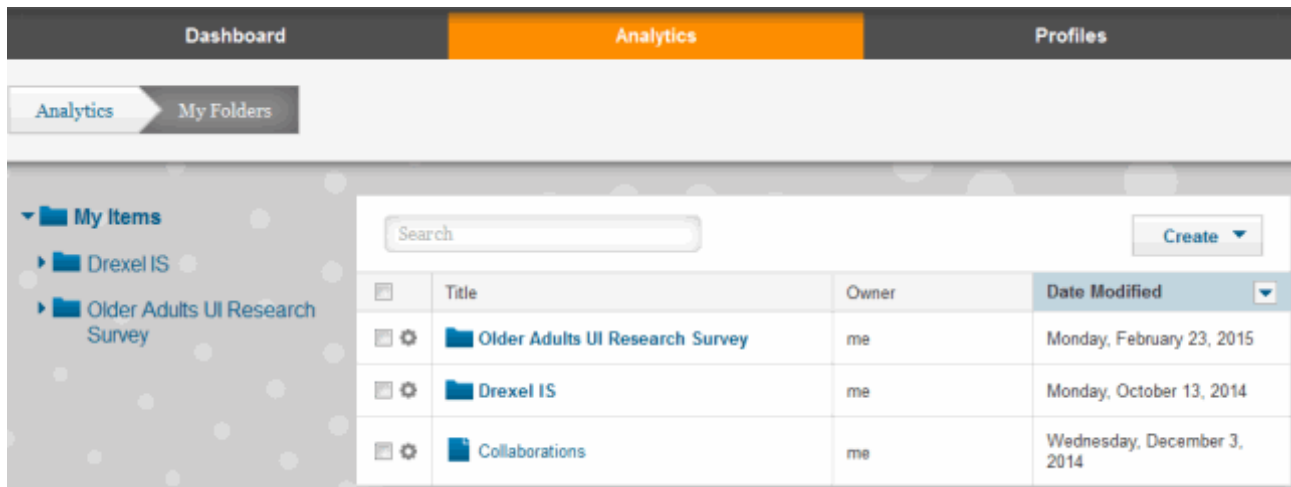


# My Folders

**My Folders**, accessed from the **Analytics** home page, provides you with tools to create and organize both reports and the folders in which you keep them.

Reports contain the tiles which you create and wish to group together, and folders can be used to collect your reports.



When you first create a folder or report, it will be stored within **My Items**, located on the left-hand side of the screen. The contents of each folder, once clicked, is visible within the table that sits in the center of the screen.

In the above example, we see the contents of the **My Items** folder, which now includes two new folders, and a separate report. Clicking on either of the two folders located below **My Items** will reveal the contents of that folder in the list, while clicking on the report itself will take you to the tiles that comprise the report.

**Reports** can be created within **My Folders** or from the **Dashboard** when you select **Save As**.

## Shared Reports

Find reports shared with you by colleagues here, with the report owner noted in the **Owner** column. Shared reports can be moved to any custom folder, or deleted as needed.

## Fields

Name	Value
product	InCites
Indicator	false