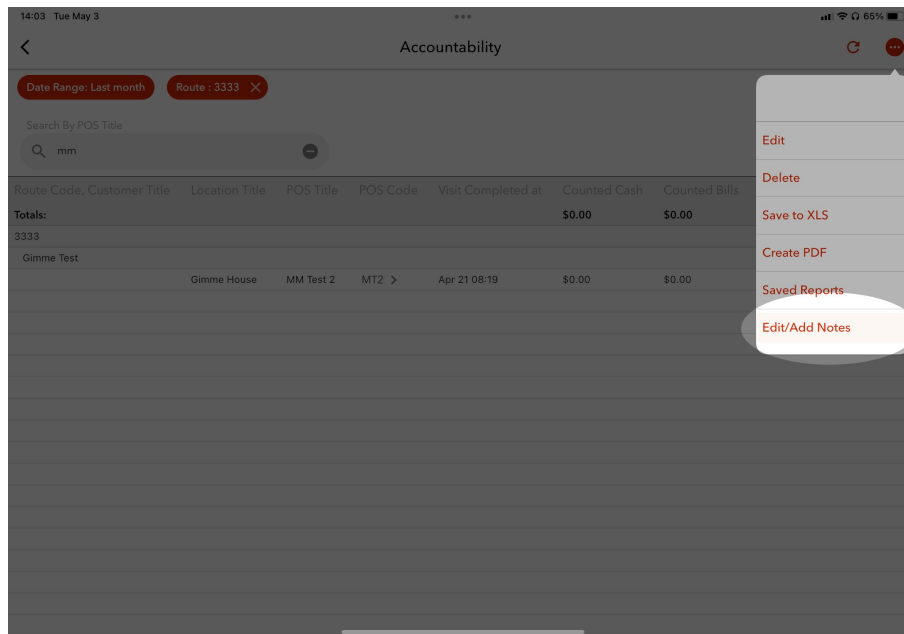


Save a copy of a report in Gimme

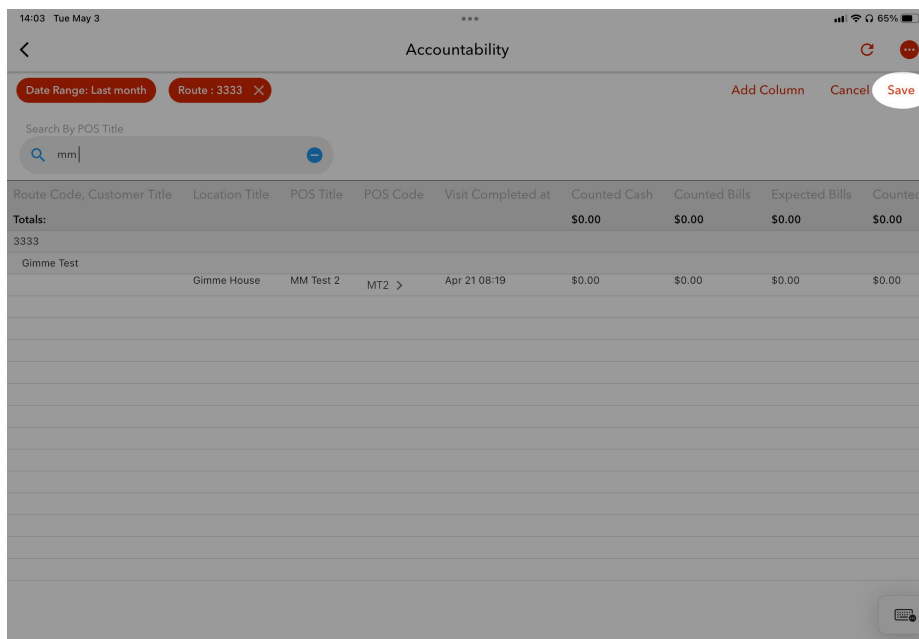
We've all been in the middle of reviewing a report that has specific dates and parameters, only to be interrupted by a time sensitive matter that requires us to navigate from the report and lose our place. (sigh)

Next time this happens, save a copy of your report by following these steps:

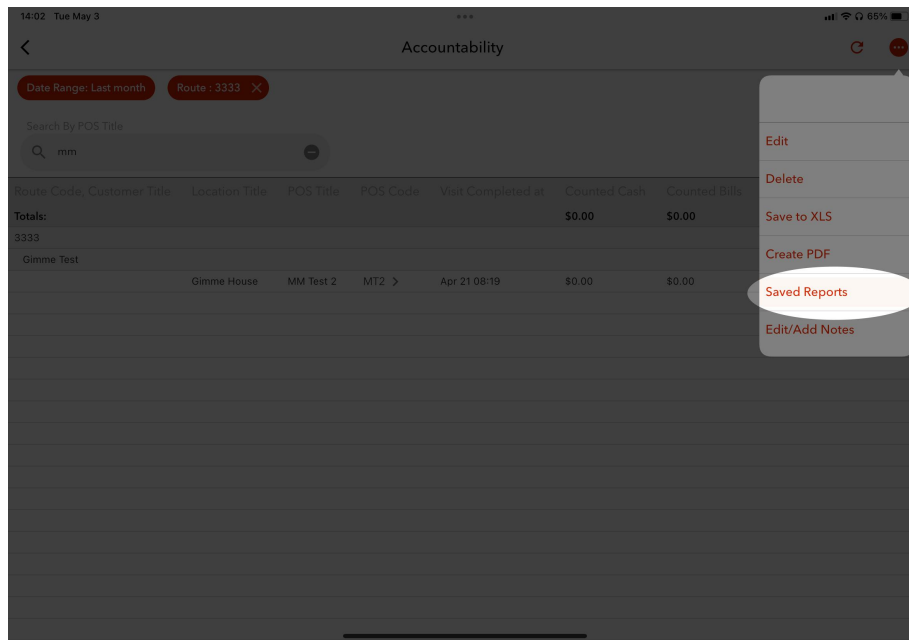
- Select the top right, **red menu button**
- Select **Edit/Add Notes**



- Select **Save** and navigate to anywhere else in Gimme



- To return to your saved report, select the top right **red menu button**
- Select **Saved Reports**



- Select the saved reports based on the time stamp

