


Favorite Dynamic Reports

There are a number of different Dynamic Reports™ that you may run on a daily, weekly, or monthly basis. Instead of searching for these reports individually, use the Report Favorites feature to display your most important or frequently used Dynamic Reports.

To Add Dynamic Reports to your Favorites List:

- Click **Reporting/Marketing** in the Side Menu.
- Then select **Dynamic Reports**.
- In the Search Dynamic Reports screen, leave the search fields blank and click on the Search button.
- In the Dynamic Report Summary screen, tag the Dynamic Reports you wish to add to your Favorite Reports list.
- Then click on the **Add to Favorites** button in the toolbar. 
- To display a list of your Favorite Dynamic Reports, tag the **Show my Favorite List** box.

To Search for your Favorite Dynamic Reports:

- Click **Reporting/Marketing** in the Side Menu.
- Then select **Dynamic Reports**.
- In the Search Dynamic Reports screen, tag the **Show my Favorite List** box.
- Click **Search**.

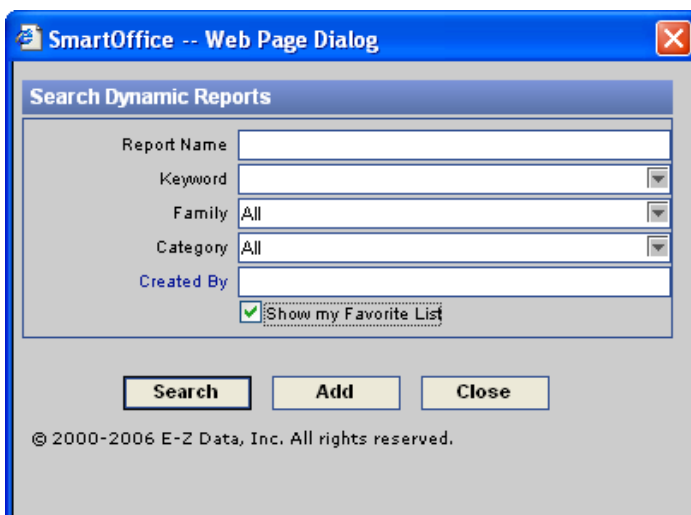


Figure 1: The Search Dynamic Reports window