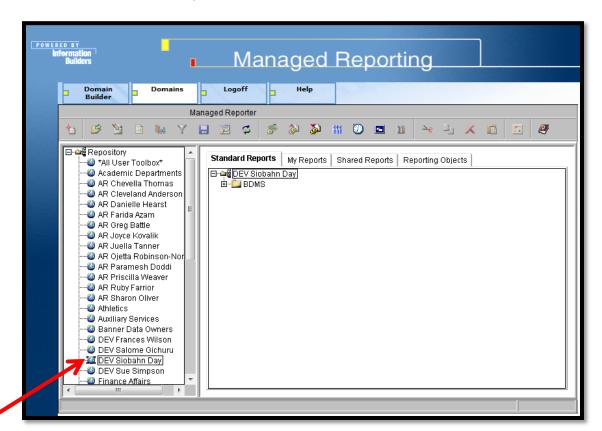# Creating a Report in WebFOCUS

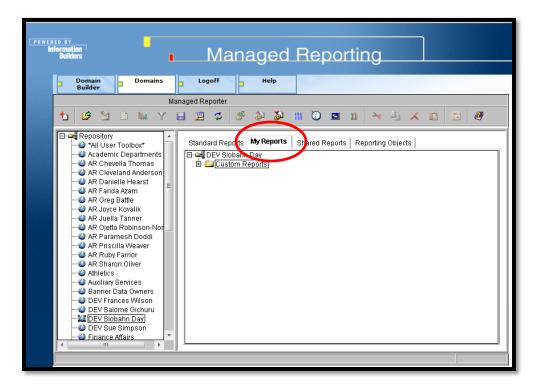1. Login to WebFOCUS TEST or WebFOCUS PROD
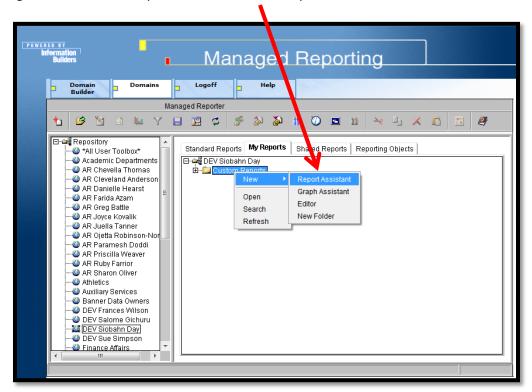

2. Click on the domain that you have access.
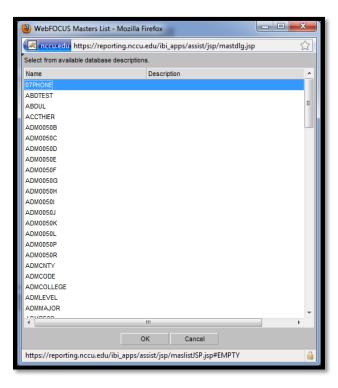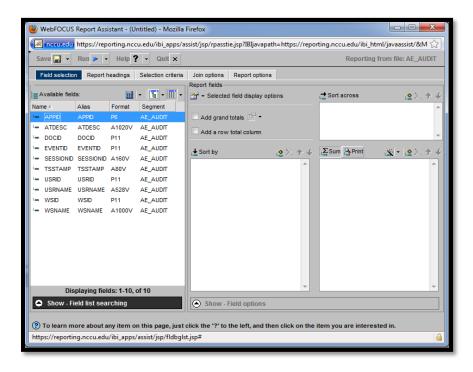
3. Click on the **"My Reports"** Tab

4. Right click on custom reports and then choose Report Assistant

5. A list of data sources will appear. Find and select the appropriate data source.

6. A new window will appear with report assistant where you can begin your report

7. Remember to run and save your report once finished.