# Forerunner Mobilizer Virtual Folders

Introduction

Mobilizer's virtual folders allows you to group like reports together independently of the folder structure, which is ideal for your sales meeting, for example. You simply tag reports or folders with one or more tags and include these tags in the virtual folder. Since security is always applied you do not need to worry about whether the user has access, they will only see the reports to which they have rights.

Creating Folders

Creating folder for Mobilizer requires Admin UI to be turned on from the Properties menu .

From the tool pane select Search Folder:
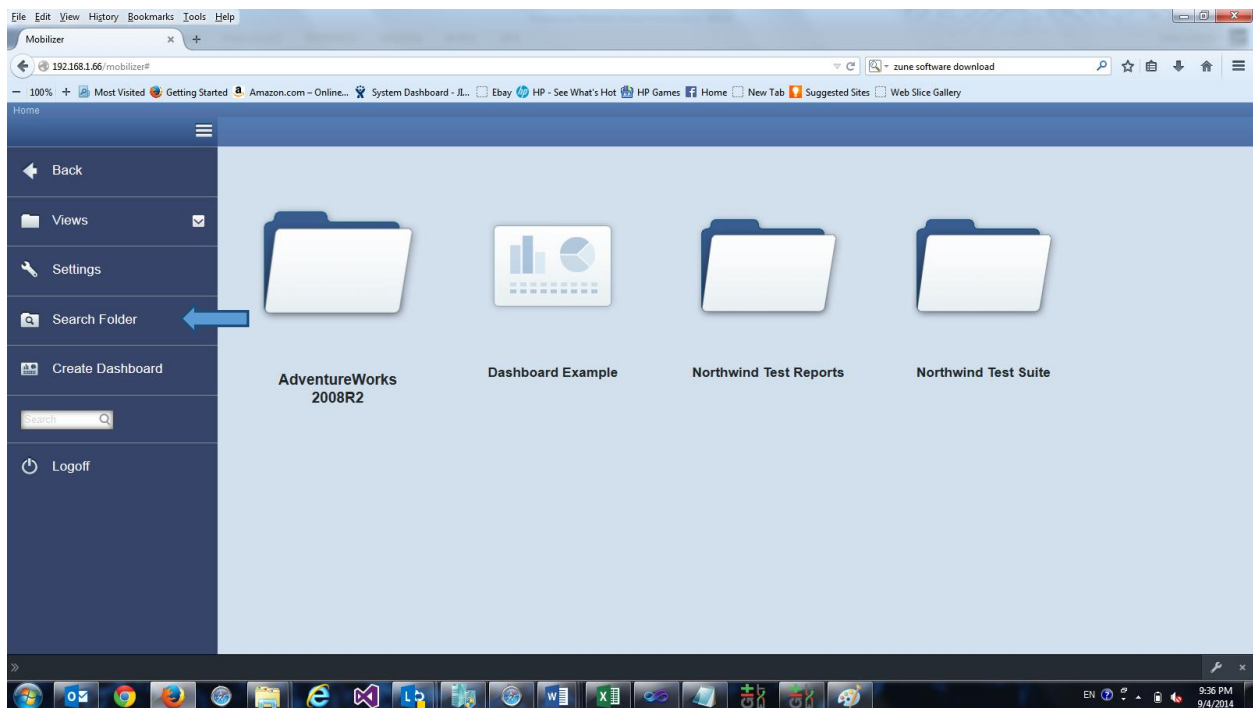
This will bring up the Search Folder Dialog. In the dialog enter a title and tags you will be using to search for in the reports. There can be multiple tags. Each tag will need to be separated by a coma. Once the user enters all the information they will select Submit. If the user decides to not create the Search Folder they may exit without saving by selecting the "x" in the top right corner of the dialog.
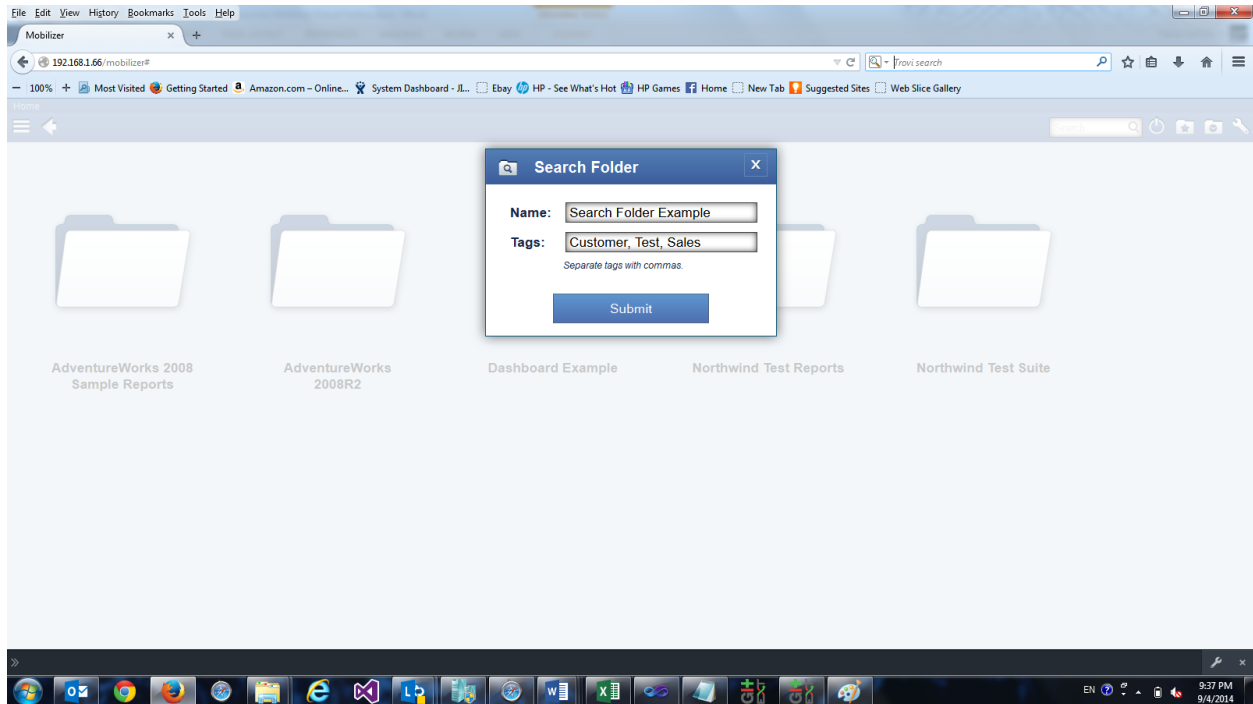

The Search Folder is now displayed on the Home page of Mobilizer:
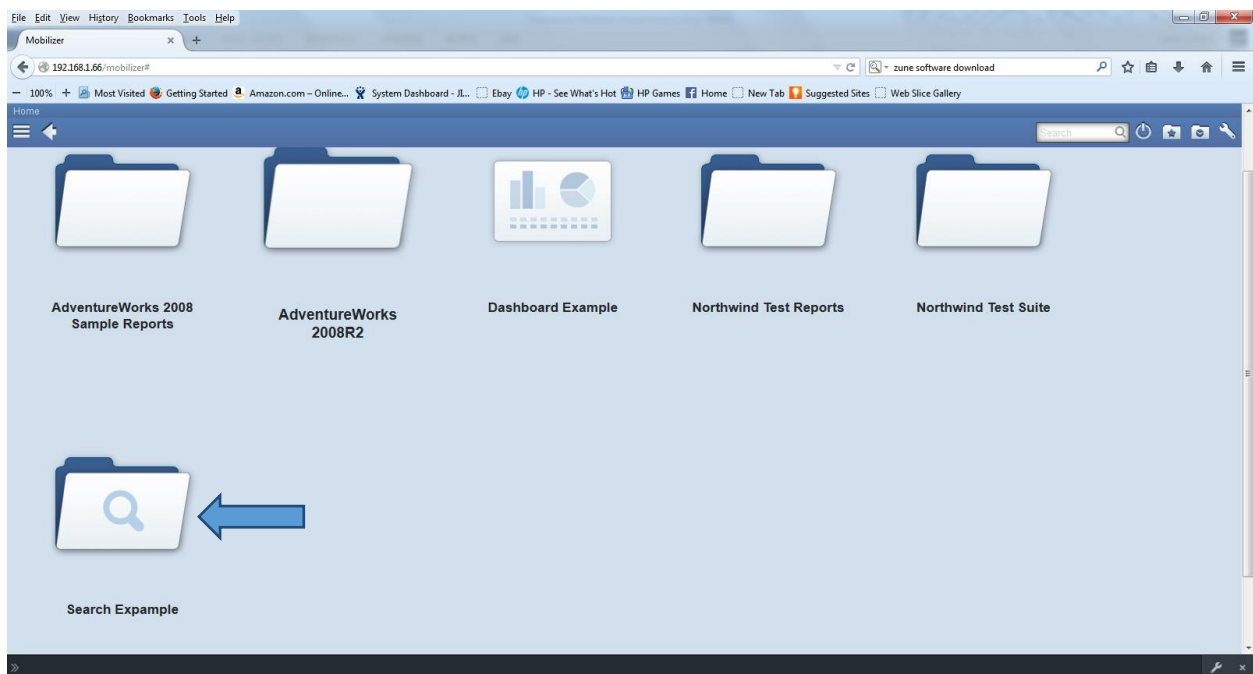
Users may edit the Search folder tags to allow for more reports to be stored or to remove reports that are no longer needed. To do this open the Search Folder. Select the tool pane and then select Properties. The user may then add or remove tags for the folder.

Tag Reports

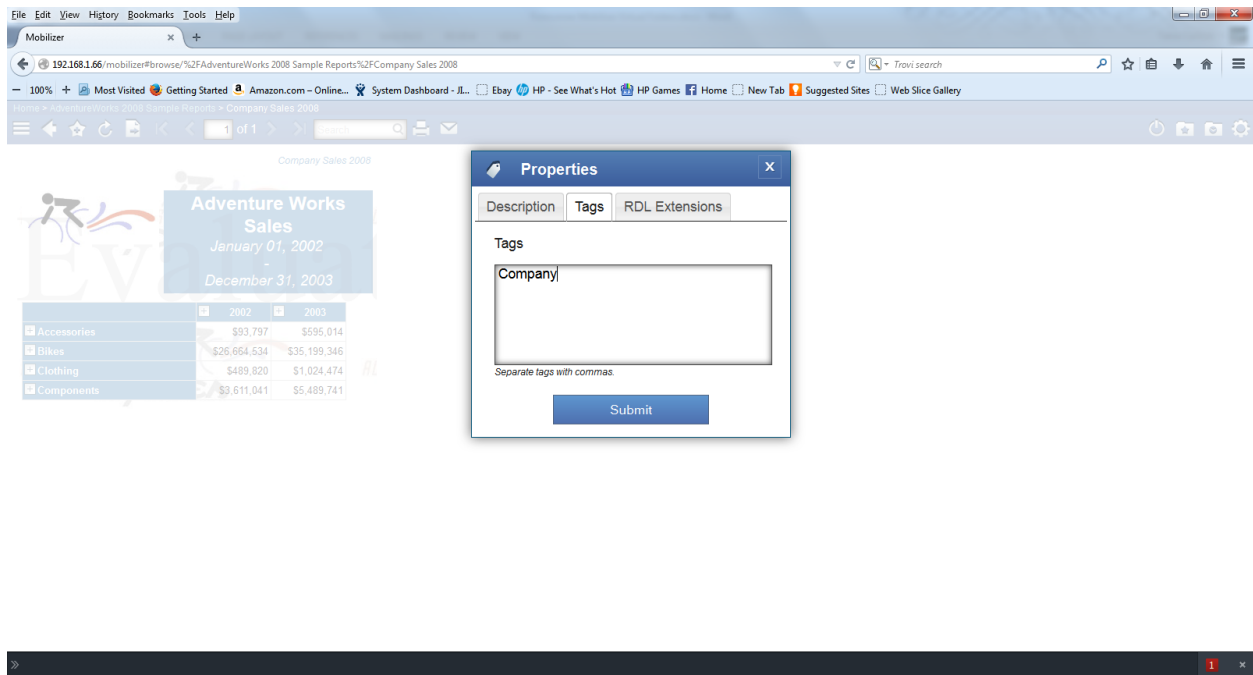To tag reports select a report from the report list:
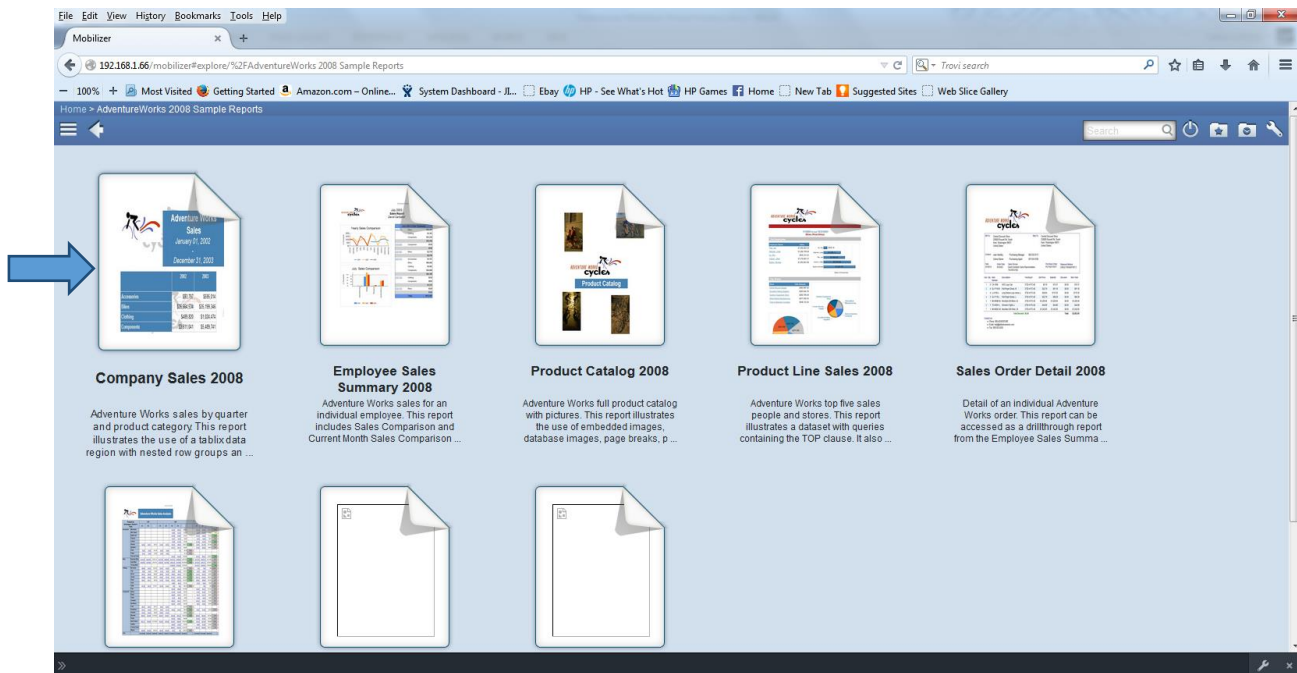
Open the tool pane and scroll down to Properties:
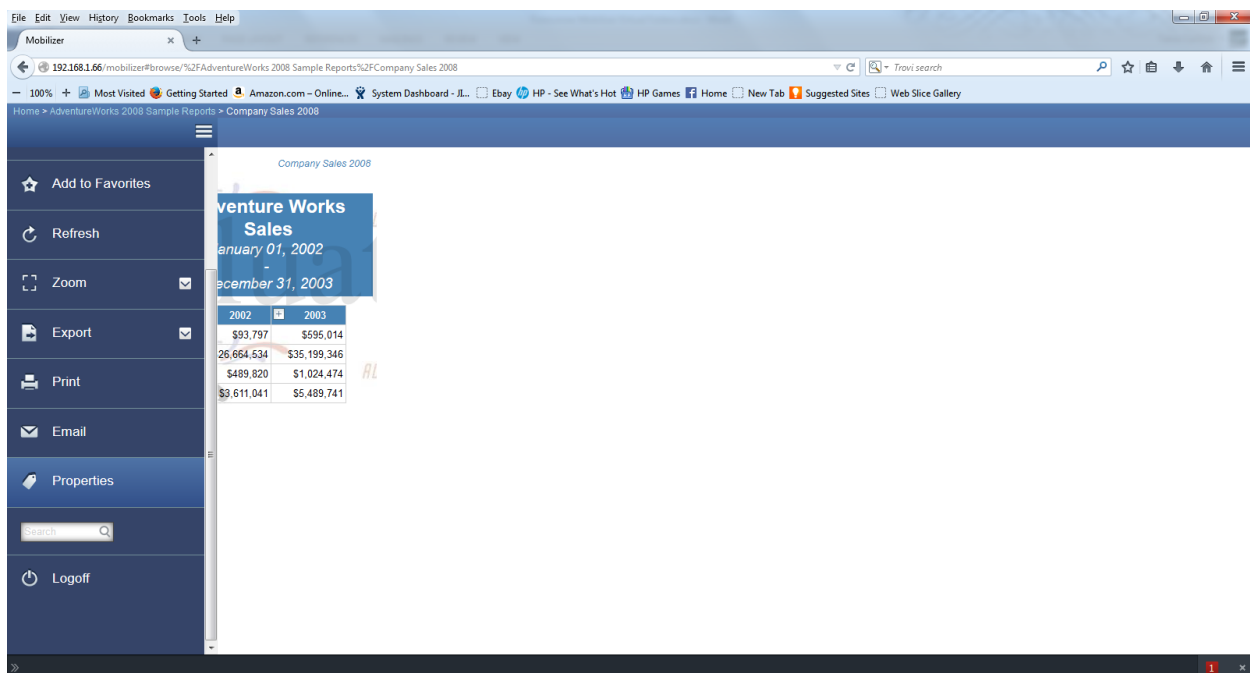
This will open the properties dialog. In the dialog the user can set three different properties: Description, Tags or RDL Extensions.

Select the Tags tab and enter a tag that is in the Search Folder:


Users may enter as many tags as they like to allow the report to be added to multiple search folders. Each tag must be separated by a coma. After entering the tag(s) the user will select Submit to save the Properties.

To verify the report has been added correctly to the Search Folder select Home, above the toolbar, or Back on the toolbar. This will take the user back to the Home screen. Select the Search Folder. The report will now be displayed in the Folder.
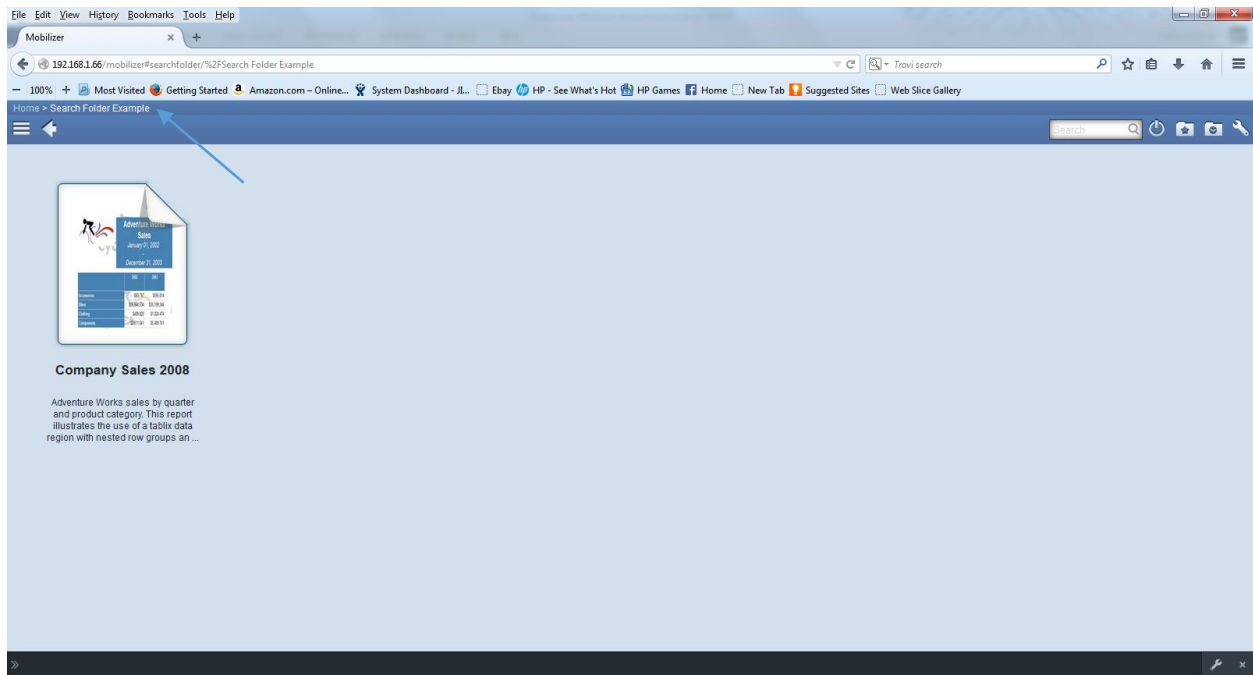

Deleting of and setting Properties on Folders

Users now have the ability to remove Search Folders from their home screen. To do this select the folder and right click on your mouse. This will bring up the Delete dialog:
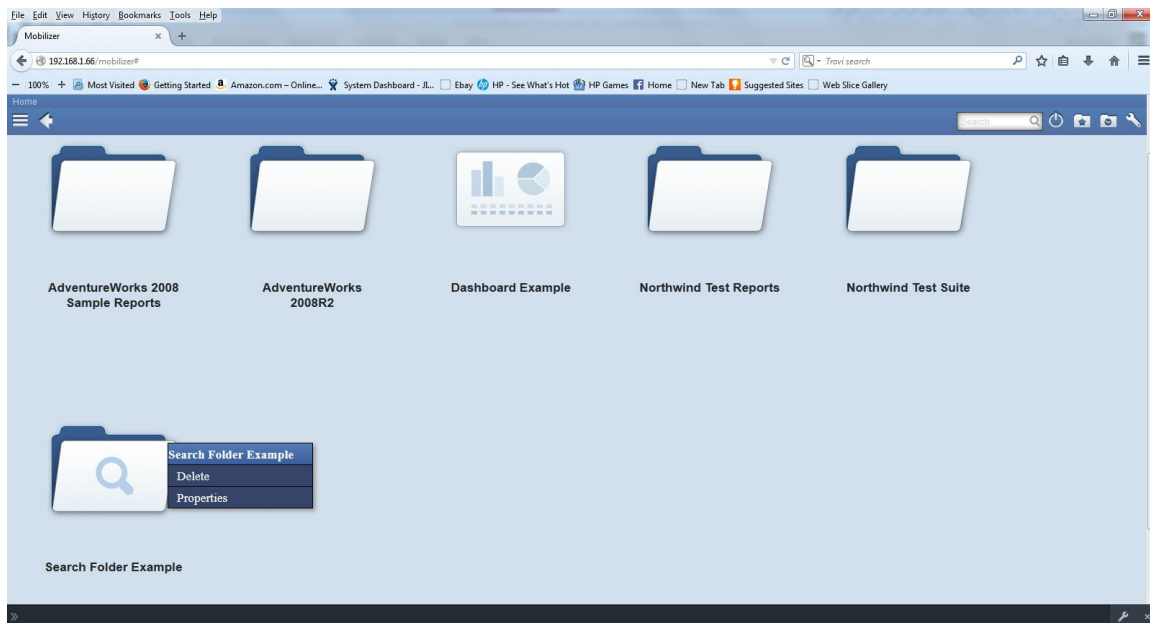
Select Delete and the folder will be removed. This dialog will also give the user the ability to change the folder properties without having to access the properties through the tool pane. When the user selects properties they will be given the Properties dialog:
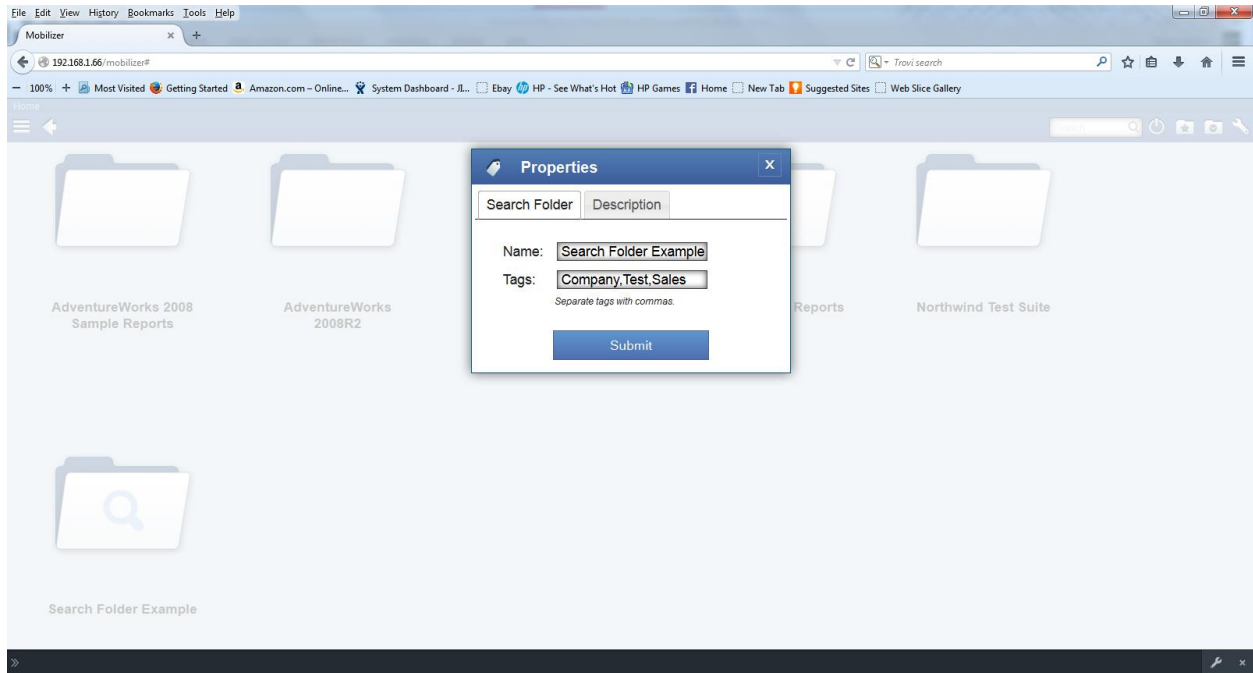
The user may now change the Name, Tags or add a Description to the folder.