Creating a Favorite Link to a Report in CalCentral

The following steps show how to make a report a “Favorite”, thus having it appear in CalCentral, on the My Dashboard’s Advising Resources section:

1. When you have a report open in HTML, the official report name is displayed at the top, left of the page.

2. Click and drag through the report name to select it. Using Ctrl-C (Windows) or Cmd-C (Mac), copy it.

3. Click the report browser window’s Close icon, to close the report window.
4. In the **Query Viewer** section of the **Reporting Center**, click in the **Query Name begins with** text box, and paste the query name. (Ctrl-V for Windows, Cmd-V for Mac)

5. Click the **Search** button.

6. Underneath **Search Results**, you will see a row showing the query name for which you just searched. In this row, click the **Favorite** link.
7. The query will then appear under **My Favorite Queries** in the **Reporting Center**. This may reduce the amount of time it takes to locate and run this query by seconds, but the real timesaver occurs when you exit the **Reporting Center**.

8. Click the **Return to Dashboard** link.

9. It may take 30 minutes to overnight to appear, but when you make a query a **Favorite** in the **Reporting Center**, you will thereafter see a **Favorite Reports** section under **My Dashboard’s Advising Resources**.

And in it, you will see the query you designated as a **Favorite**.
Support:
For questions or assistance, please contact Campus Shared Services IT:

- Call **510-664-9000** (press **option 6**)
- Email: **sishelp@berkeley.edu**
- Submit a ticket: **https://shared-services-help.berkeley.edu/new_ticket/it**