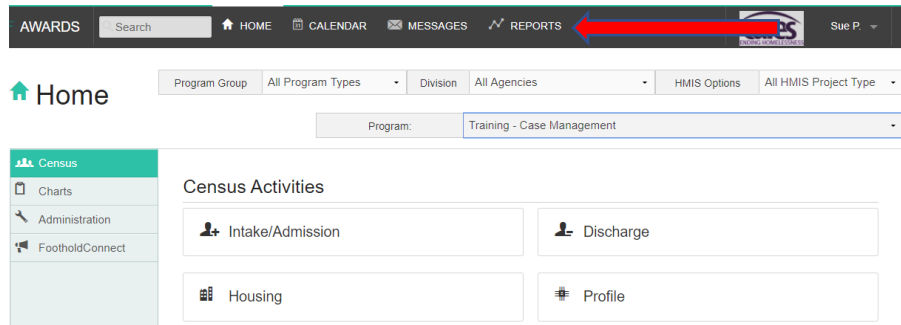


# Bookmarking Frequently Used Reports

Bookmarking the reports you frequently use in the new Report Menu will allow users to simply select the “Bookmarked” option from the Show Reports side bar on the left of the screen rather than scrolling or searching for them.

1. Select Program from the Top Navigation Bar



2. Click the star icon next to any frequently used reports.



3. Select “Bookmarked” on the Show Reports side bar. Only reports that were “starred” are now available for selection.

