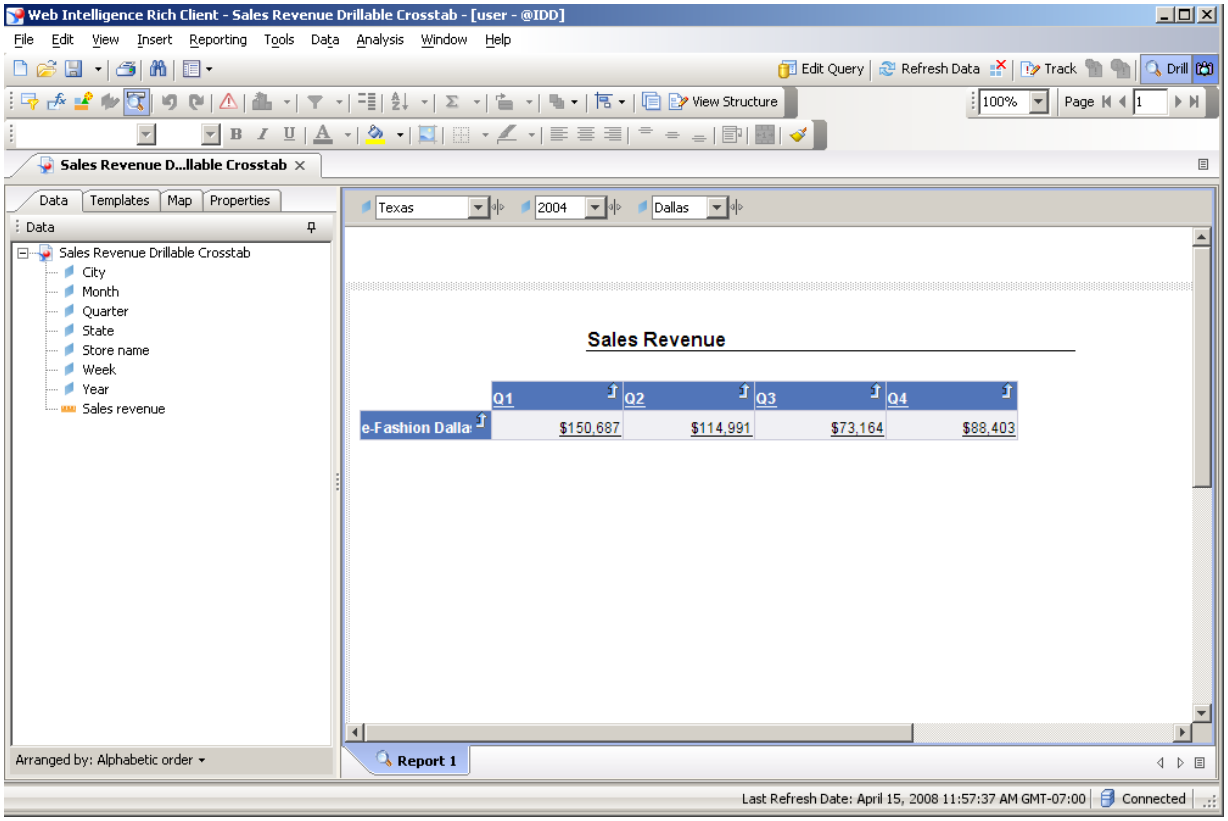
Procedure

1. Start the transaction using the menu path or transaction code.

Web Intelligence Rich Client



2. Click **Take Snapshot** .

3. Click the **Report 1 (1)** tab.

4. Click the **Properties** tab.

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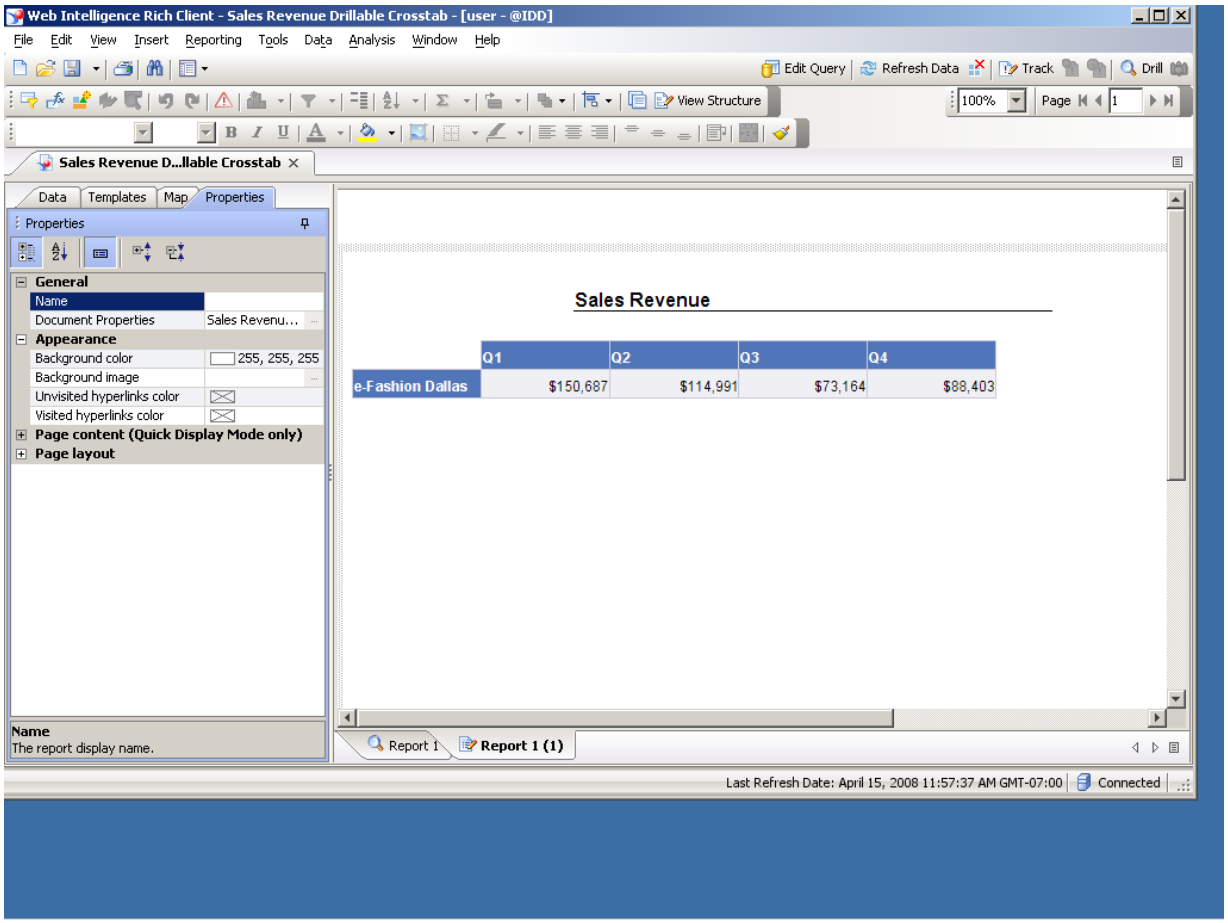
Web Intelligence Rich Client



5. As required, complete/review the following fields:

Field	R/O/C	Description
	R	**Example:** Dallas 2004 Quarterly Revenues

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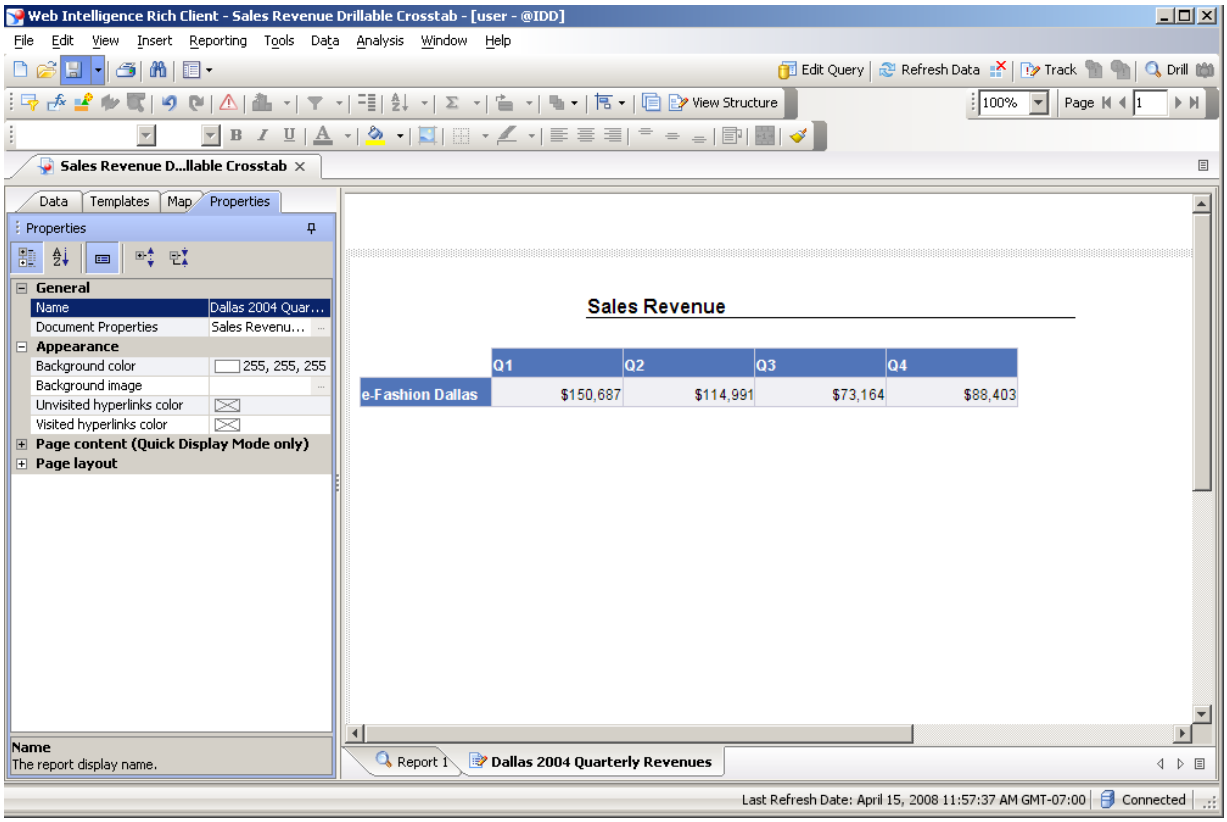
Web Intelligence Rich Client



6. Click **Save** .

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