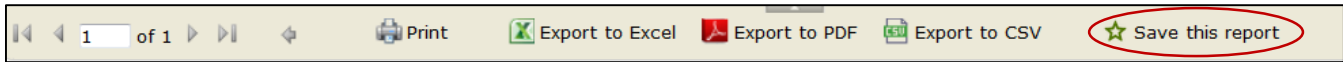


**Please note:** The *Save this Report* feature is not available for all CORE reports at this time (August 2016). This feature will be added to more CORE reports as time allows. Your patience is appreciated.

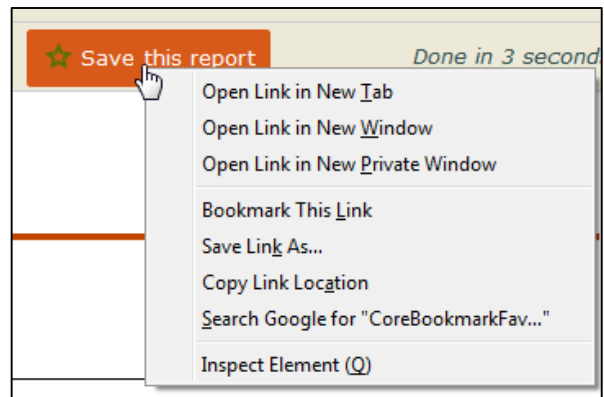
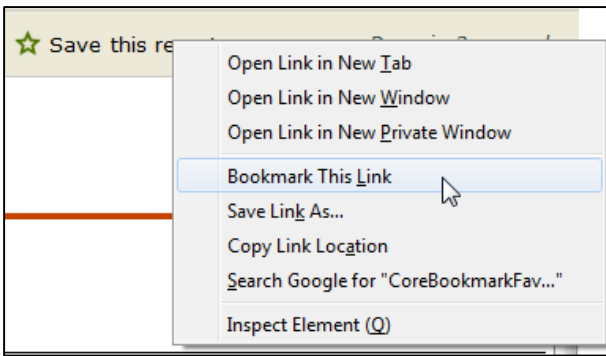
*The BIC Team*

### Saving a Report

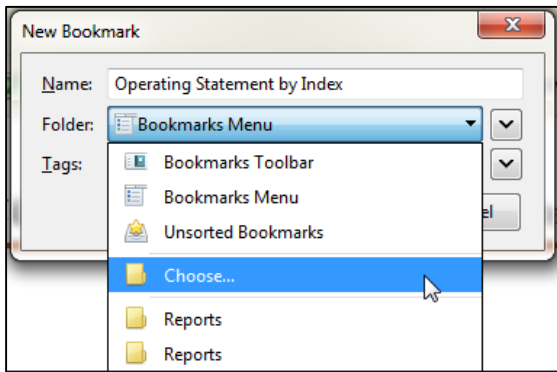
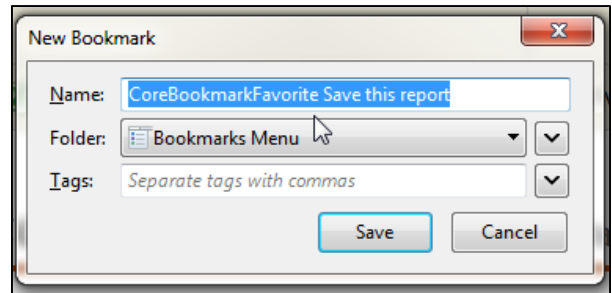
1. Run the report. Locate *Save this Report*, which appears with the *Print/Export* options.



2. Hover over *Save this Report* and then, using your right mouse button, Click. A small window will open with options, select *Bookmark This Link*.



3. A *New Bookmark* window will open making it possible to enter a meaningful *Name* for your report (CORE default name shown at right).
4. Next, select the *Folder* where you want to save the report Bookmark.



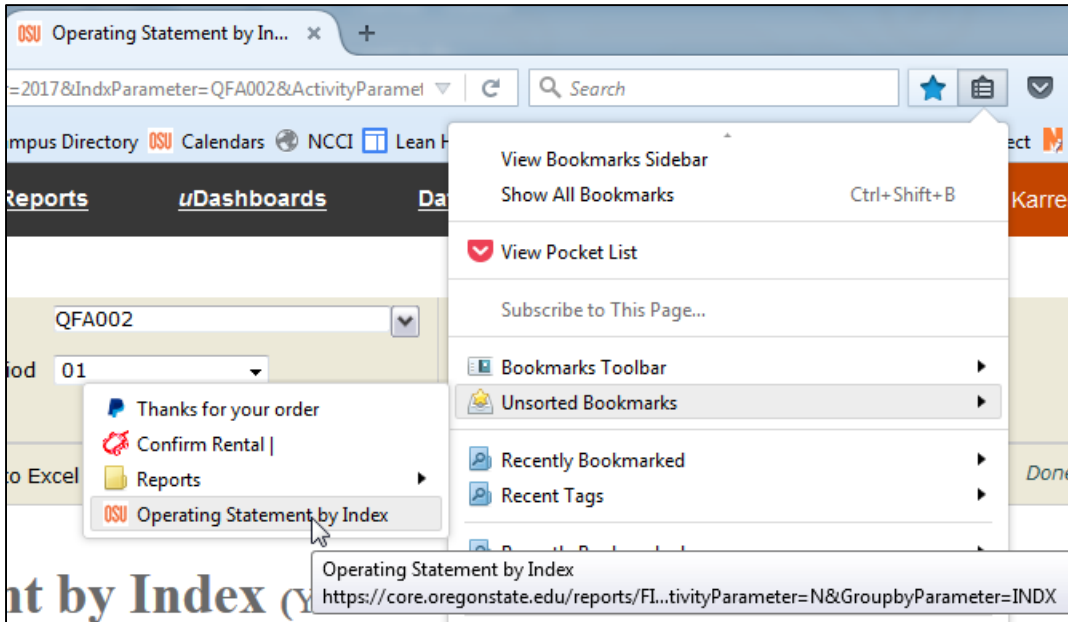
5. The report link will be saved in your applicable *Bookmarks* folder. Next time you need to access the report, locate the report name in your Firefox *Bookmark* folder and select. Note: It is not necessary to be logged into CORE prior to selecting the report as the CAS window will prompt you to enter your ONID credentials. However, if you are logged into CORE, the report will run automatically.



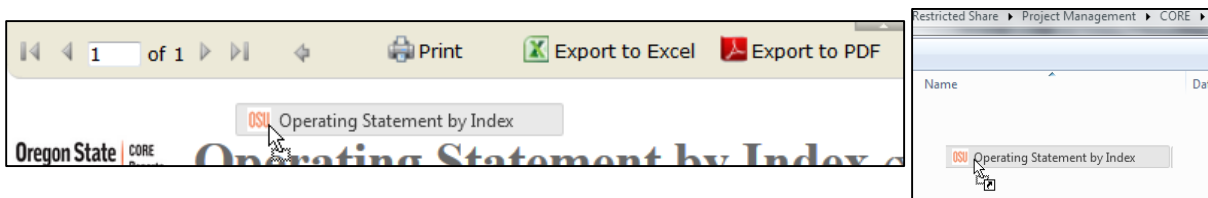
## Saving a Report as a Shortcut (link to report)

Another option for saving a frequently used report is to save it as a *Shortcut*. You will need to save it first as a Firefox *Bookmark*. Once you save a *Shortcut* in a folder, you have the option to delete the report link in your *Bookmark* folder.

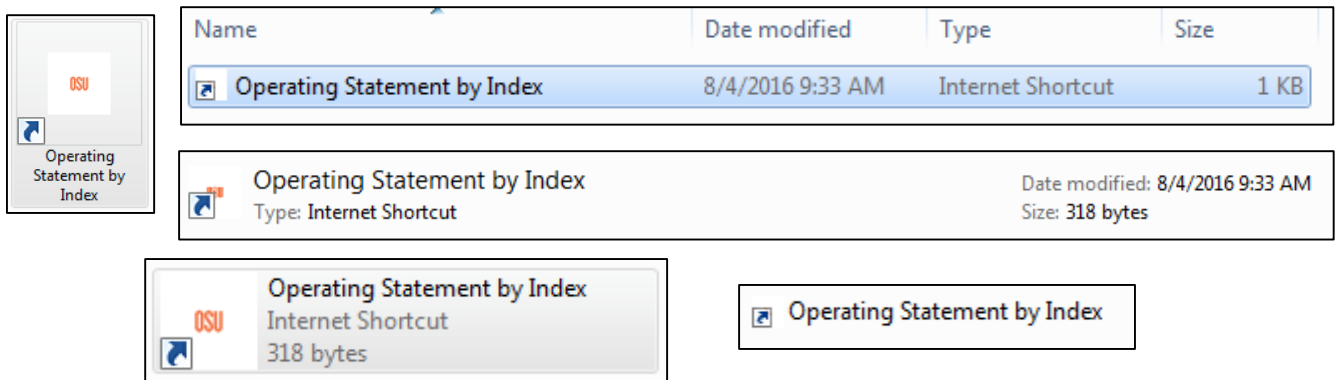
1. Follow the steps for saving your report as a *Bookmark*.
2. Locate and open the folder where you want to save the *Shortcuts* for your CORE reports. Now, open your Firefox *Bookmark* folder and locate the desired report.



3. Using your left mouse button, "grab and drag" the report *Shortcut* icon/title and "drop" it into your folder. **Note:** You can also "drag and drop" report *Shortcuts* onto your desktop.



4. The format of the report *Shortcut* will default to your current setting. Below are examples of the views available in *Change your View* folder setting.

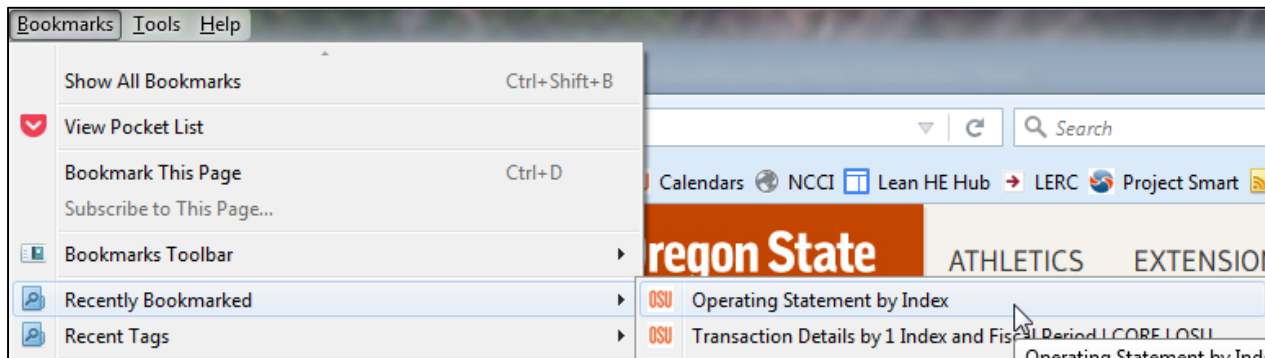


## Sharing\* a Saved Report

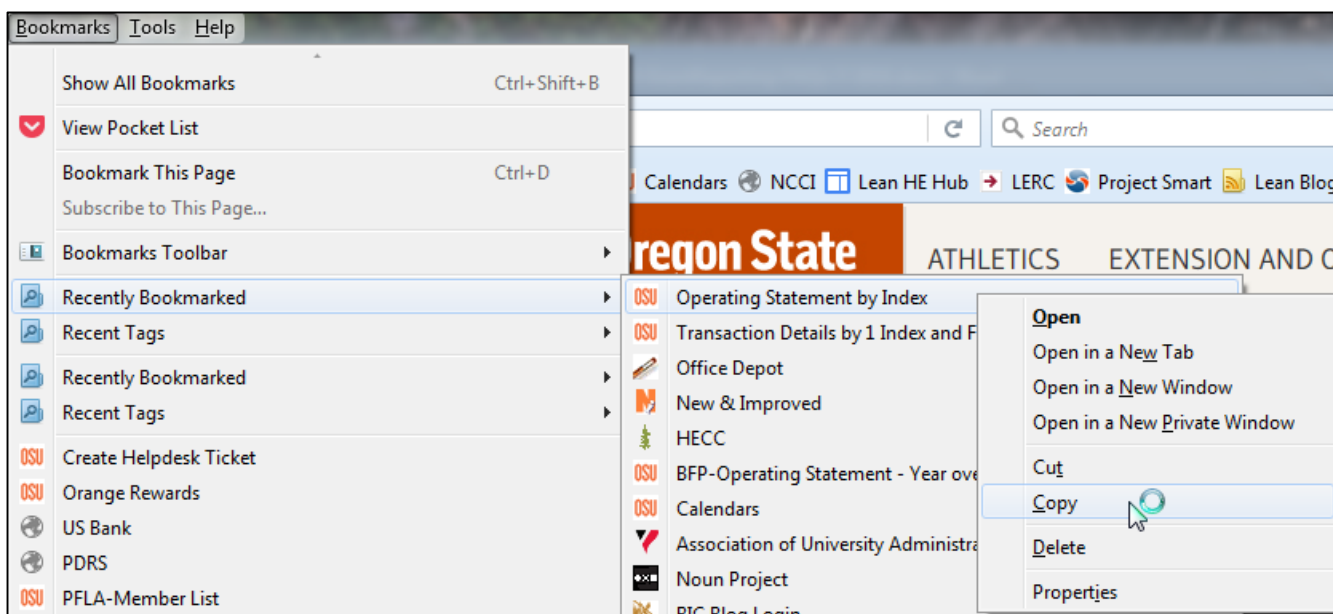
Both the *Bookmark* and *Shortcut* methods for saving reports, makes it possible to efficiently share reports.

### Bookmark Method

1. Open your Firefox browser, locate the *Bookmarks* icon and click to see the dropdown list.
2. In your Firefox *Bookmark* list, locate the report you want to share.

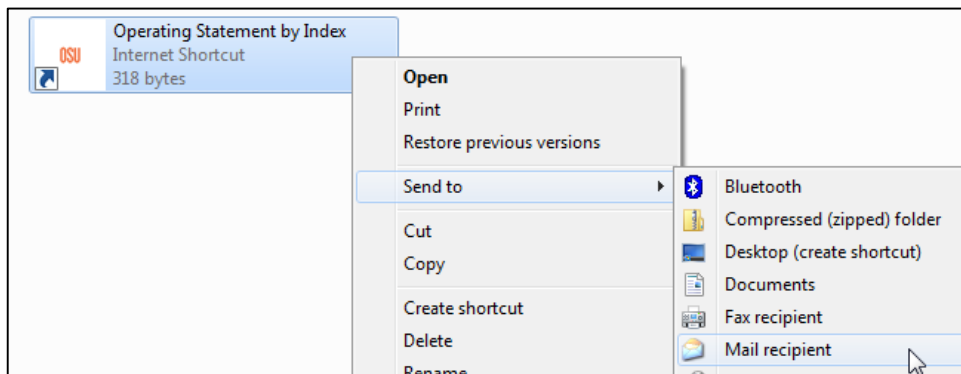


3. Next, using your right mouse button, click on the applicable report. A small window will open, locate *Copy* and select. This action saves the report link for you to *Paste* into an email message.



### Shortcut Method

4. To share a report saved as a *Shortcut*, open the folder with the saved CORE reports or locate the report *Shortcut* icon on your desktop. Using the right mouse button, click on the report you want to share. An options window will open. Select "Send to"



and from the sub-window select, "Mail recipient". This action automatically opens a new email message window and pastes the report *Shortcut* into the body of message.

5. Report Sharing Email Message - Bookmark Method: Open your email account and select the new message option. In the message block, *Paste* the link. The screen shot below reflects the two report link format types you may encounter.

From: karren.cholewinski@oregonstate.edu

To: Lindsley, Diana;

Cc:

Subject: Operating Statement by Index Report

**Hyperlink Format:** *Ctrl + Click to follow link*  
[Operating Statement by Index](https://core.oregonstate.edu/reports/FIN1857?FiscalYearParameter=2017&IndxParameter=qfa002&ActivityParameter=N&GroupbyParameter=INDX)

**No Hyperlink Format:** *Copy & paste into browser required*  
<https://core.oregonstate.edu/reports/FIN1857?FiscalYearParameter=2017&IndxParameter=qfa002&ActivityParameter=N&GroupbyParameter=INDX>

6. Report Sharing Email Message - Shortcut Method: Below is an example of the system generated email message when sending a report using a *Shortcut*. As the sender you can modify the message if desired.

From: karren.cholewinski@oregonstate.edu

To: Lindsley, Diana; |

Cc:

Subject: Emailing: Operating Statement by Index

Your message is ready to be sent with the following file or link attachments:

**Shortcut to:** <https://core.oregonstate.edu/reports/FIN1857?FiscalYearParameter=2017&IndxParameter=QFA002&ActivityParameter=N&GroupbyParameter=INDX>

Note: To protect against computer viruses, e-mail programs may prevent sending or receiving certain types of file attachments. Check your e-mail security settings to determine how attachments are handled.

**\*Note about Sharing Reports** – CORE system security **requires** the *Recipient* (the person to whom you are sending a report) **must have at least** the same security level as the *Sender* (you) in order to access the report.

