

Removing A Favorite Report From The Dashboard

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View the **Dashboard**, click *Configure Favorites* in the **Favorite Reports** box. Here you will view the **Managed Saved Reports** table.

You can remove a report from *Favorite Reports* by clicking on the *gold star*. The icon will become an empty star showing it is no longer a favorite. You can also delete a saved report you created from your list by clicking the *Trash Can* icon. To delete a saved report shared by another user, click the *Unlink* icon.

Return to the **Dashboard**, and you will no longer see the selected report in your **Favorite Reports** box.
