

Introduction

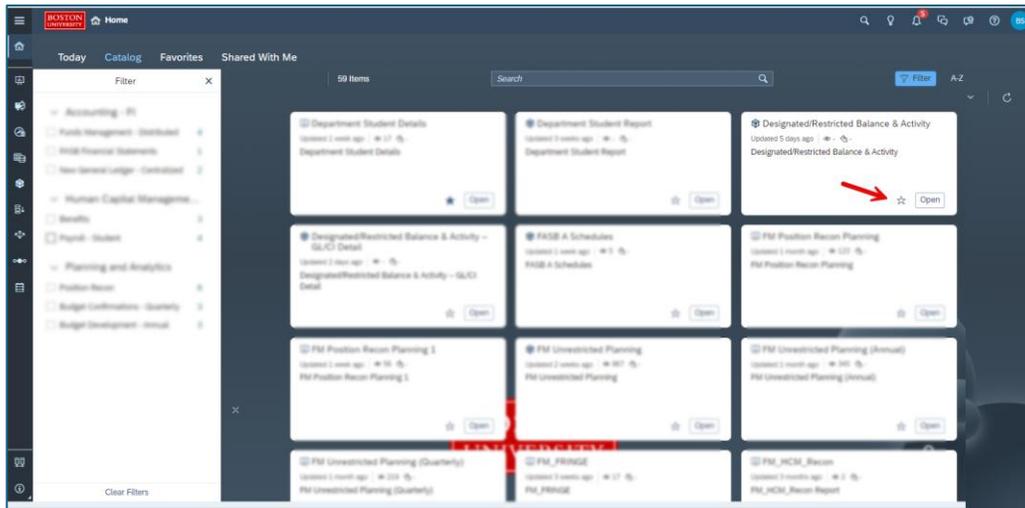
Your SAC Favorites are a list of reports you have selected to more easily find and execute them when needed. For someone who finds that they use certain reports much more than others to which they have access, creating a Favorite may prove to be a useful feature. This Help Guide explains how to mark a report as a Favorite, how to run a Favorite and how to remove a report from your list of Favorites.

How to add a report to your Favorites

There are two ways to mark a report as a Favorite: from a report list or within a report after it has run.

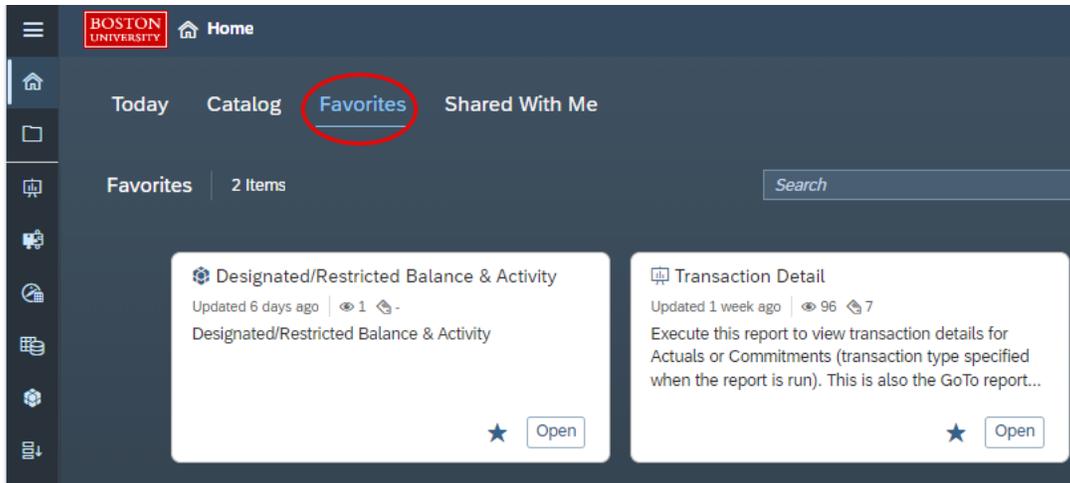
Add from a report list

Within the list of reports available to you as displayed in the **Catalog** or **Shared with Me** tabs on your Home page, click on the star associated with a report to set that report as a favorite.



Using a Favorite

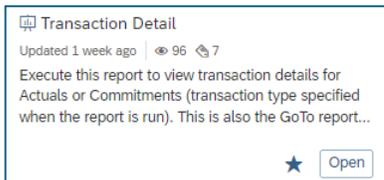
Once a report has been marked as a Favorite, it will be listed in the **Favorites** tab on your Home page. To run a report of your choice, press the **Open** button.



Removing a Favorite

A report can be removed from your Favorites list by clicking on that report's associated star. As was true when considering how to add a Favorite, the removal can be performed in one of two ways: from the **Favorites** tab or within a report previously marked as a Favorite. The key is to examine the star associated with a report.

A filled star, as in this example, indicates that this report is a Favorite.



Click the star to remove this Favorite.

An unfilled star, like that in this example, indicates the report is not a favorite, so there is nothing to remove.

