Creating a Favorite Report in the Reporting Center

 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.



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

Reporting Center × https://bcsir	ntqat.is.berkele 🗙 📃						
← → C 🖌 🔒 https://bcsintqat.is.l	berkeley.edu/psp/bcsqat_	_3/EMPLOYEE/HRM	1S/q?ICAction=ICQryN	lameURL=	PUBLIC.UC	8 3	
Favorites 🔻 Main Menu 🔻 > CAL Comp	ponents 🔻 > Reporting 🔻				A Home S	ign out	
Berkeley	Menu 👻 Search		Advanced Search	Add To 🔻	Notification	Ø NavBar	
UCCS_R_SCHD_RESERVE_CAP - Schee	dule: Reserve Capacities					4	
Term *: 2168 Q Subject *: PHYSICS Q Catalog Nbr: 24 Section: 001 Rq Group: Q Institution: UCB01 Q View Results Download results in : Excel SpreadSheet CSV Text File XML File (1 kb)							
Term Subject Catalog Nbr Section Component Cla	ass Reserve Cap Reserve br Effective Date Cap Seats	Requirement Group Desc	r Enrollment Enrollment Cap Total	Wait Waitlist Cap Total	t Ctlg Nbr Sort	- 1	
1 2168 PHYSICS 24 001 SEM 339	909 04/18/2016 8	000003 Freshme Only	n 15 0	5 0	0024		
2 2168 PHYSICS 24 001 SEM 339	909 07/17/2016 1	000003 Freshme Only	n 15 0	5 0	0024	- 1	
3 2168 PHYSICS 24 001 SEM 339	909 07/18/2016 6	000004 1-2 Term Attendan	sin 15 O	5 0	0024		
4 2168 PHYSICS 24 001 SEM 339	909 08/12/2016 0	000004 1-2 Term Attendan	sin 15 0	5 0	0024		

- Paste the report name into the Query Name begins with text box.
- **4.** Click the **Search** button.
- 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.

Query Viewer								
Query	Viewer							
Enter any information you have and click Search. Leave fields blank for a list of all values.								
	*Search By	Query Name	 begins with 	UCCS_R_SCHD_RESERVE_CAP				
3.	Search	Advanced Search						



Search Advanc	ed Search											
Search Results												
*Folder View - All F	olders 🔻											
Query					Per	sonaliz	e Find	View Al	🖉 📕	First 🕚	1 of 1 🕐	Last
Query Name	Description	Owner	Folde	r Ru HT	un to TML	Run to Excel	Run to XML	Schedule	Defir	itional Reference	Add to Favorif	tes
UCCS_R_SCHD_RESERVE_CAP	Schedule: Reserve Capacities	Public	SCHE	D- ERAL H	TML	Excel	XML	Schedule	e Look	up References	Favori	te
My Favorite Queries							Persor	nalize I	Find 🗖	First	🕚 1 of 1	🕑 Las
Query Name	Description	c	Owner	Folder		Run to HTML	Run to Excel	Run to XML	Schedule	Definitional Re	eferences	Remov
UCCS R SCHD RESERVE CAR	Schedule: Reserve Capacities	F	ublic	SCHD-GEN	IERAL	HTML	Excel	XML	Schedule	Lookup Refer	ences	-

Support:

For questions or assistance, please contact Campus Shared Services IT:

5.

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