My Content Options

- Main Menu Options
- Content Lists: Manage Data Items
- Settings
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All the data items you create with the Create Content options can be accessed from the My Content screen.

In the main menu, click My Content to list the items, by type, in the navigation pane.

Click the arrow to expand one or more sections.

Click any of the content types to view all your saved data in the content list on the right side of the screen.

- My Reports and Report History
  In addition to your saved reports (Report Inbox), records of the last 200 reports you generated are maintained for reference.
- My Analysis Areas
- My Custom Geographies
- My Data
- My Enhanced Files
- My Lists
- My Locations
- My Maps
- My Profiles
- My Templates
- My Targets

Manage Content

Use the My Content screen to modify data you created.

1. On the main menu, click My Content to display the screen.
2. In the navigation panel on the left side, click the content area title to expand the section.
3. Click the content area (My Reports, My Analysis Area, etc.) to display all saved records in the content list.
4. Use the content list options (Content Lists: Manage Data) to modify, copy or delete any item on the list.

Create New Folder

You can create and name folders to organize any type of data. Each new folder is stored in the appropriate section (My Reports, etc.).

1. On the main menu, click My Content to display the screen.
2. In the navigation panel on the left side, click the content area title to expand the section.
3. Click the plus icon beside the section heading (My Reports, etc.). A new folder appears with a name field.
4. Type the name of the new folder in the field. Press ENTER.
The new folder appears in the navigation pane. The folder also appears as a new item in the content pane for the section.

**Rename Folder**

To rename a folder you created:

1. On the main menu, click **My Content** to display the screen.
2. In the navigation panel on the left side, click the content area title to expand the section.
3. Click the section (**My Reports**, etc.). The content list on the right displays all items and subfolders in the section.
4. Click the check box beside the folder to rename.
5. Click the **Rename** button. The Rename window appears.
6. Type or edit the name.
7. Click **OK**.

The new folder name appears in the content list.

**Delete Folder**

You can delete a folder you created. Delete items are retained in a **Trash** folder for seven days. After seven days, they are deleted permanently.

Use the **Move** option of the content list to move any items you wish to save before deleting a folder.

1. On the main menu, click **My Content** to display the screen.
2. In the navigation panel on the left side, click the content area title to expand the section.
3. Click the section (**My Reports**, etc.). The content list on the right displays all items and folders in the section.
4. Click the check box beside the folder to delete.
5. Click the **Delete** button. The system prompts you for verification.
6. Click **OK**.

**View Deleted Items (Trash)**

If you used the **Delete** option in the content list, you can view the deleted items (**Trash**).

1. On the main menu, click **My Content** to display the screen.
2. In the navigation panel on the left side, click the content area title to expand the section.
3. Click **Trash**. All deleted items appear in the content list on the right displays all deleted items and/or folders.

From the content list, you can select an item and use the **Move** option to return the item to a different folder.

You also can select an item and use the **Delete** option to remove the item from the system permanently.