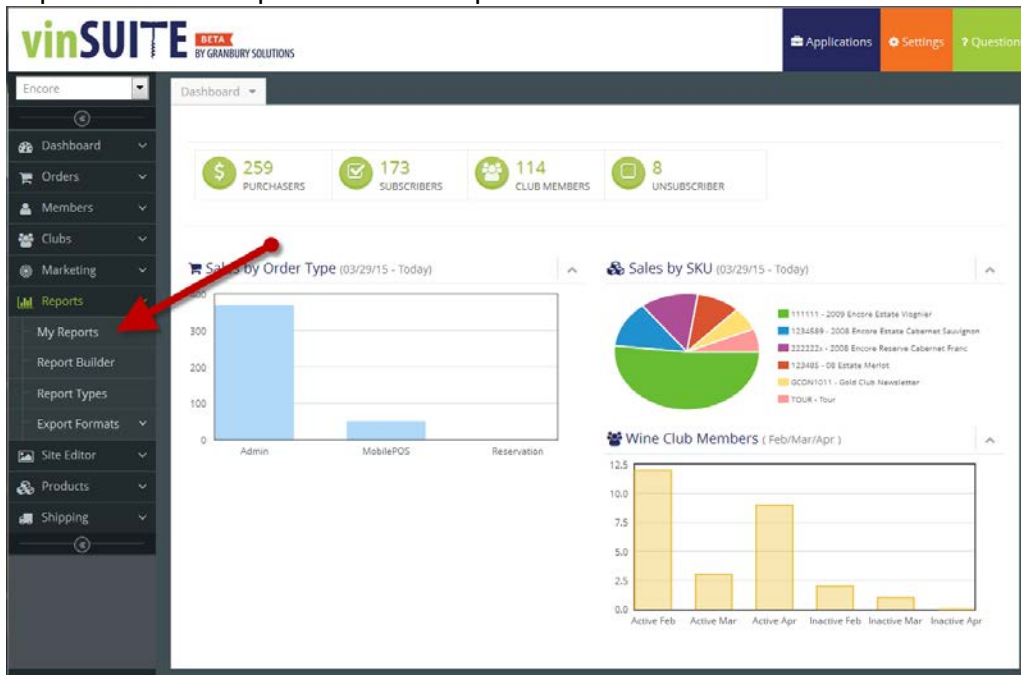


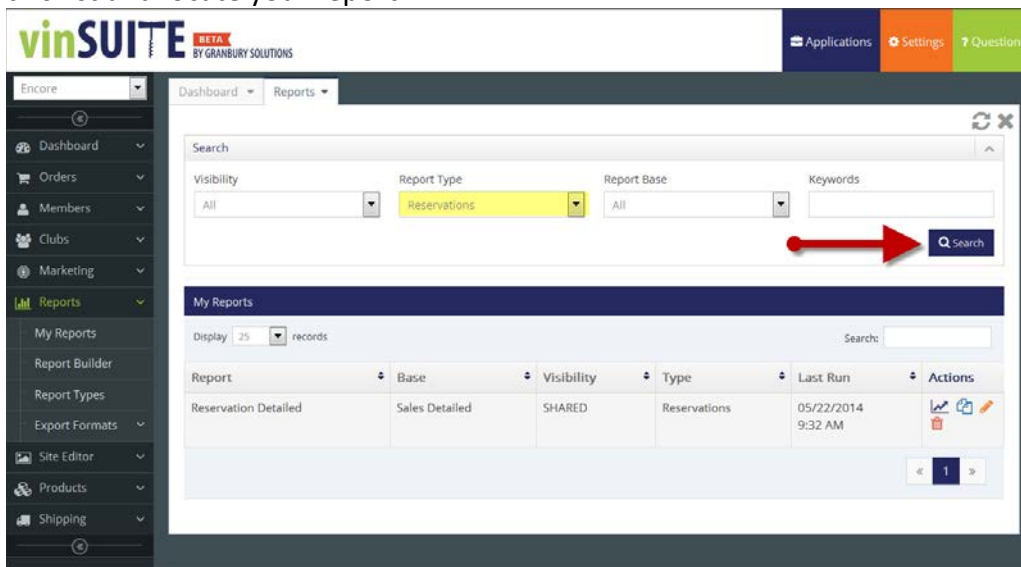
**Editing an Existing Report**

Any report that is written using the Report Builder and saved can be edited at a later date.

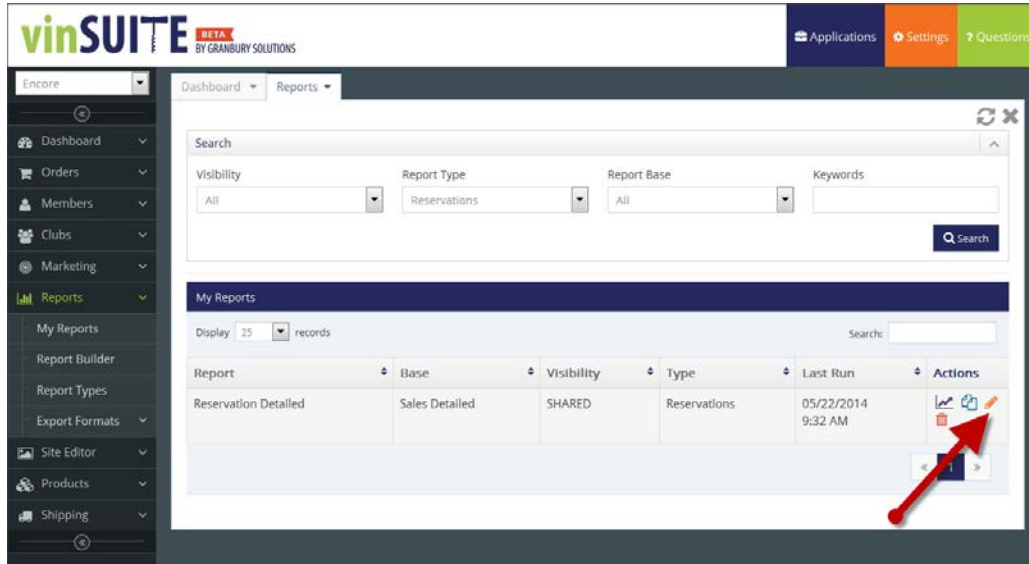
1. In vinSUITE, go to the 'Reports' section of the left hand navigation then choose 'My Reports'. The My Reports table will open in the workspace.



2. Find the report you wish to edit in the list. You may use the options at the top of your screen to filter this list and locate your report.



- Once found, click the 'Edit' icon in the actions column to open the report you wish to edit. This will open your report in the Report Builder screens. Use these screens to make any changes to this report that you would like.



- In Step 4, click 'Save & Run' to save the new report parameters and export a current version of the report to Excel.