

## Module: m/08/140

*'Making a report a favourite...'*



*Reports that require the user to select different ranges each time the report is run are NOT suitable to be marked as a favourite!*

*However, reports with ranges such as 'Today', 'Yesterday', 'Current period' and 'Previous Period' are IDEAL to be marked as favourites!*



### 1. Select the Report Quick link



or, select File, then Reporting and click on Reports...





2. The Accessible Reports appear on the right side of the report screen.



3. <Right-click> the report you wish to add to your favourites and select Add to favourites.



Favourite reports are marked with a star.



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OPERATOR



4. You can see the new, favourite report by clicking on the Favourite Reports slider to the left of the timeware® Agenda.



5. You have now successfully added the report to your Favourite Reports list!



## Notes