**How to ‘Save As’ a WebFocus report**

1. Edit a report in WebFocus by left mouse clicking on the selected report and choose ‘Edit’.



1. After the report is in Edit mode, right mouse click on the ‘IA’ icon in the upper left corner of your web browser.



1. Select ‘Save As’ from the drop down menu



1. Select which directory you would like to save your report in under ‘Domains’, rename your report in the ‘Title:’ field, and select the ‘Save’ button.

