

Please note: Adding your report(s) to *My Favorites* does not save your report parameters. See either the Firefox or Chrome help documents for *Saving or Sharing Reports* for saving your report with the select parameters.

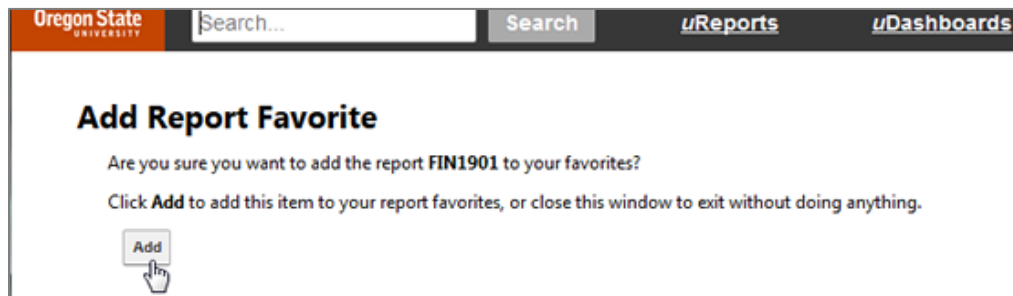
1. There are two options for adding a report to *My Favorites*.
  - a. From the *uReports* screen within your *Data Area* locate your desired report. On the right side of the reports table, find the *My Favorites* heart and Click.

Transaction Ledger (1900 - 1949)				
uReport Title	Report ID	Description	Manage Favorites	Info
<a href="#">Transaction Details by 1 Index and Fiscal Period</a>	FIN1900	Similar to FIN 1909 - Transaction Details by Index, Period and Account - Drilldown to Nolij and GRRS Parameters are Fiscal Year (multi select), SINGLE Index (typed entry), Account Code (allows wildcards), Fiscal Period (multi select), Budget Jv (include / Exclude), Activity Code (Include / Exclude), and Include Account		

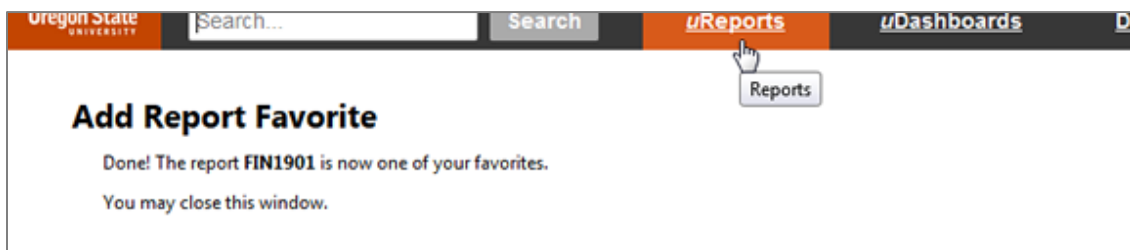
- b. After running the report, locate the *Add to Favorites* button, which appears to the right of the *Print/Export/Save* options. Click.



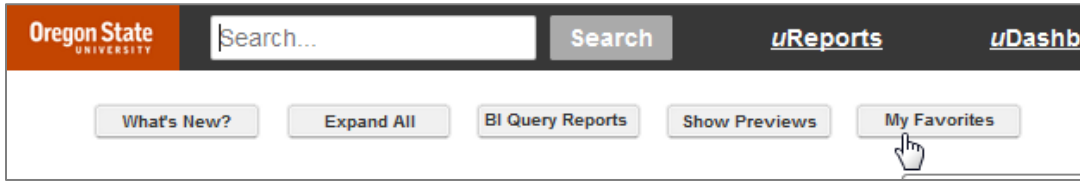
2. A new window will open asking you to confirm the addition of your report to *My Favorites*. If you want to save your report to *My Favorites*, click the *Add* button.



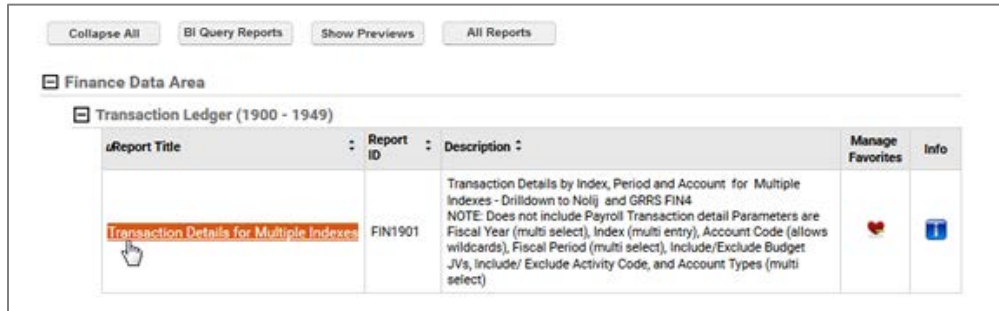
3. After you click *Add*, a confirmation message will appear.



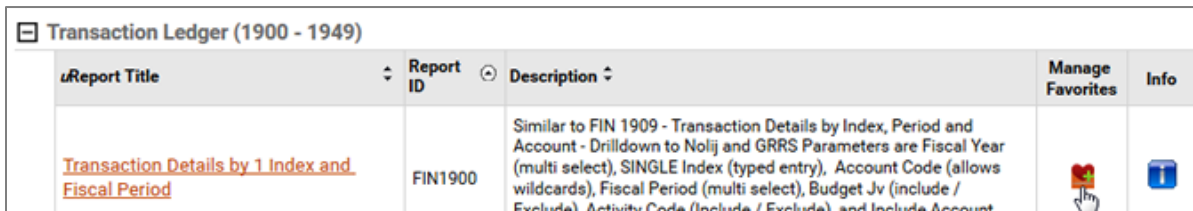
- To locate your *My Favorites* folder, click on *uReports* in the header, returning to the *CORE Library of Reports* window. Here you will find the *My Favorites* button.



- Click on the button and the report(s) you have added to *My Favorites* will appear under the applicable Data Area and sub-Area.



- To remove a report open your *My Favorites* folder. Locate the report you want to remove and click on the *heart*.



- A window will open asking you to confirm removal of the report from *My Favorites*. Click the Remove button.

