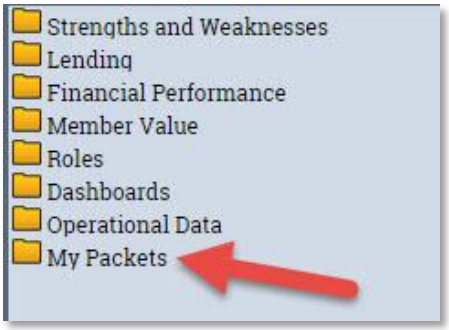
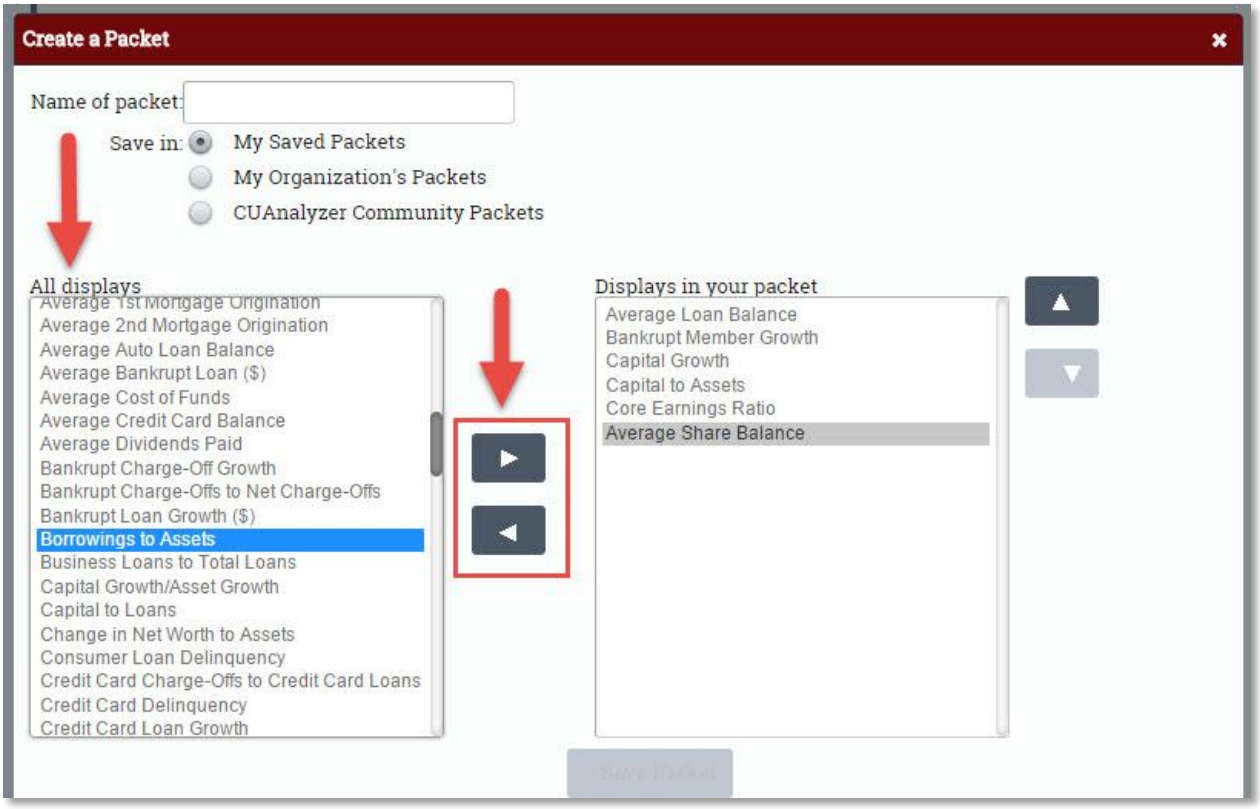
HOW-TO CREATE A PACKET:
5 EASY STEPS TO BUILD A CUSTOM PACKET

Step 1: Locate **My Packets** at the bottom of the left hand navigation.



Step 2: Click on **My Packets** to expand it. Then click on the first option, **-Create New Packet-.**

Step 3: Select displays from the **All displays** list. To add a display(s) to your packet, use the arrow buttons to move them to the right hand list (or double click on the display name).



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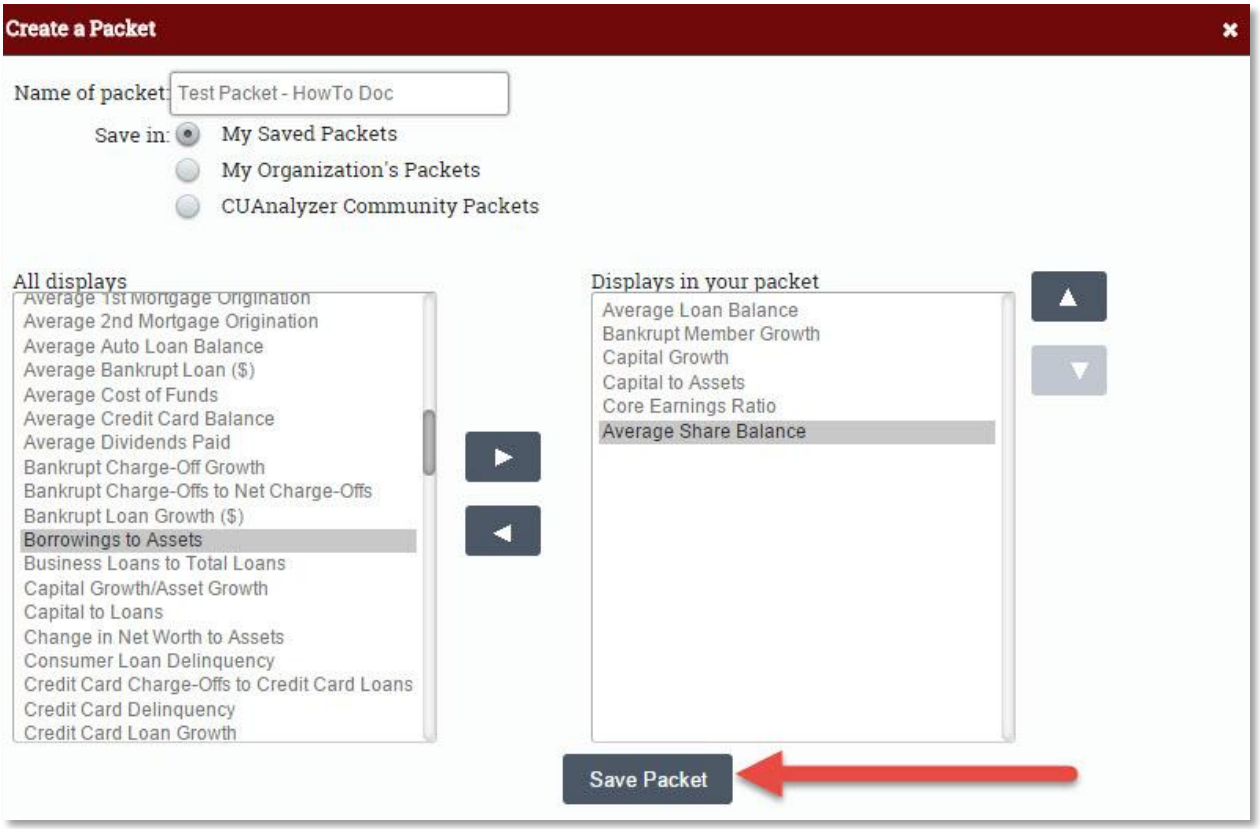
Step 4: Name the packet and choose where to save it by selecting the appropriate circle.

- *My Saved Packets:* You will be the only person who can access the packet
- *My Organization's Packets:* You and all users of CUAnalyzer in your organization will have access to the packet.
- *CUAnalyzer Community Packets:* All users of CUAnalyzer across the country will have access to the packet.

Step 5: Click **Save Packet**. Your saved packet will automatically be moved to the folder destination where you saved it.



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NOTE: To edit a custom-built packet, open the packet in the left hand navigation. Then click **Edit**.