How to Export and Import Cento Templates

Cento allows users to import/export report templates. To do this:

1. Select the All-Report Templates tab to edit a report under My Reports or Shared Custom Reports. Flash reports cannot be edited.

2. Select the title under the Report Template you would like, then select Edit Report.

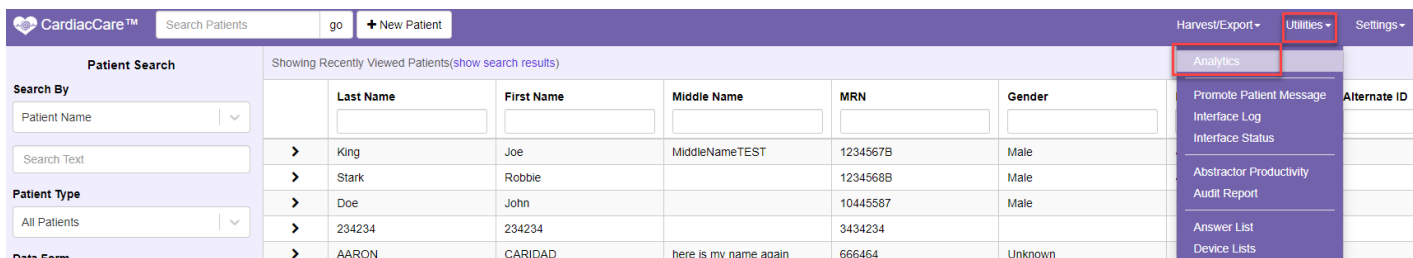**3.** After you select Edit Report, select the Finish header. On this page, select the Export Template button.
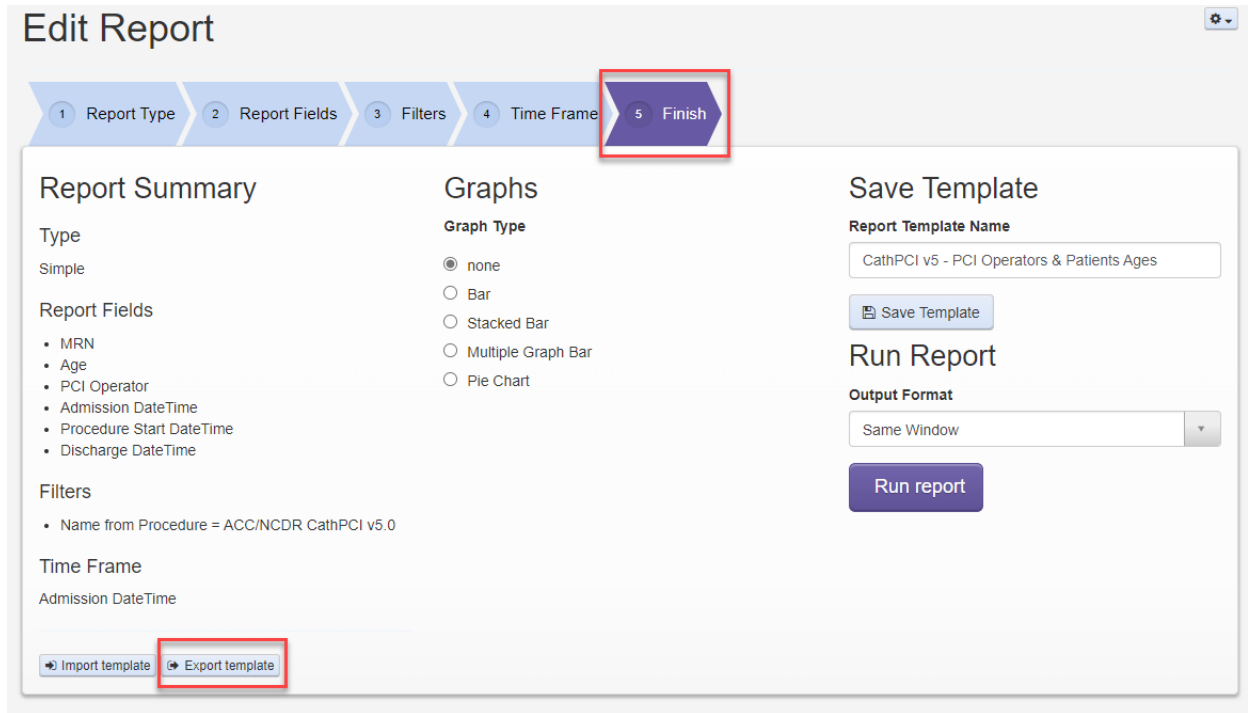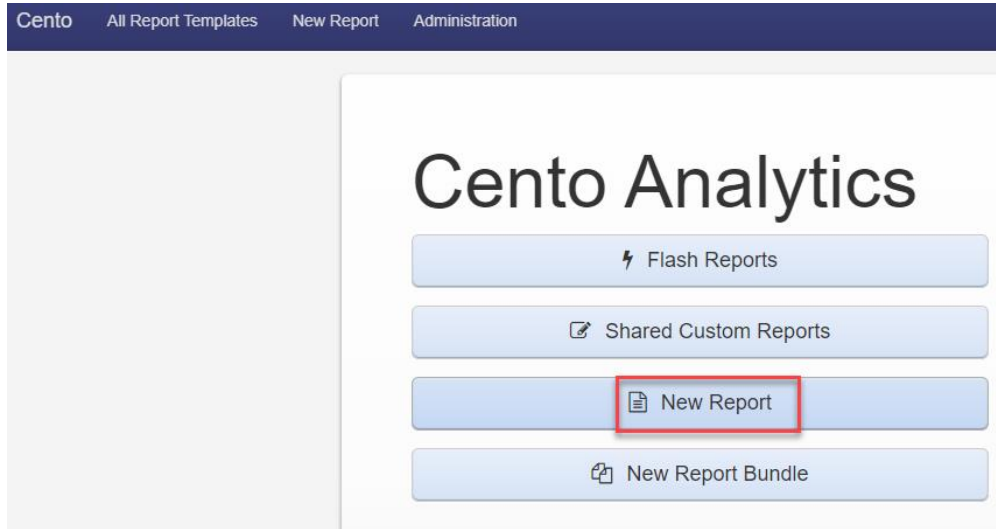

4. A window will pop up with some highlighted text. Right click on the text to copy the highlighted information in the textbox.
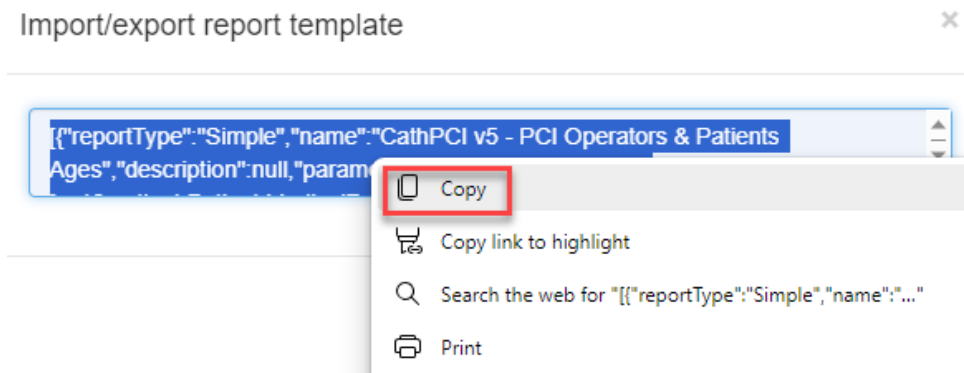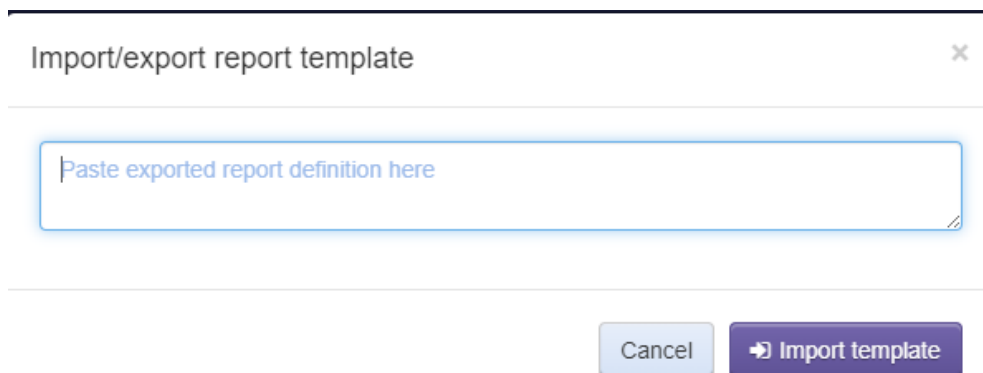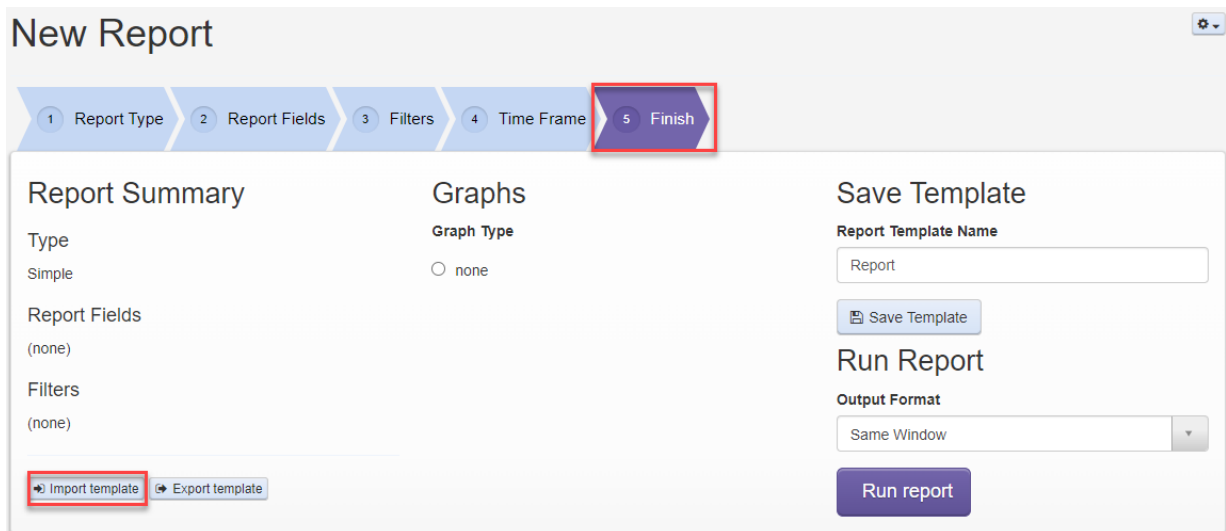

5. In a new window open Cento Analytics and select "New Report"
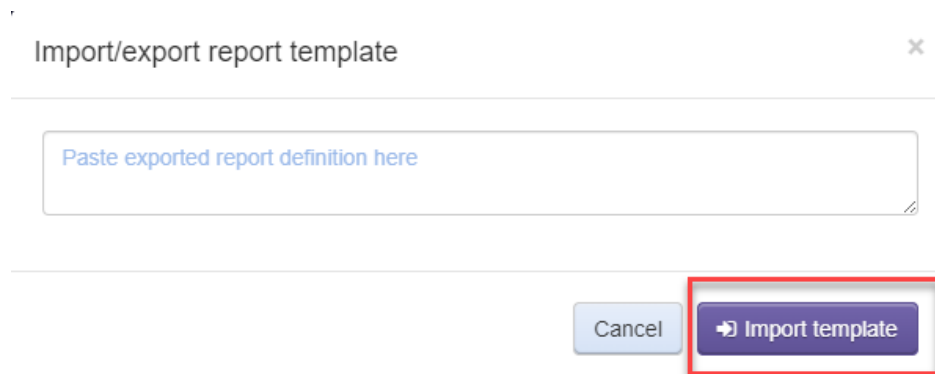
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calm the storm.

6. Once you have selected New Report, select the "Finish" tab. Select the Import template button, and paste the data you copied into the window that opens up.

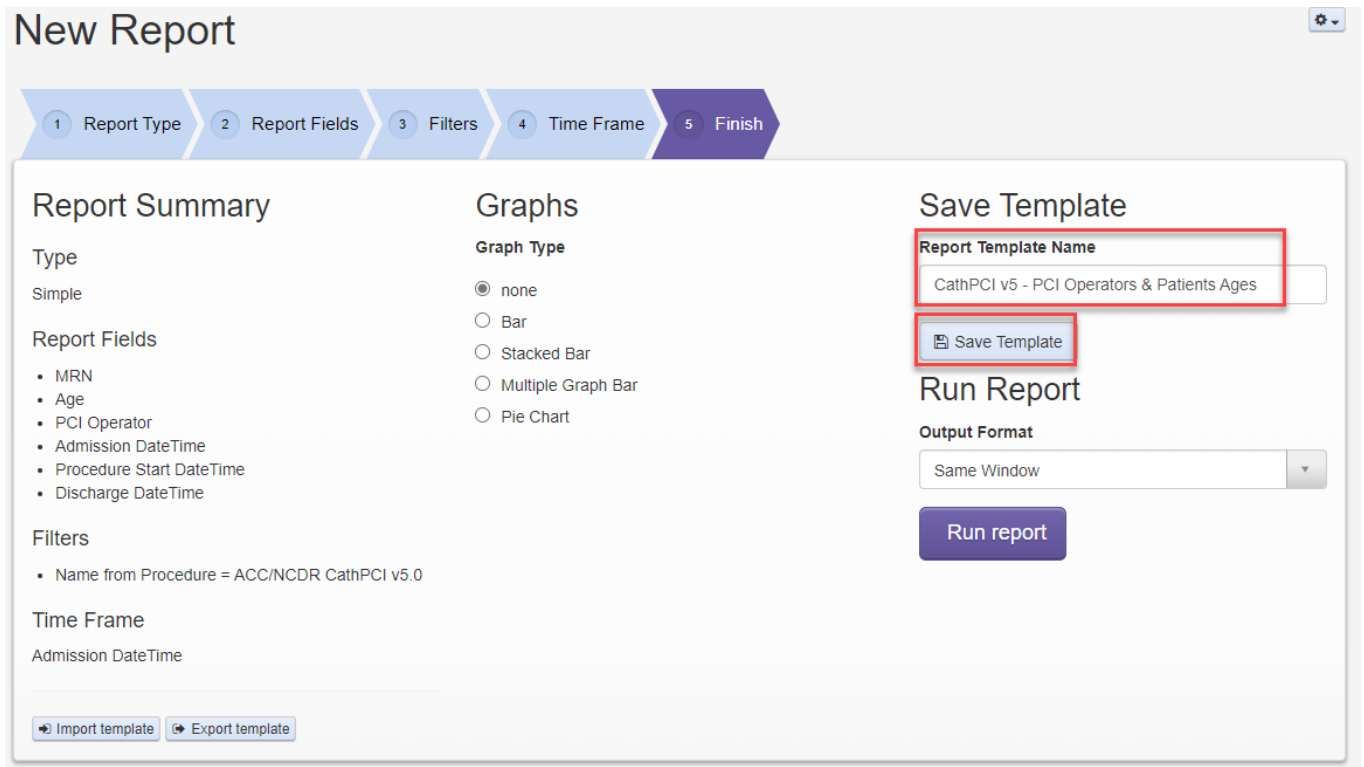**7.** After pasting the highlighted data you copied, select the Import template button.

8. You can now Name and Save the template.