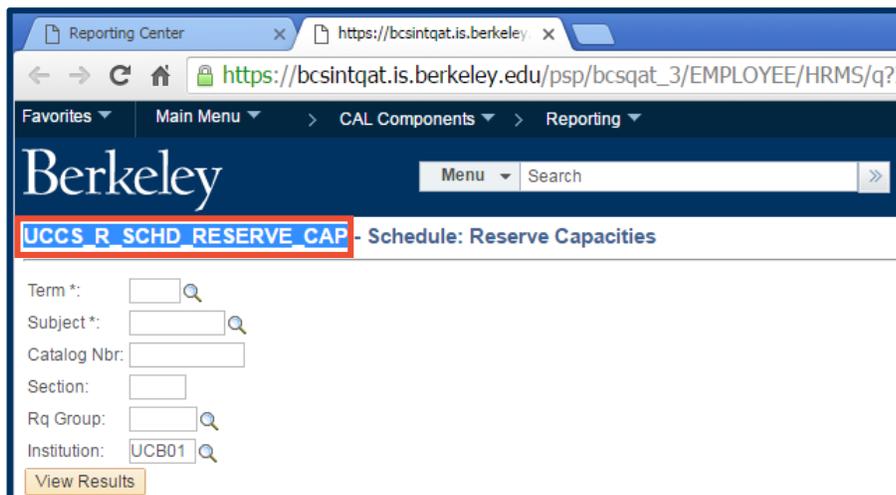


Creating a Favorite Report in the Reporting Center

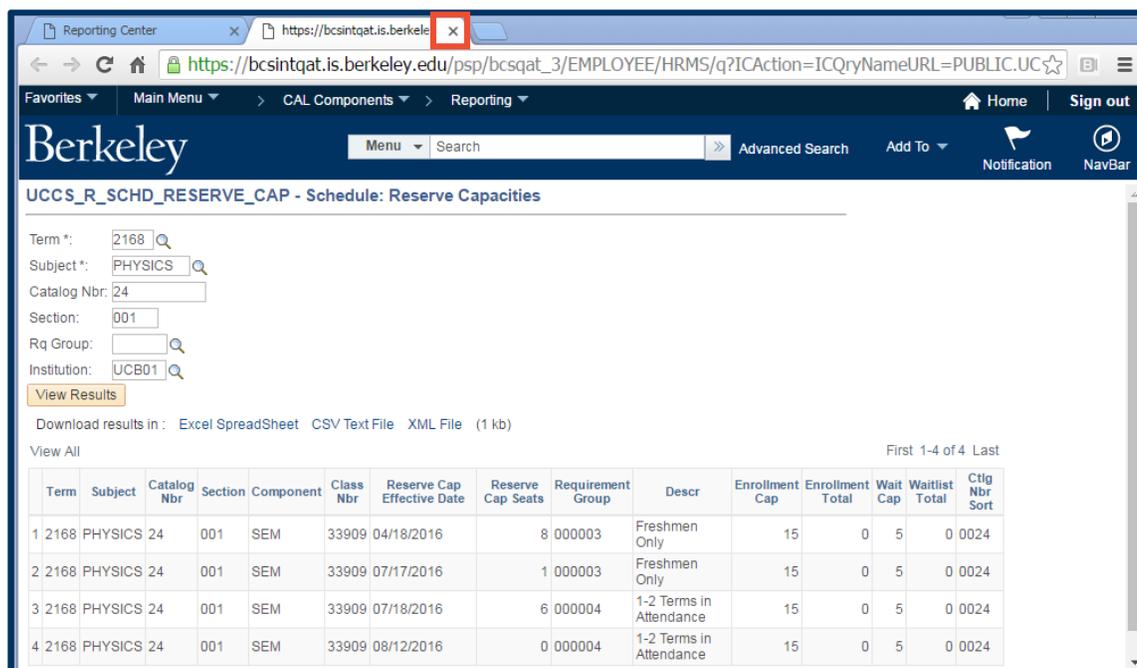
1. While still having a report open, click and drag through its formal name. Using **Ctrl-C** (Windows) or **Cmd-C** (Mac), copy the report name.

1.



2. Close the report and return to *Campus Solutions*' Reporting Center, by clicking the **Close icon** in the report's browser window.

2.



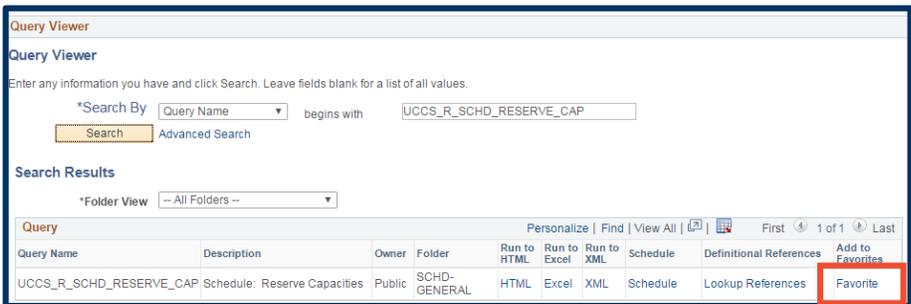
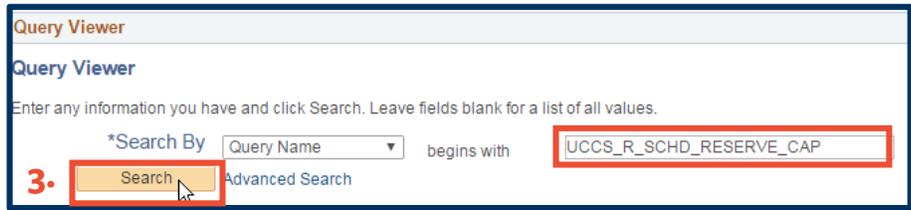
3. Paste the report name into the **Query Name begins with** text box.

4. Click the **Search** button.

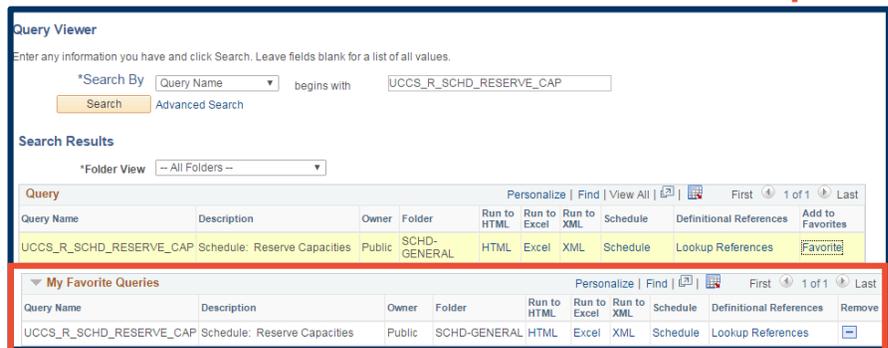
5. The desired report appears below, in the **Search Results** area.

Click the **Favorite** link.

6. The report will thereafter appear on the list of Favorites, showing in the Query Viewer section.



5.



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