## 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.

Create a Packet		×
Name of packet. Te	st Packet - HowTo Doc	
Save in: 💿	My Saved Packets	
0	My Organization's Packets	
0	CUAnalyzer Community Packets	

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

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Name of packet. Test Packet - HowTo Doc Save in:  My Saved Packets My Organization's Packets CUAnalyzer Community Packets		
All displays Average 1st Mortgage Origination Average 2nd Mortgage Origination Average 2nd Mortgage Origination Average 2nd Mortgage Origination Average Auto Loan Balance Average Bankrupt Loan (\$) Average Credit Card Balance Average Dividends Paid Bankrupt Charge-Off Growth Bankrupt Charge-Off sto Net Charge-Offs Bankrupt Charge-Offs to Net Charge-Offs Bankrupt Loan Growth (\$) Borrowings to Assets Business Loans to Total Loans Capital Growth/Asset Growth Capital to Loans Change in Net Worth to Assets Consumer Loan Delinquency Credit Card Charge-Offs to Credit Card Loans Credit Card Loan Growth	Displays in your packet Average Loan Balance Bankrupt Member Growth Capital Growth Capital to Assets Core Earnings Ratio Average Share Balance	







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

