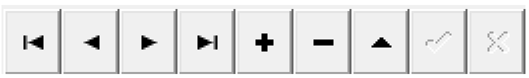
Mortgage+Care

Adding a Custom Report

Here are the steps you need to take while adding a new custom report:

1. First, click on the **Utilities** menu item, then click on the **Custom Reports** drop down menu item.

2. Now click on the **+** sign located on the nav bar, a new entry will become available.



3. Enter your desired report title for the **Report Title** column, you must also enter the **Report FileName**. The FileName must be the same as the report name. It must also be located in the**MORTCARE folder** in order to run properly.

4. Now you can select the report you wish to run and click **OK.**