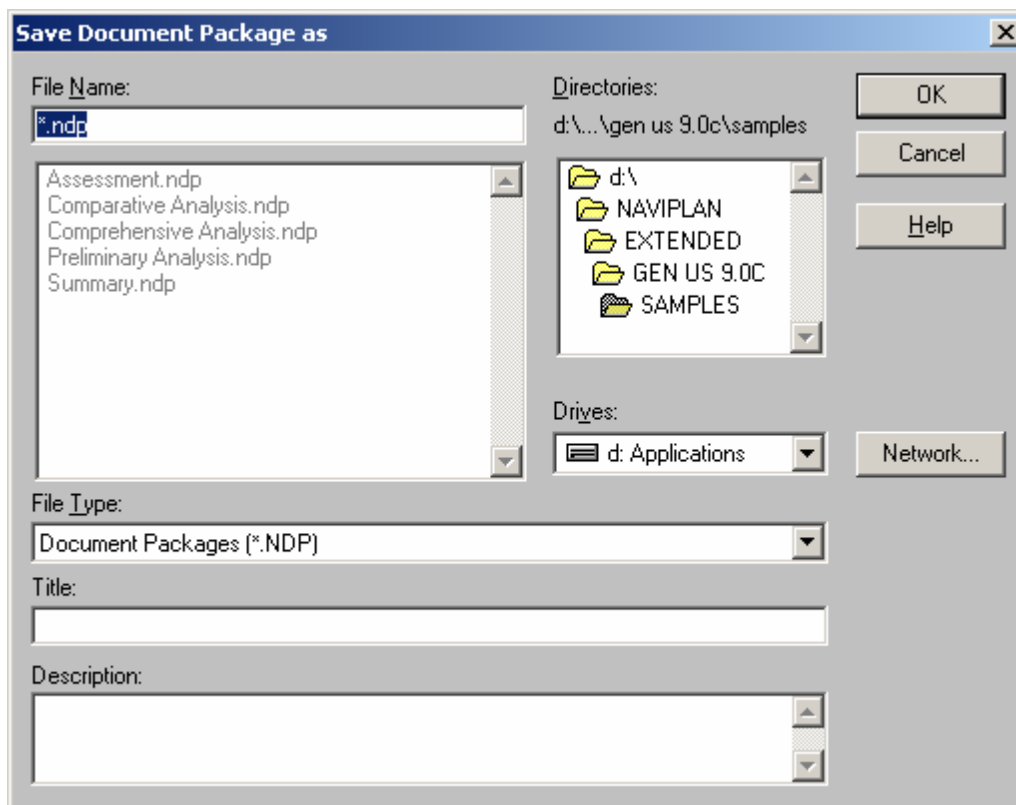


## Creating your favorite reports and graphs

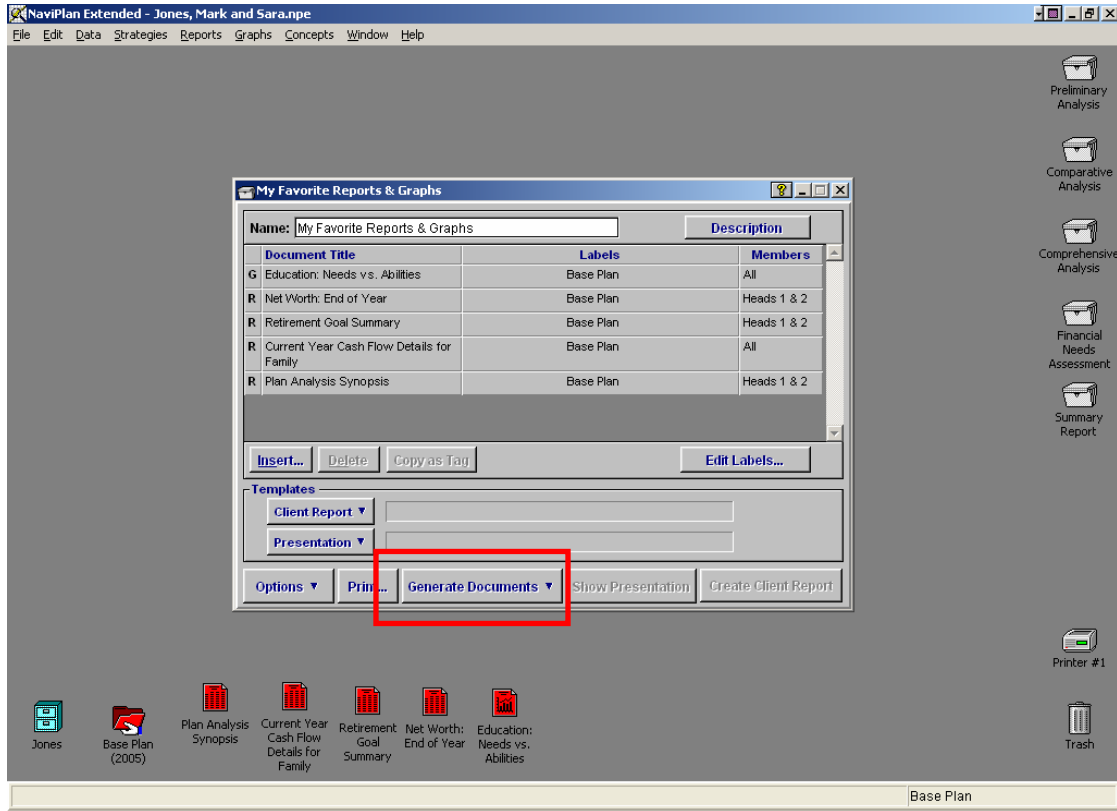
You can create a personal document package to store the reports and graphs you use most often and generate them quickly.

1. Generate and minimize your favorite documents for any active plan on the NaviPlan Extended desktop.
2. Go to the **File** menu, and then select **New – Document Package**. A *Save Document Package as* dialog box opens.



3. Give your new document package a file name and title, and then click **OK**.

The new document package displays on your desktop. It includes all of the reports and graphs you had previously generated and minimized on the NaviPlan Extended desktop.



You can minimize your new document package and use it for all of your clients.

Drag-and-drop any plan for any client onto your new customized document package and all of your favorite reports and graphs will be generated within seconds after clicking the *Generate Documents* button.