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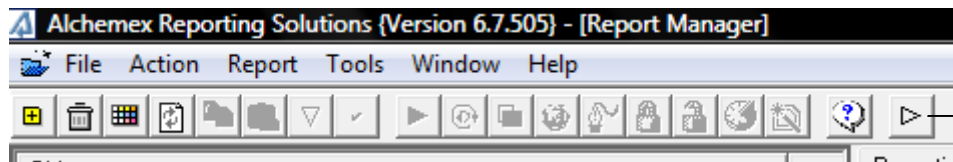
## Running a batch report

The Run Report Batch facility allows users to run a sequence of reports one after the other from top to bottom.

**Note:** The run sequence will always be top to bottom so it is important to name your reports in a way that will ensure that the report you want run first is at the top of the batch.

### Creating a batch report to run:

- Create a folder for the reports that will make up the Batch report run
- Name your reports according to the run sequence
- Select the folder that contains your reports and click on the Run Report Batch Icon



Run Report  
Batch icon

- Alchemex will automatically run each report in sequence as they appear in the folder