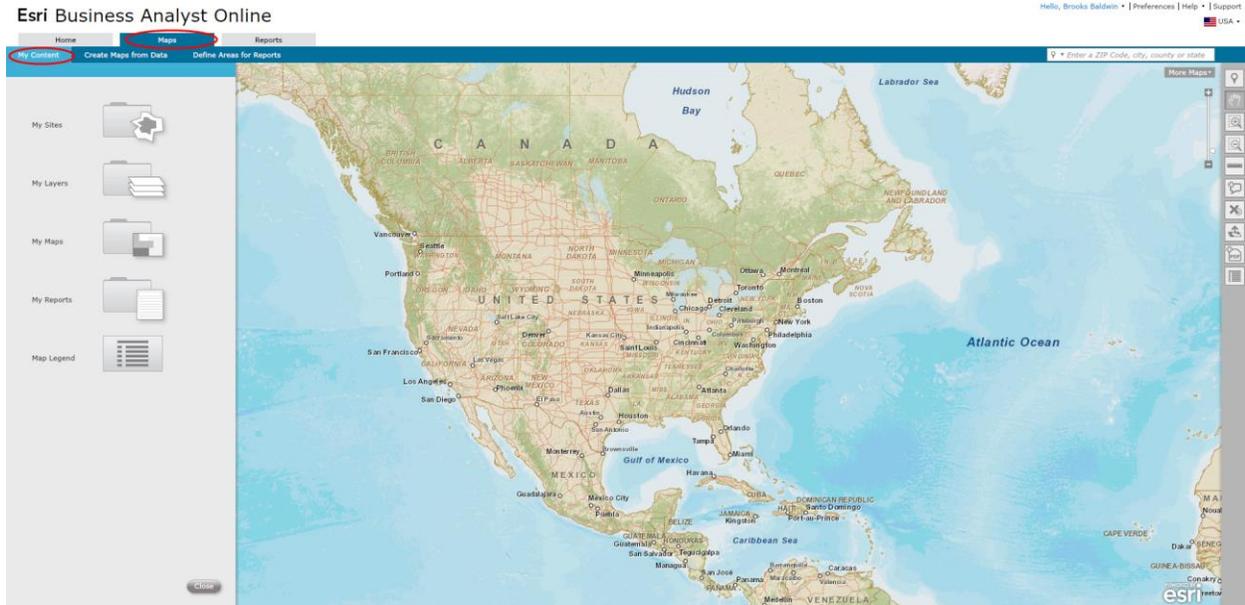


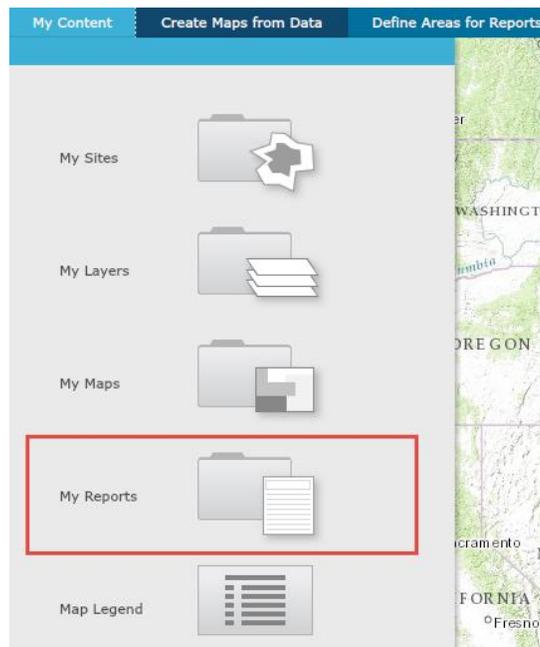
## Where Reports are Stored

Users are able to open previously created Reports through “My Content”.

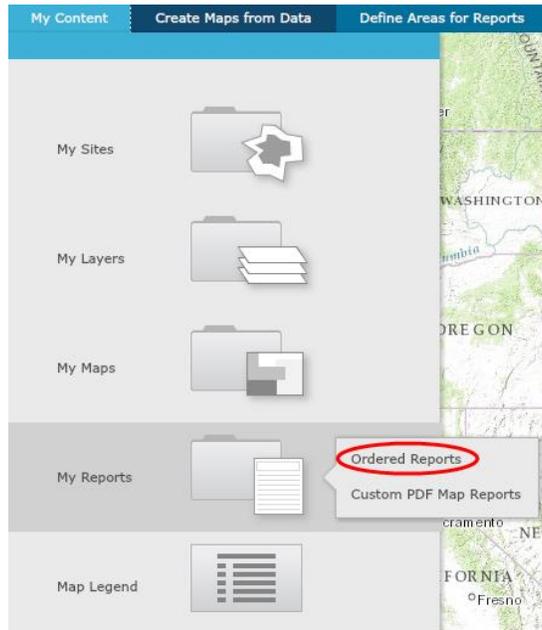
After logging into BAO, click “Maps” and then click “My Content” at the top left hand side of the page.



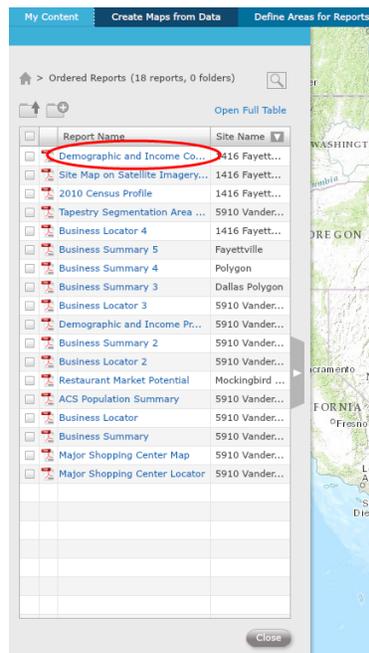
Select “My Reports” to open previously run reports.



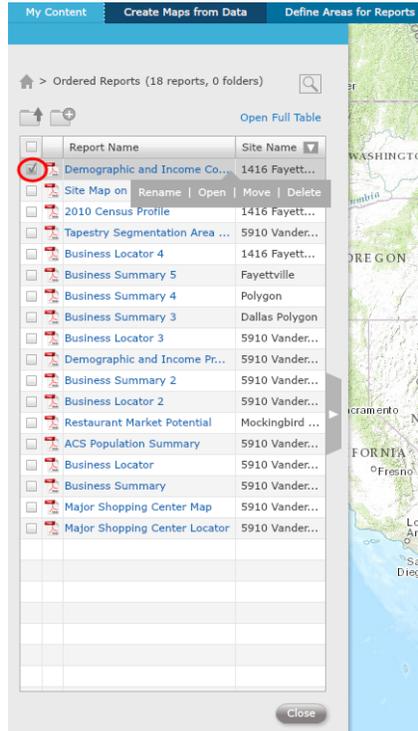
Click **“Ordered Reports”** to open previously run reports.



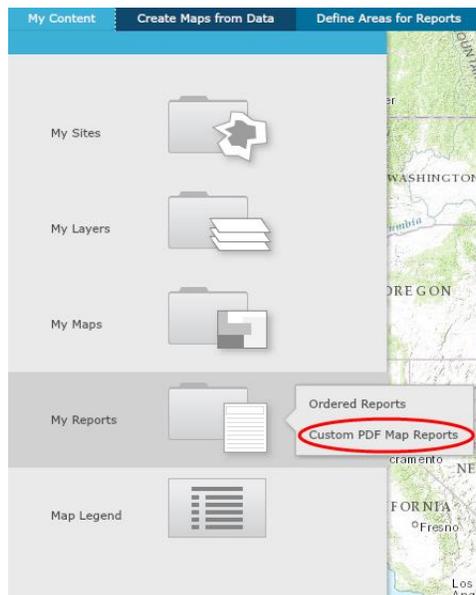
Click the report name to open the report previously ordered.



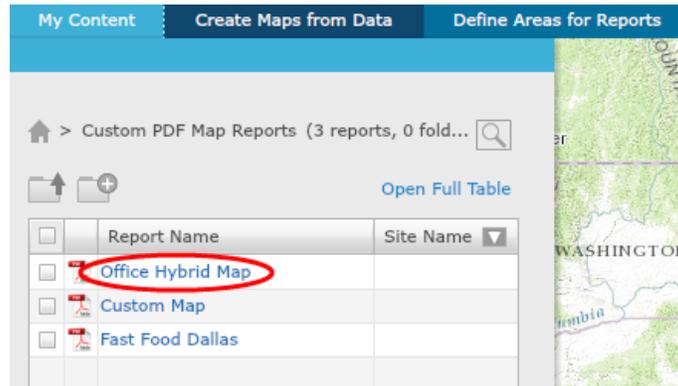
Check the box next to the report and hover the mouse cursor over the selected report to either **“Rename”**, **“Open”**, **“Move”** the report to a folder, or **“Delete”** the report.



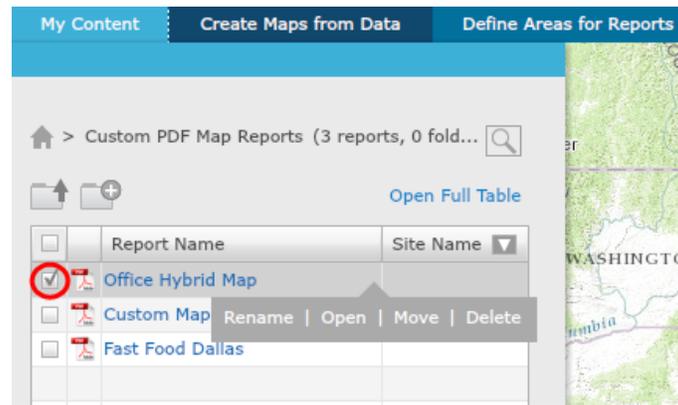
Click **“Custom PDF Map Reports”** to open previously created maps.



Click the map name to open the previously created map report.



Check the box next to the map report and hover the mouse cursor over the selected map to either "Rename", "Open", "Move" the report to a folder, or "Delete" the map report.



Click the "Home" button or the "Up one level" button to return to the home screen of "My Content".

