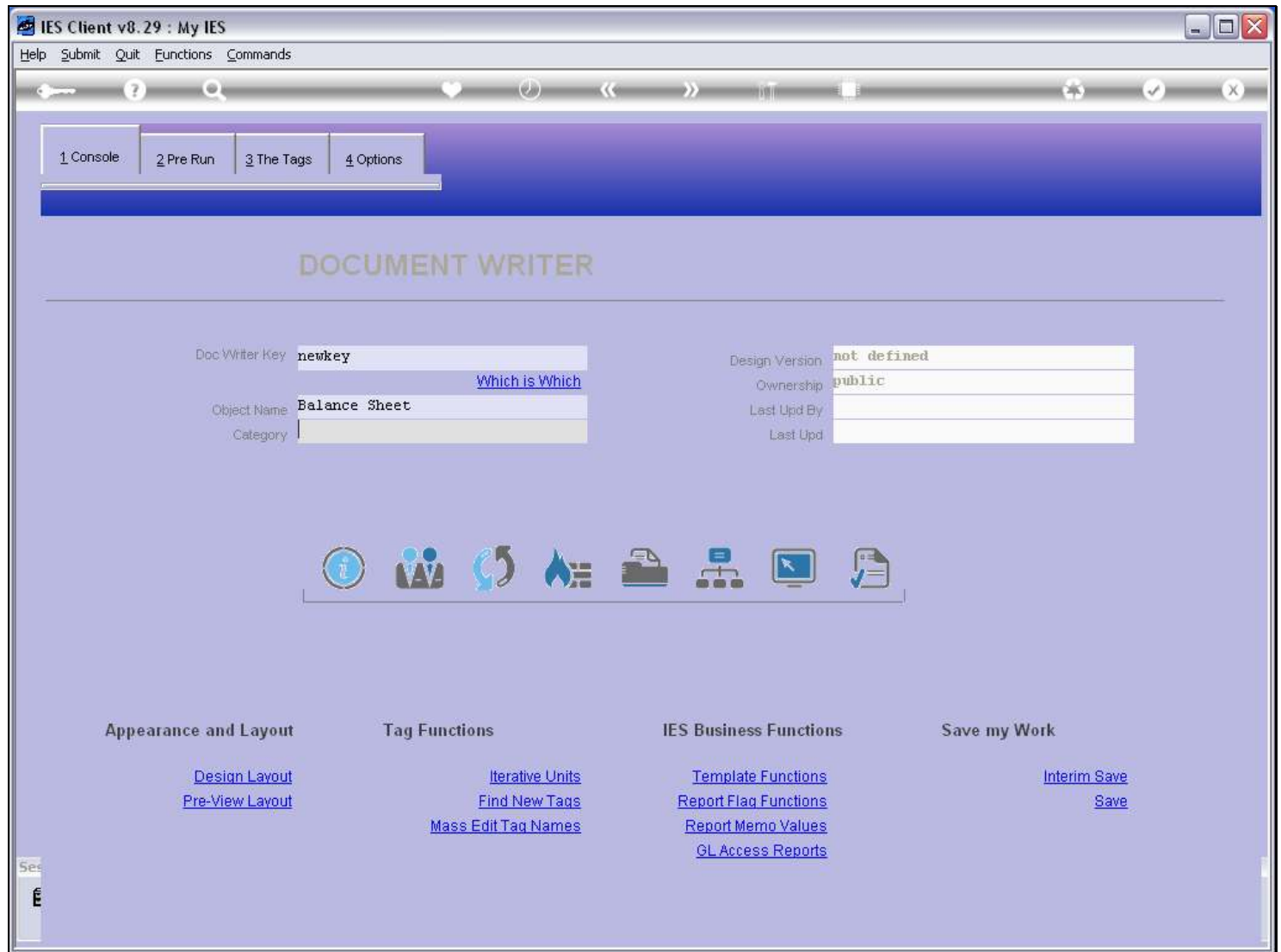**Slide 1 - Slide 1**

Slide notes

When we write a new Report, we always give it a Name that helps to recognize it by.
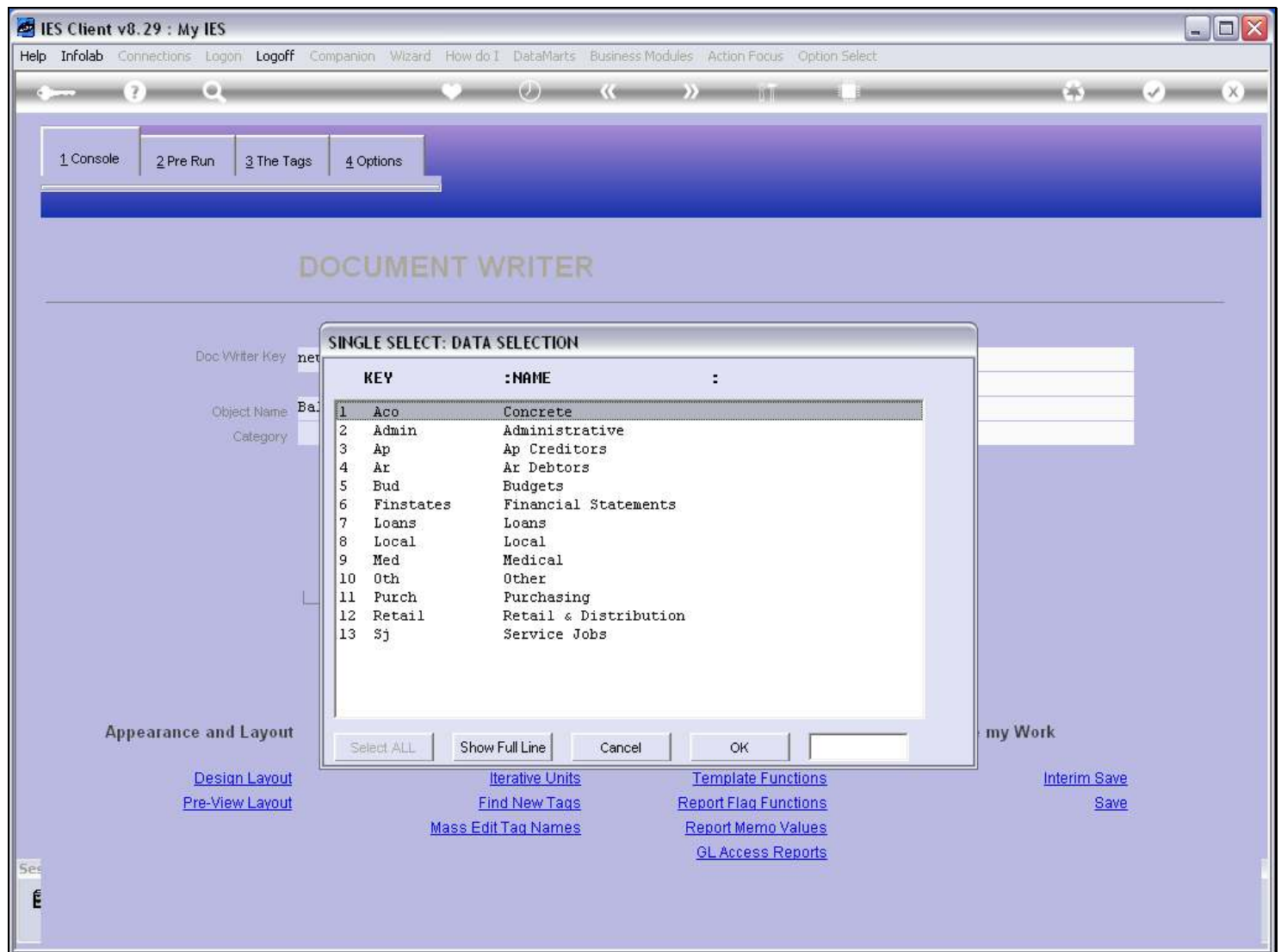
Slide 2 - Slide 2

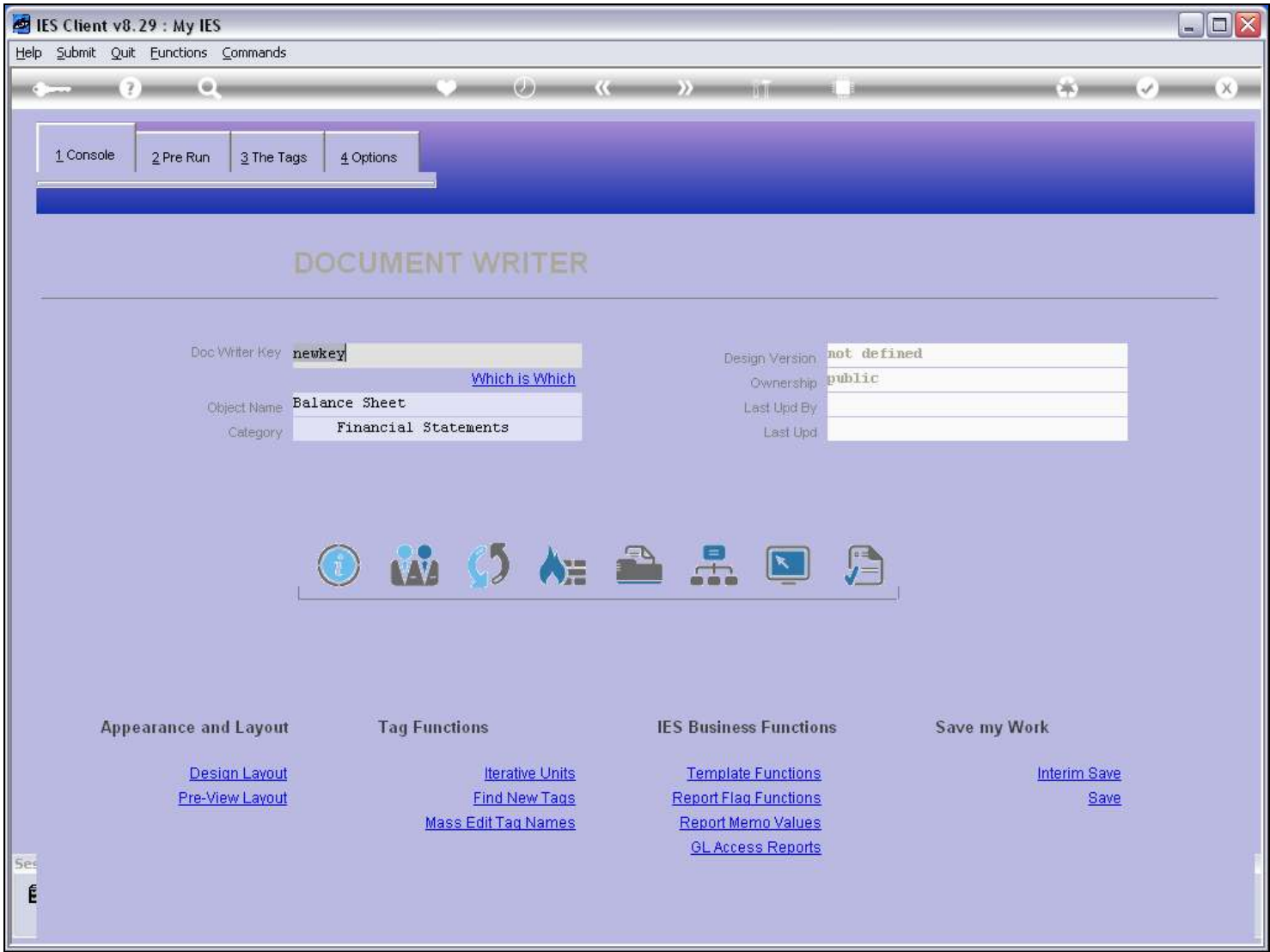## Slide notes

Slide 3 - Slide 3

Slide notes

In addition to that, we classify it into a Category. By the time that we have many of these Reports, the Category is useful in grouping the Reports and to select by a Category for a targeted smaller selection. We can select the Category from the lookup.
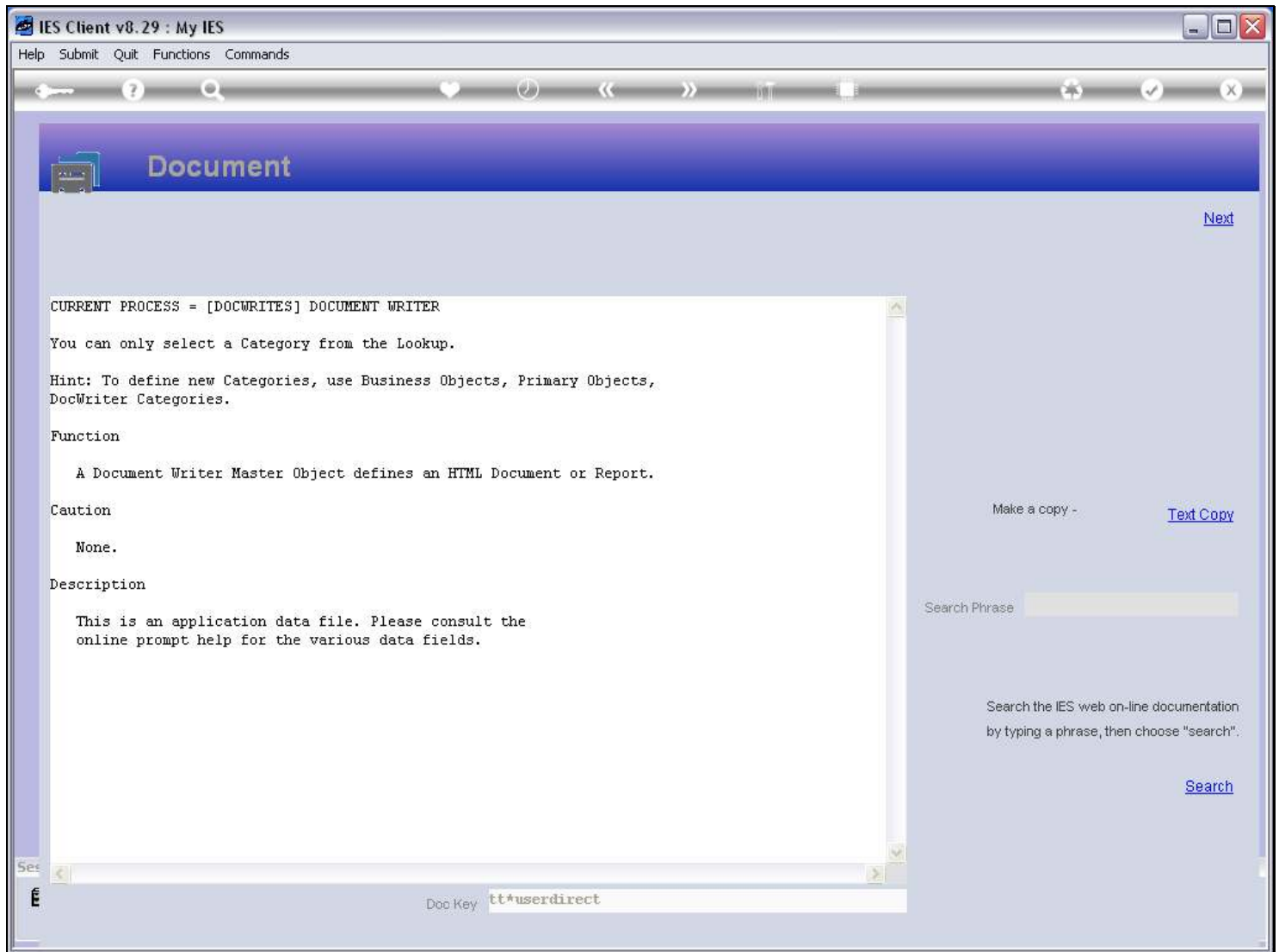
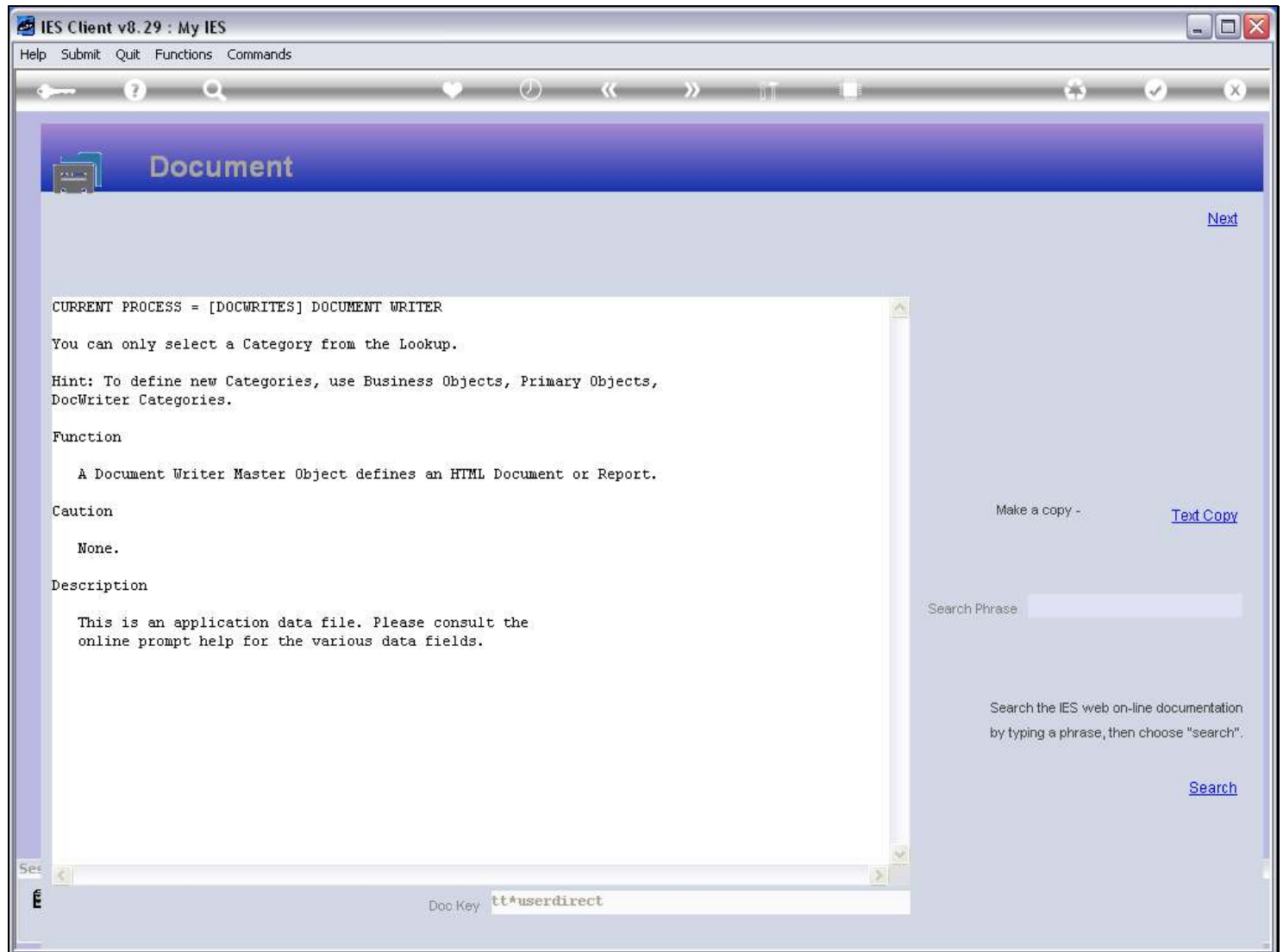## Slide 4 - Slide 4
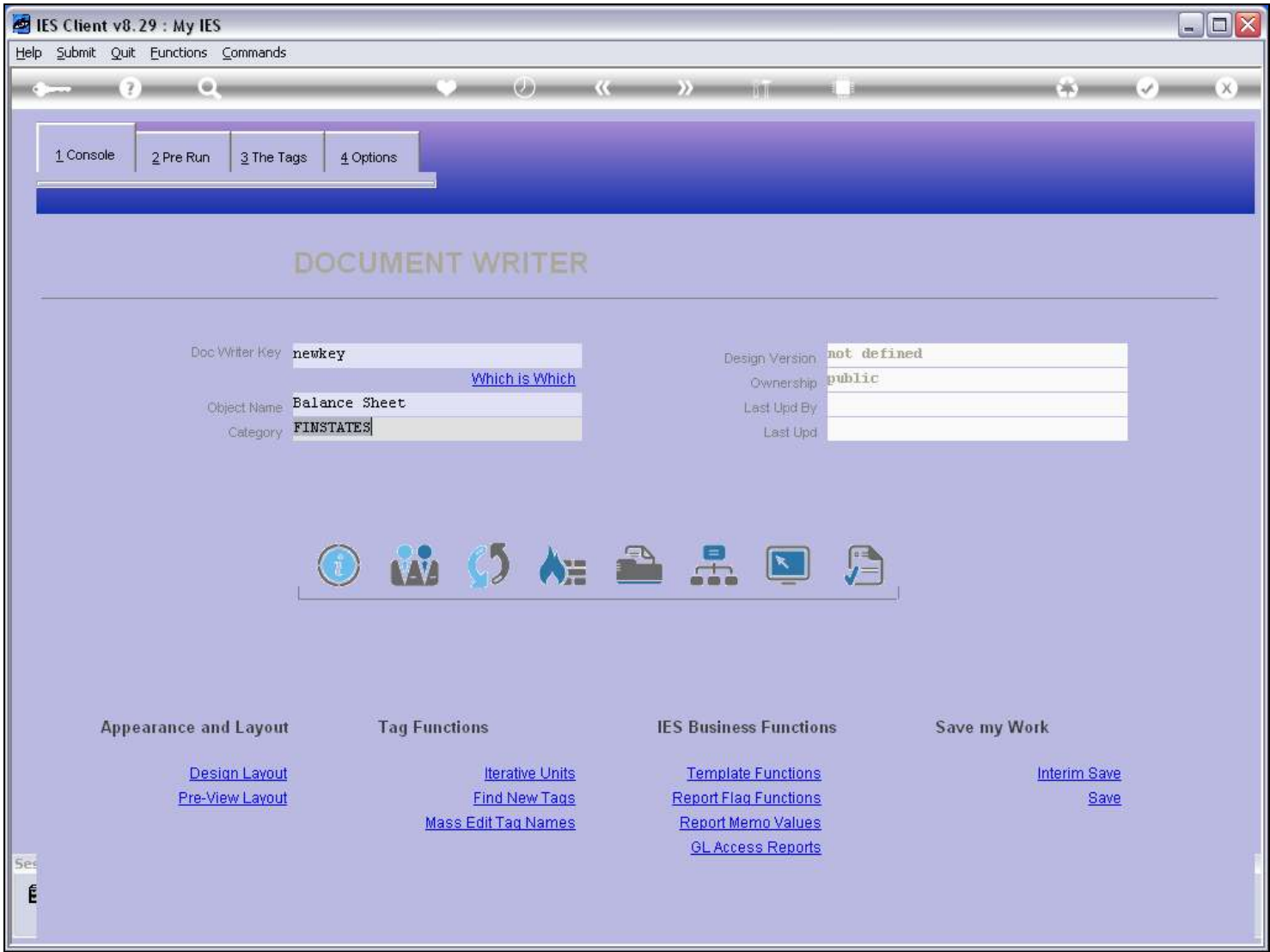

Slide notes

Slide 5 - Slide 5

Slide notes

Slide 6 - Slide 6

Slide notes

The Help explains how we can make new Categories if we need more.
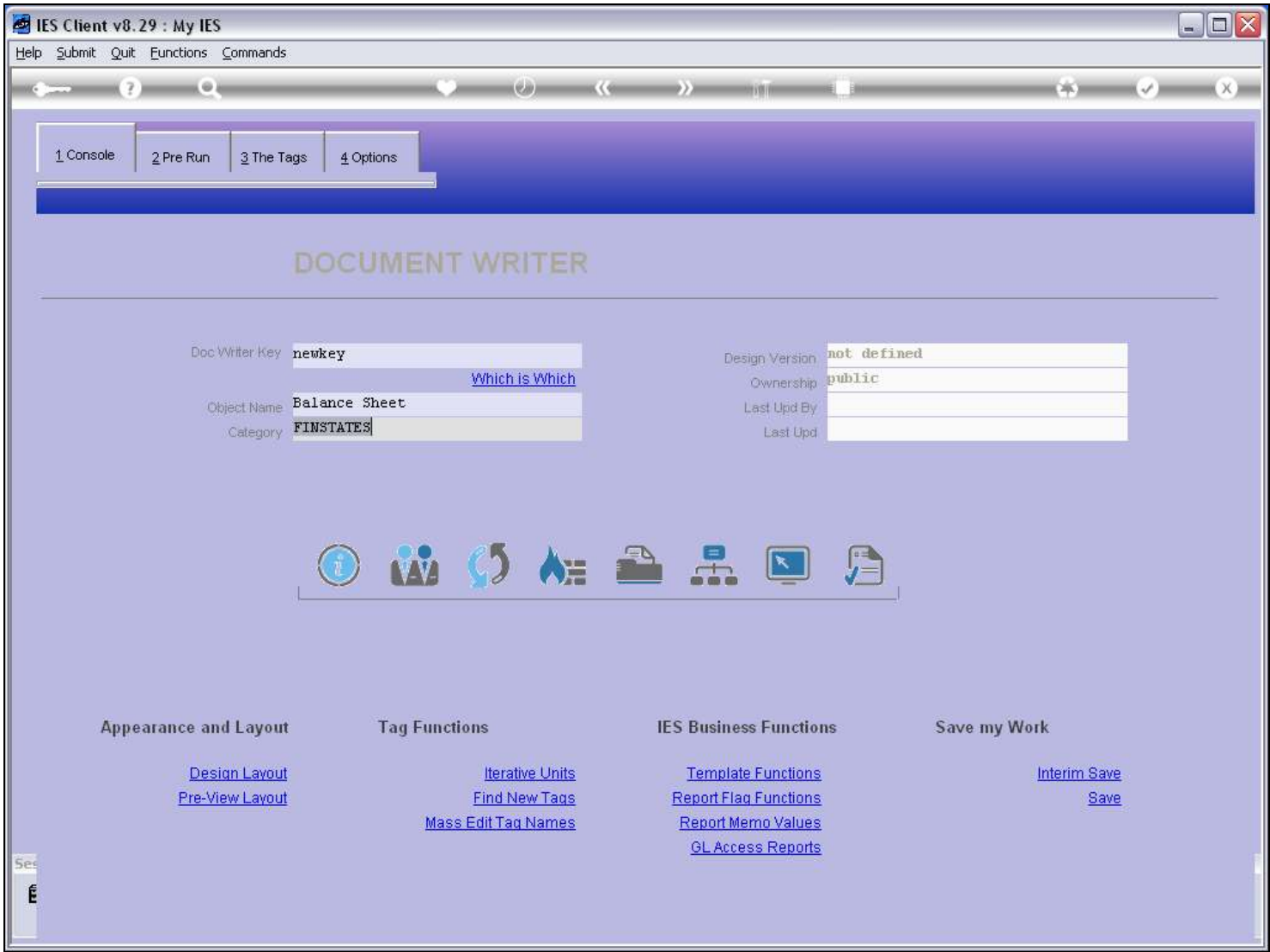
Slide 7 - Slide 7

Slide notes

Slide 8 - Slide 8

Slide notes

Slide 9 - Slide 9

Slide notes