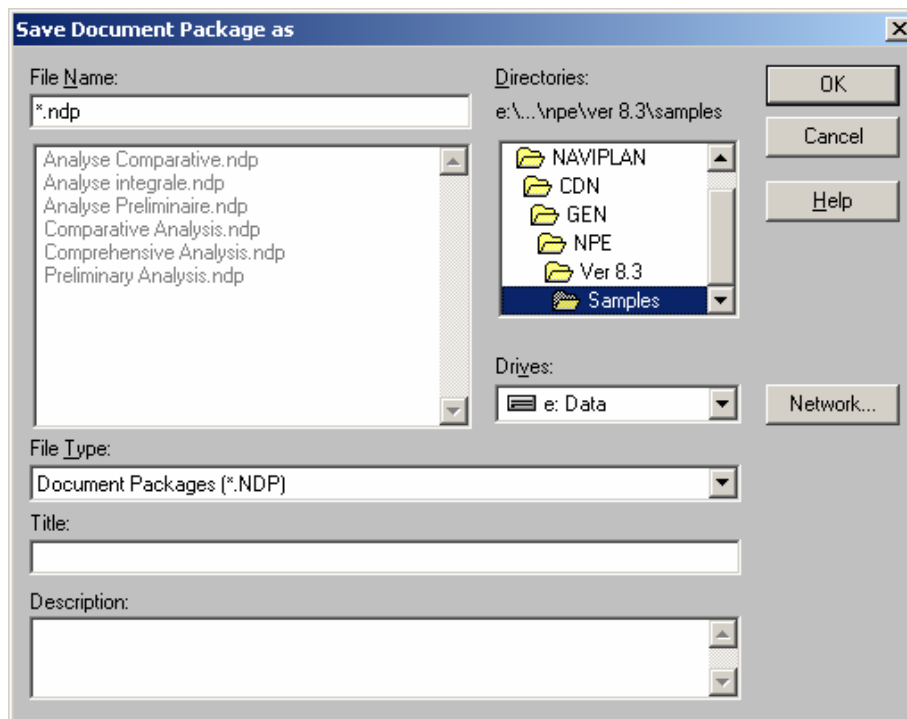


## Creating your favourite reports & graphs

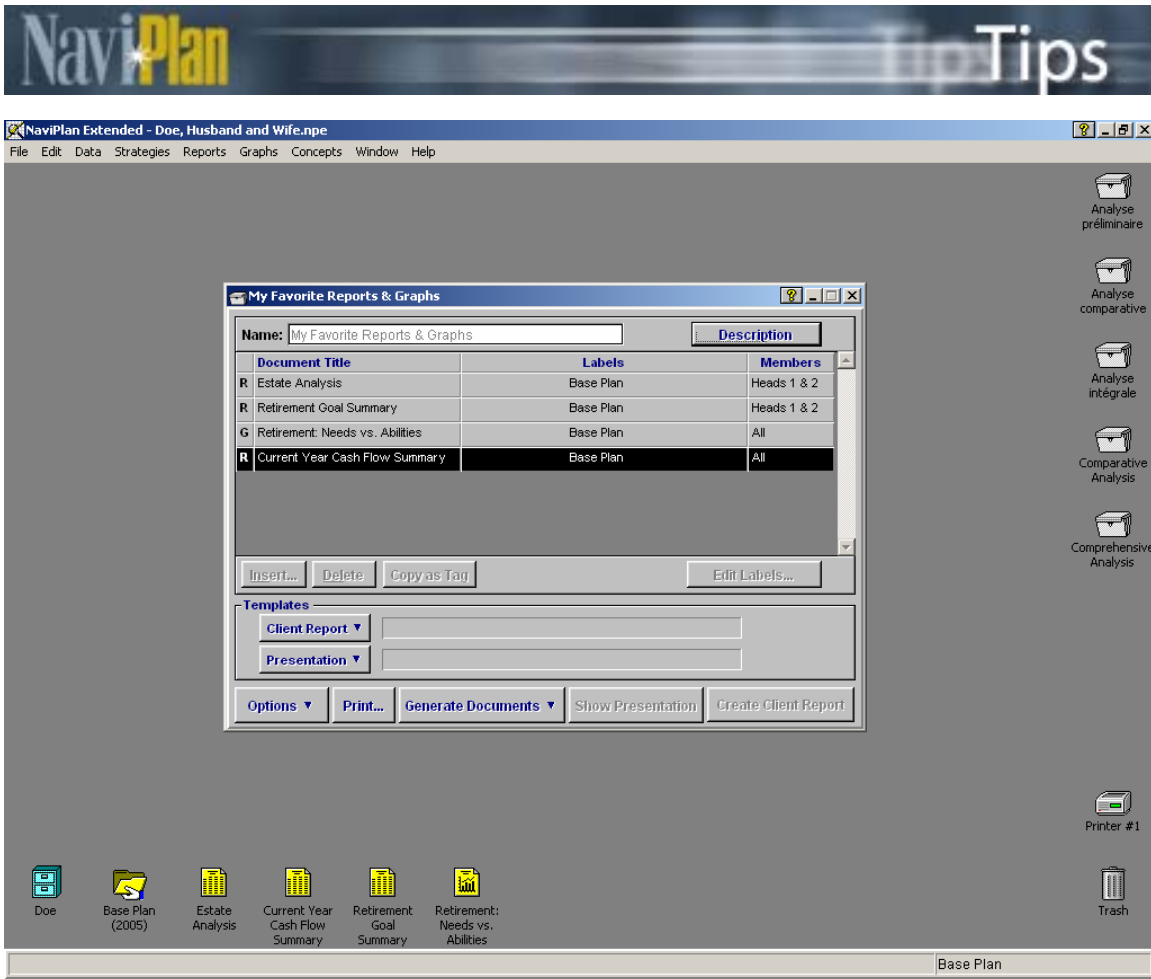
You can create a personal document package to store the reports and graphs you use most often. This feature allows you to generate your favourite reports and graphs within a matter of seconds. Before starting, ensure that the reports and graphs you want to include in the personal document package are open on the desktop.

### Procedure

1. Go to the **File** menu, and then select **New – Document Package** to open the *Save Document Package as* dialog box.



2. In the *File Name* field, give your new document package a file name, and then, in the *Title* field, enter a title.
3. Click **OK**. The new document package is now displayed on your desktop. It includes all of the reports and graphs you had previously generated on the NaviPlan Extended desktop.



You can minimize your new document package, and then use it for all of your clients. Drag-and-drop any plan for any client onto your new customized document package. You can generate documents by clicking the *Generate Documents* button, and then selecting *All Documents* or *Selected Documents*.