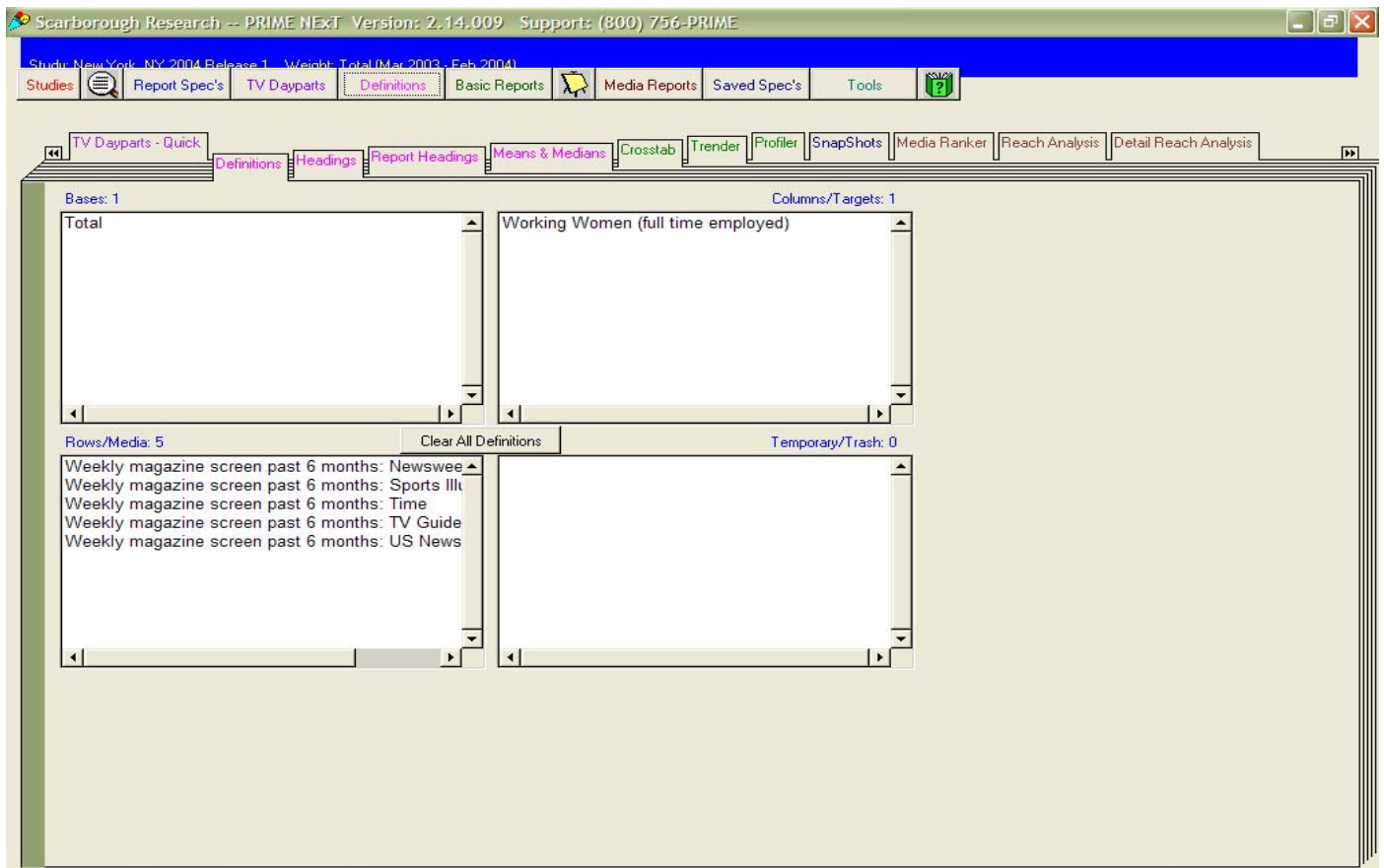


SAVING AND TRANSFERING SPECS

Saving Report Specs

The **Saved Specs** tab allows you to save any existing definition (base/target/row) in your current report.

Step 1: Under the Definitions tab decide which current definition(s) you would like to save for future use.





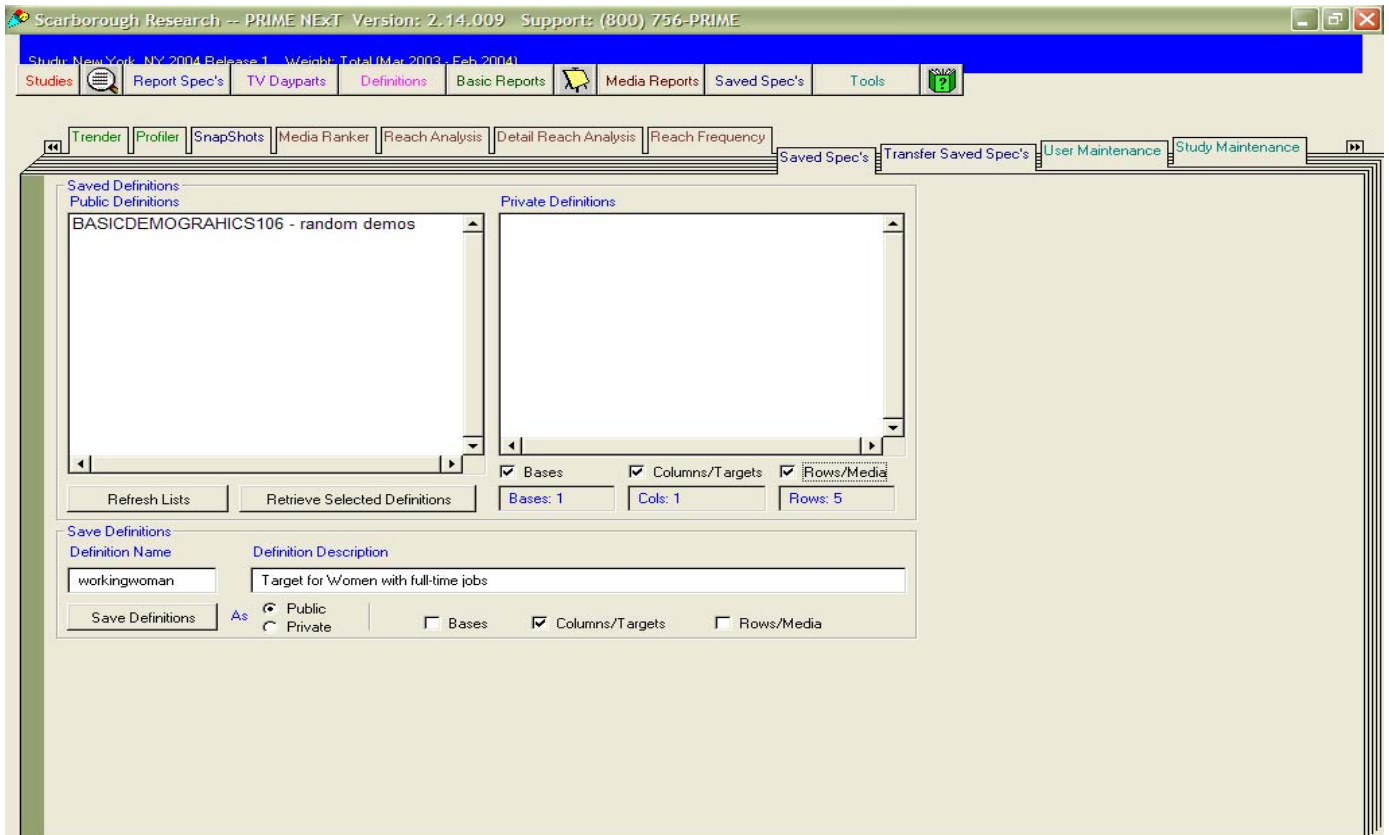
SAVING AND TRANSFERING SPECS

Step 2: Switch to the Saved Spec's by clicking on its associated tab.

Step 3: Give your Saved Spec a definition name (no spaces) and Definition Description (with spaces.)

Step 4: Decide if you wish to save the definition Publicly or Privately.

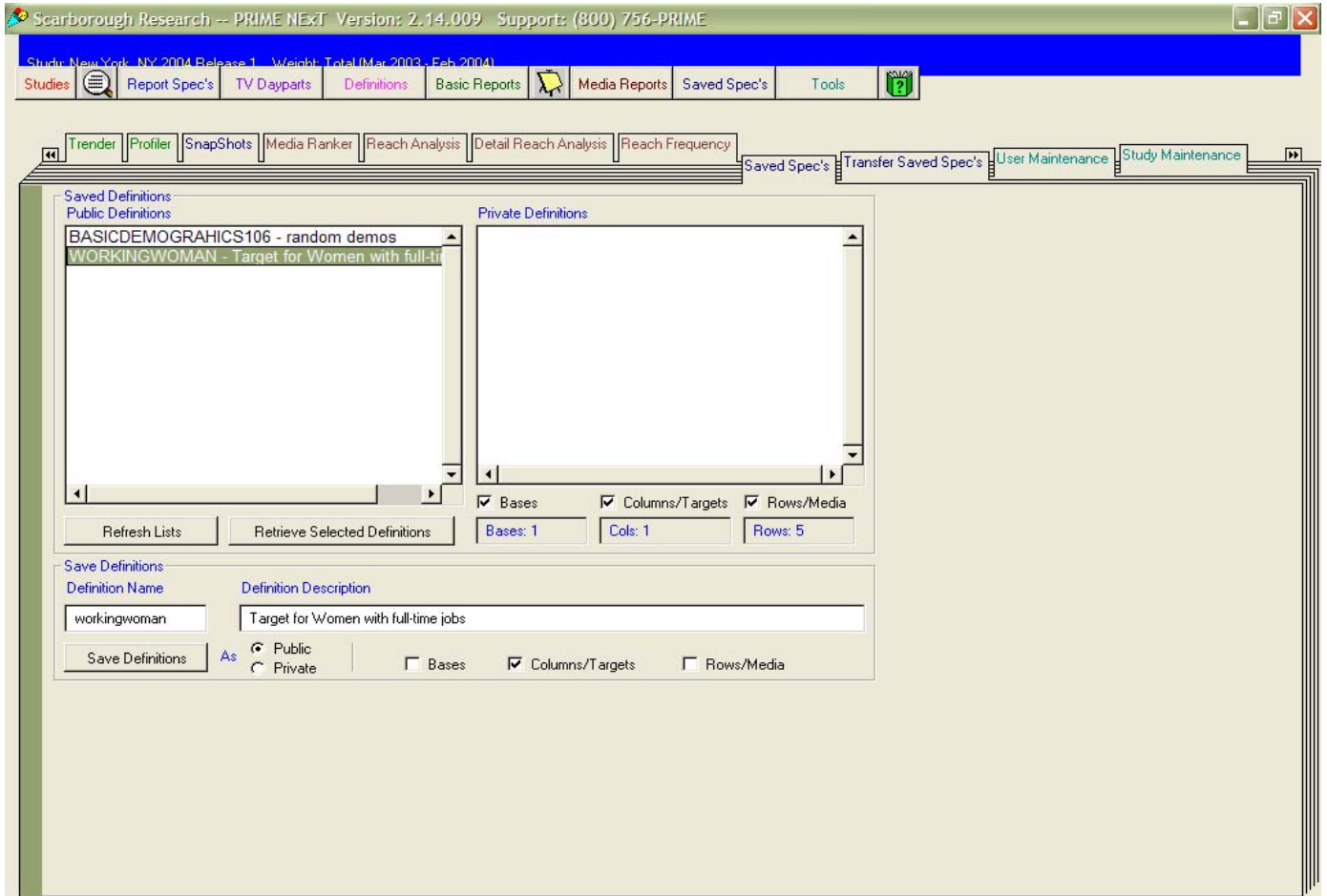
Step 5: Check which current definitions you would like to be saving (Base/Column/Row.)



Step 6: Click on the **Save Definitions** tab and your definition will be added to the saved definitions list.

SAVING AND TRANSFERING SPECS

Step 7: When ready to use specific definition again, simply click on **Saved Spec's** tab, highlight definition of interest, and click **Retrieve Selected Definitions**.



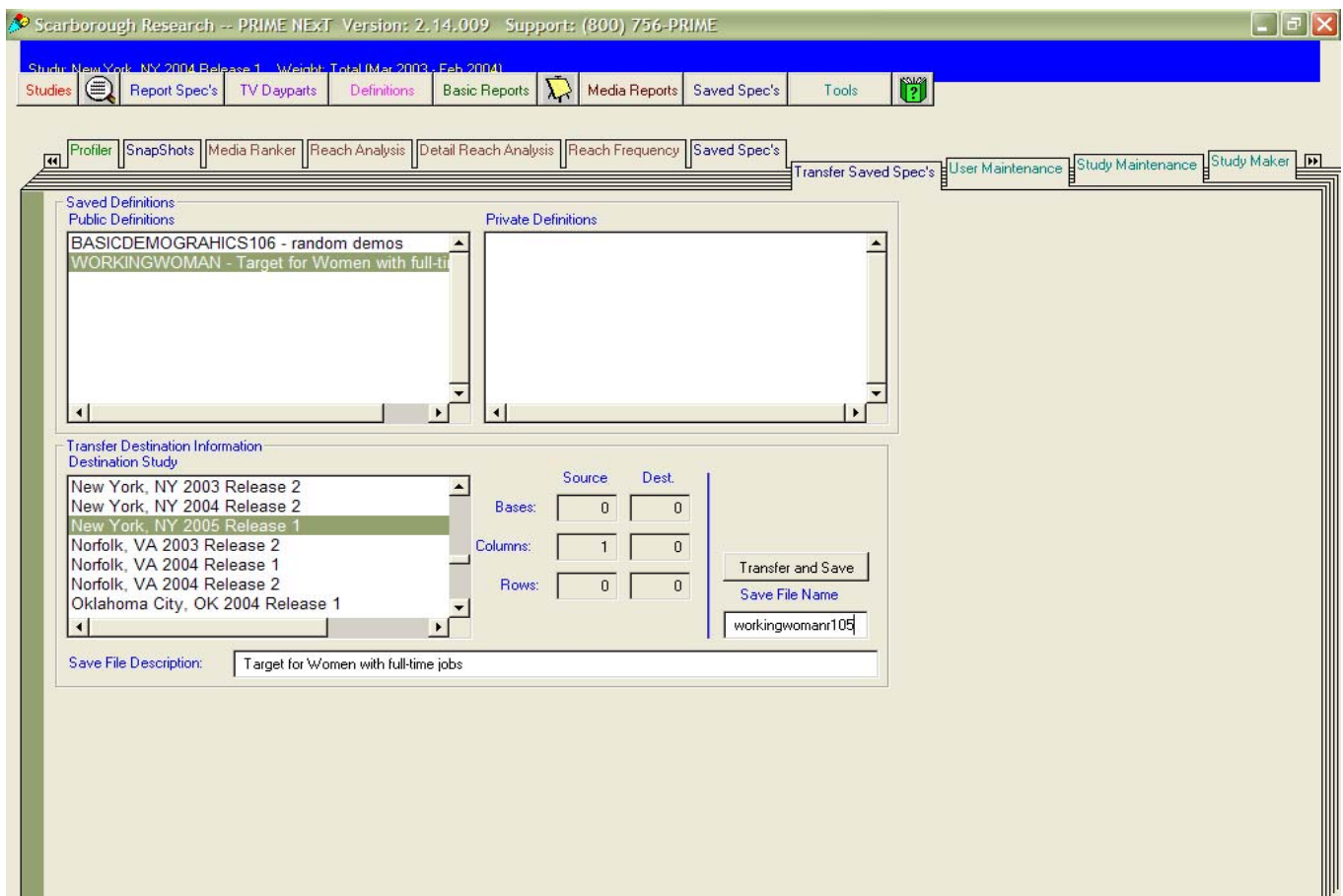
Transferring Saved Specs

The **Transfer Saved Specs** tab allows you to move saved definitions to other studies within PRIME NEXt.

Step 1: Click on the **Transfer Saved Specs** Tab.

Step 2: Select which definition you would like to transfer then choose which other study within your database you would like the definition moved.

Step 3: Give your transferred definition a name (no spaces). To avoid overwriting your current definition, the new name should be different from the original.



Step 4: Click **Transfer and Save** and your new definition will be in the chosen study

NOTE: To avoid overwriting definitions by name replication, finish the definition name with the release information. (workingwomanR105)