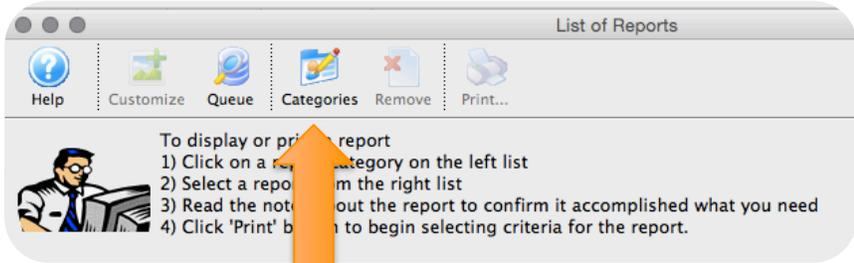


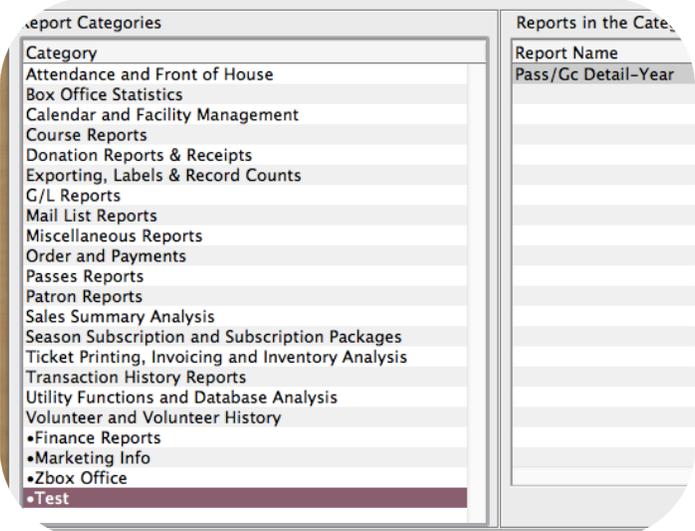


Categorizing Favorite Reports



DID YOU KNOW YOU CAN GROUP REPORTS INTO CUSTOM FOLDERS?

- 1. CLICK "CATEGORIES" TO CREATE NEW***
- 2. REOPEN THE REPORT WINDOW (• INDICATE CUSTOM FOLDERS)**
- 3. DRAG & DROP REPORTS**



YES, EFFICIENCY IS COOL

FOLDERS FOR EOD? FOR EACH DEPARTMENT?

[HTTP://HELP.THEATREMANAGER.COM/THEATRE-MANAGER-HELP/REPORTS-USING-CUSTOM-CATEGORIES](http://help.theatremanager.com/theatre-manager-help/reports-using-custom-categories)

*Depending on employee access settings, this may need a Master User account

Want to Share a TM Tip or Cool Feature? E-Mail Sophia:
smorris@proctors.org