

## **COPYING REPORTS FROM YOUR PERSONAL/DEPARTMENT LIBRARY TO YOUR DEPARTMENT/PERSONAL LIBRARY**

- First, go to the library where you want the report to appear.
- Press F6 (MIRS OPTIONS SELECTION MENU) and enter number 6 (COPY/BROWSE PERSONAL/DEPARTMENT FOCEXES)
- Notice your reports now have dots next to them instead of dashes. This is how you know you are in the COPY/BROWSE mode.

Continue to copy procedures exactly as you would if you were copying from the Common Library. (Refer to the Common Library Flow Chart left hand side under Member list).

### COMMON LIBRARY FLOWCHART