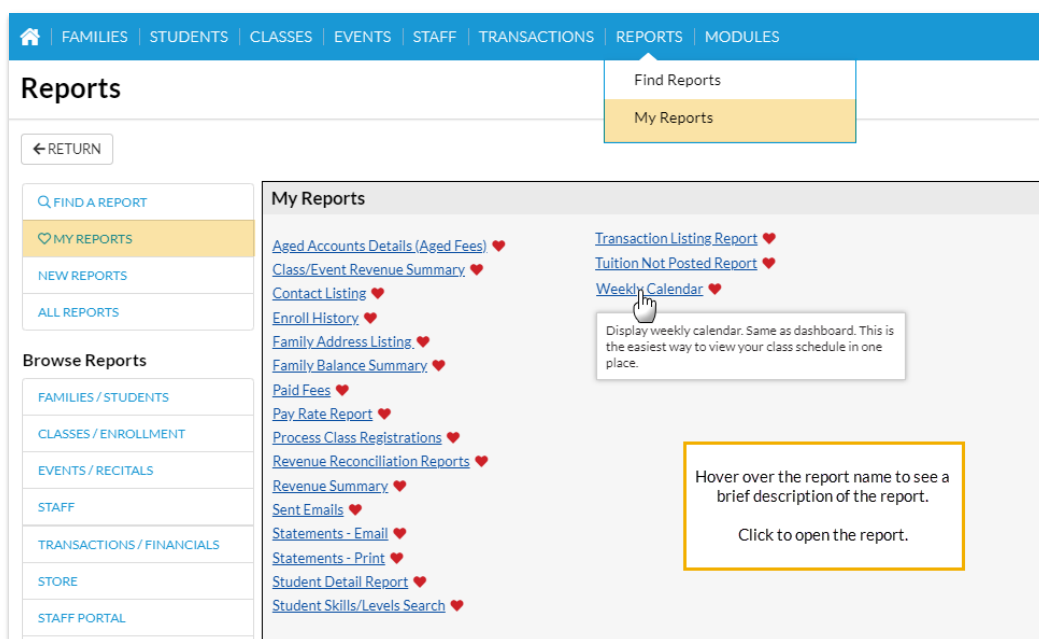


# My Reports - Your Frequently Used Reports

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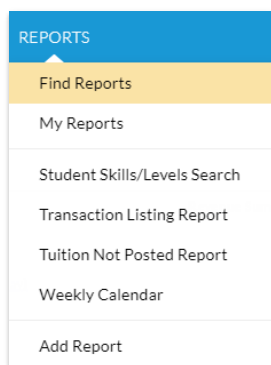
Choose your most frequently used reports and save them as **My Reports**! When you click on the *Reports (menu) > My Reports* a new page opens and all selected reports are displayed with red hearts. In addition, once a report is a designated *My Report*, it will be added to the *Reports* menu and you can select it from the *Reports* menu list.

- ★ Each User ID selects and saves their own group of reports.
- ★ There is no limit to the number of *My Reports* you can add to the menu list.
- ★ If you no longer want the report to be listed under *My Reports*, just click on the red heart to change it back to an outlined heart.




## Find a Report

1. Go to **Reports (menu) > Find Reports**.



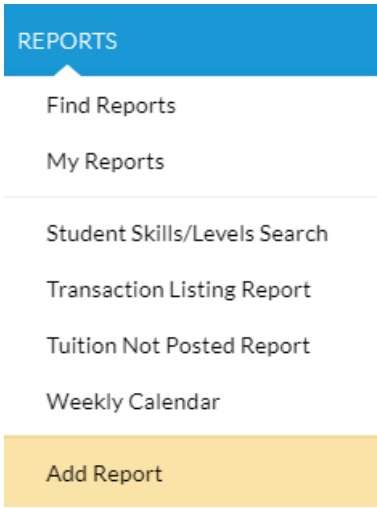
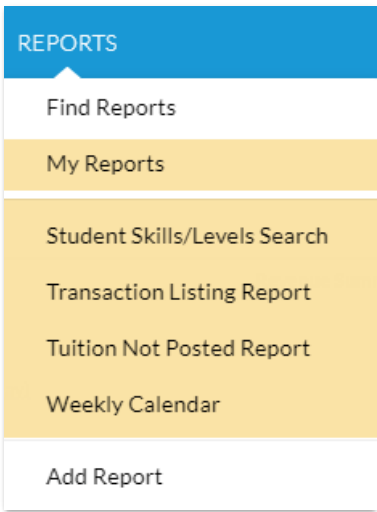


2. Type in a **Keyword Search** term to find a specific report. Additionally, you can click on a category in the left menu to open a list of reports related to that category.
3. Hover over the report title to see a brief report description.

- Click on the outlined heart  at the end of the report name and the heart turns red. This means it has been selected as a frequently used report and has been added to your My Reports list.

4. Click on the report to open.

## Add a Report to the Reports Menu

<ol style="list-style-type: none"> <li>1. Go to the <b>Reports</b> (menu) &gt; <b>Add Report</b>.</li> <li>2. Select a report from the <b>All Reports</b> list. Or click a category from the left menu to filter reports under a specific category.</li> <li>3. Click on the outlined heart  at the end of the report name and the heart turns red . The report has been added to your My Reports list.</li> </ol>	 <p>The screenshot shows a blue header with the word 'REPORTS'. Below it are several menu items: 'Find Reports', 'My Reports', 'Student Skills/Levels Search', 'Transaction Listing Report', 'Tuition Not Posted Report', and 'Weekly Calendar'. At the bottom, there is a yellow button labeled 'Add Report'.</p>
<ul style="list-style-type: none"> <li>• Once you have selected a report as a frequently used report and added a red heart, it will appear under the <i>Reports</i> menu.</li> <li>• Click on <i>My Reports</i> or select one of the saved reports in your personalized list to open and run a report.</li> <li>• To remove a report from your <i>My Reports</i> list, click on the red heart. The report will be removed from your <i>My Reports</i> list and removed from the <i>Reports</i> menu.</li> </ul>	 <p>The screenshot shows the same 'REPORTS' menu as above, but the 'My Reports' item is highlighted with a yellow background. The 'Add Report' button at the bottom is no longer highlighted.</p>



*My Reports are different than report search criteria **Favorites** which are used to save report settings and criteria as a template for quick and consistent report creation.*