Adding A Saved Report To Dashboard As A Favorite

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The **Favorite Reports** section of the dashboard provides a quick and easy way to navigate your most important information. This section will be blank until you save a report as a favorite.

On the **Dashboard**, click *Configure Favorites* in the **Favorite Reports** box. Here you will view the **Managed Saved Reports** table. To add the saved report to show in your favorites list on the dashboard, click the star icon for that report. A report that is set as a favorite will have a gold star.

Return to the dashboard and you will now see the selected report in your **Favorite Reports** box. When you click the link in your favorite reports box, the report will display as you saved it.