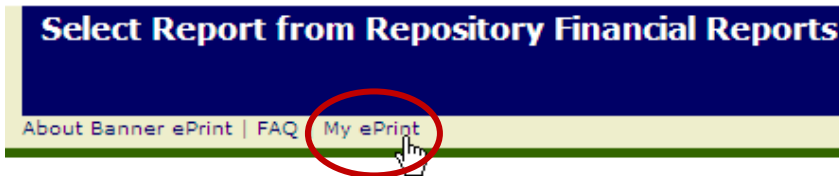
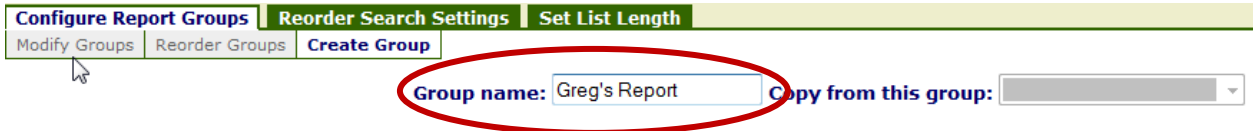


To simplify the list of reports displayed when you use ePrint, you will want to create a custom “Group” of reports.

1. Click on **My ePrint**



2. In the **Group name** field, enter a name for this group of reports (i.e., Greg’s Report)



3. Using the list on the left side “Available reports”, double-click on each desired report to add it to the “Selected reports” list on the right side.
4. When you have all the reports you want in “Selected reports” click **Save**
5. If you’d like to set ePrint to use this list of reports as the default whenever you login, follow the next steps. If not, jump to Step 6.

- a. Click on **Modify Groups**



- b. Make sure the desired report is displayed by Groups, and select checkbox **Default login group**



- c. Click **Save** to save your changes.

6. To return to the main screen of ePrint, click **Financial Reports** as shown below



7. On the main screen you will now see a green button with the name of your report group. If you created more than one group you’ll see more than one button. Click that button to view that group. If you set this as the default, the next time you login to ePrint it will display that group automatically.

