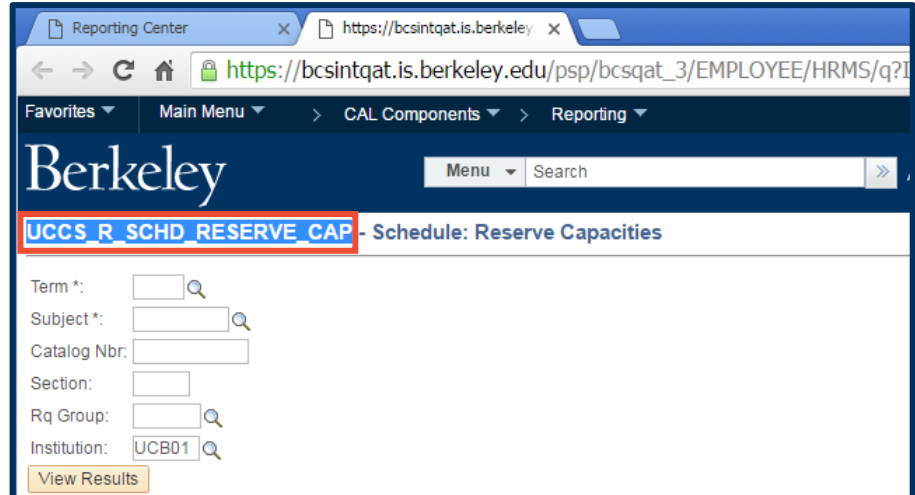


How to Create a Favorite Report in the Reporting Center

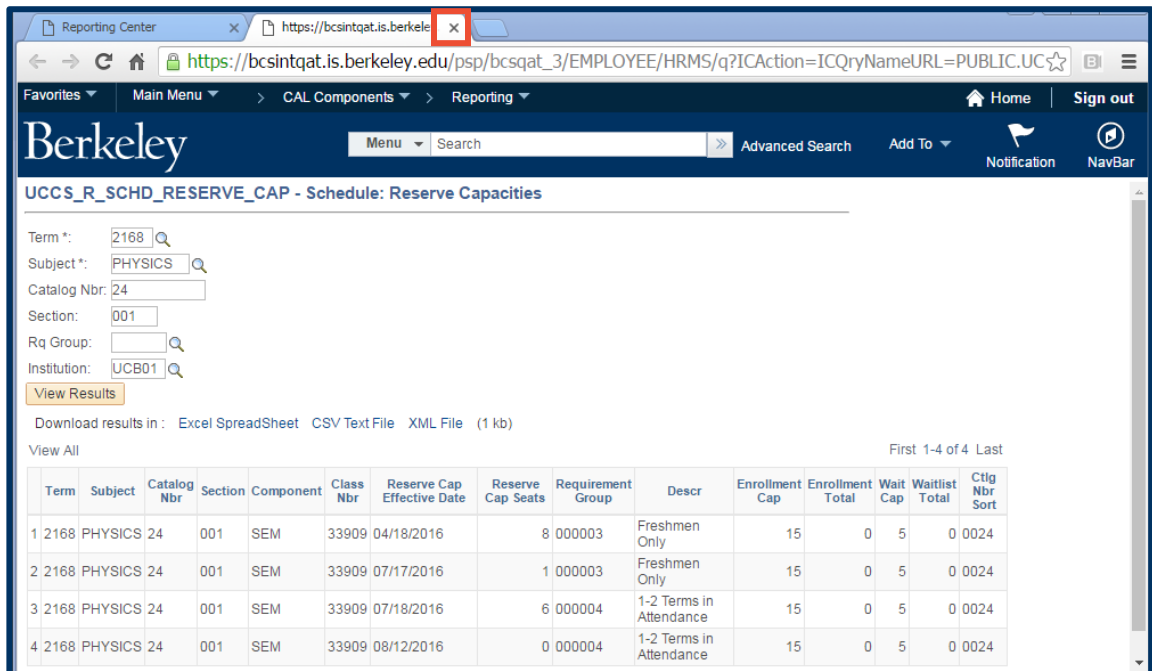
1. While still having a report open, click and drag through its formal name. Using **Ctrl-C** (Windows) or **Cmd-C** (Mac), copy the report name.

1.



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

2.



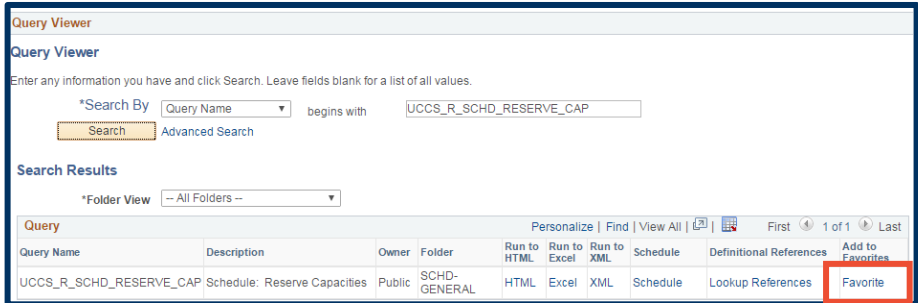
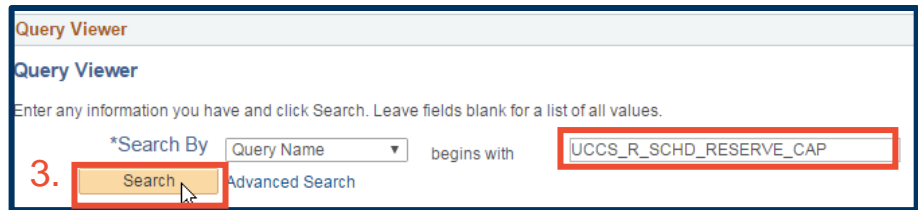
3. Paste the report name into the **Query Name** begins with text box.

4. Click the **Search** button.

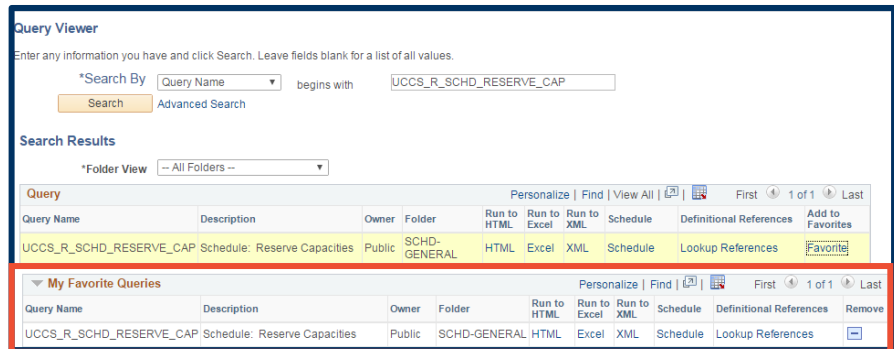
5. The desired report appears below, in the **Search Results** area.

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
-

For additional SIS resources, please visit:

- <http://sis.berkeley.edu/training>