

The Data Warehouse homepage can be customized to show your favorite reports and dashboards so you may quickly access them. By default it will show the most recent dashboards you have visited as well as the most popular reports that other users access.

Contents

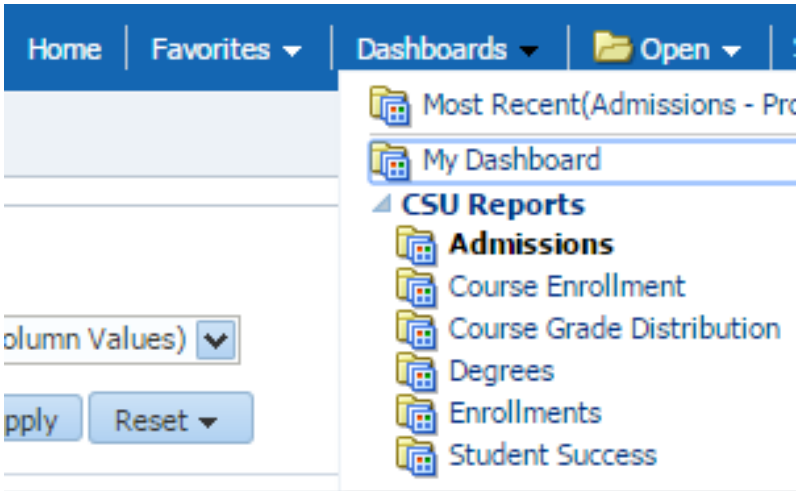
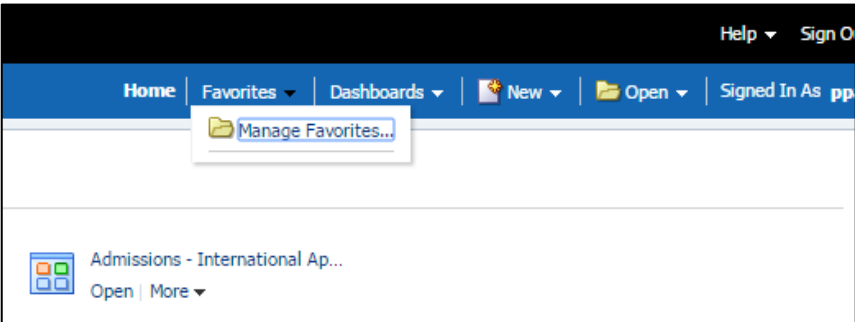
Accessing Reports 1

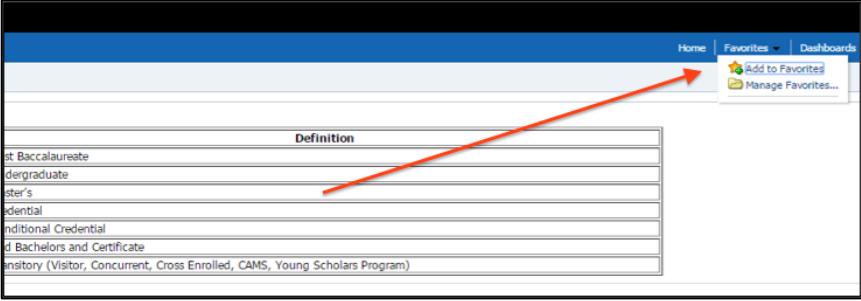
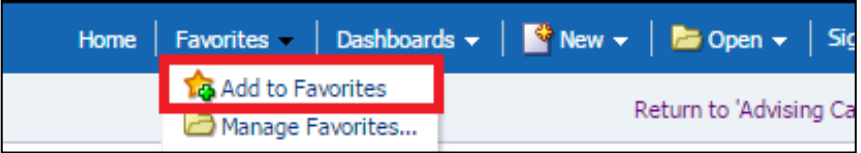
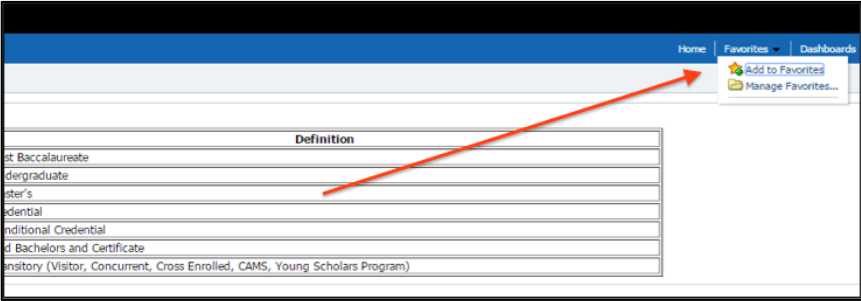
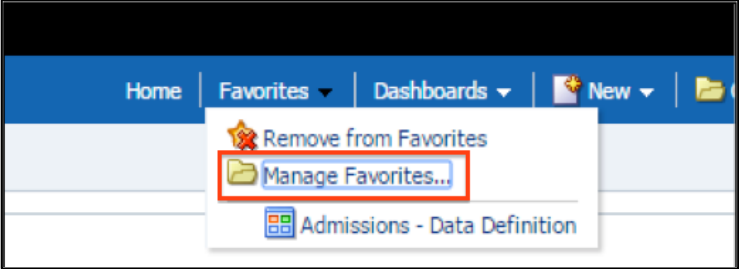
Favorites 1

 Adding Reports to Favorites 2

 Editing and Removing Favorites 2

Recent 3

Processing steps	Screen shots
<p>Accessing Reports</p> <p>Click on the Dashboards drop-down menu to access the report dashboards for which you have security permission.</p> <p>Click on a dashboard to view it.</p>	
<p>Favorites</p> <p>You can add reports to your Favorites to easily jump directly to them from your homepage.</p>	

Processing steps	Screen shots
<p><u>Adding Reports to Favorites</u></p> <p>Step 1: While you are on a report you want to add to your Favorites, click on the Favorites menu.</p>	
<p>Step 2: Select Add to Favorites.</p>	
<p><u>Editing and Removing Favorites</u></p> <p>Step 1: To edit or remove favorites, click on the Favorites menu.</p>	
<p>Step 2: Select Manage Favorites.</p>	

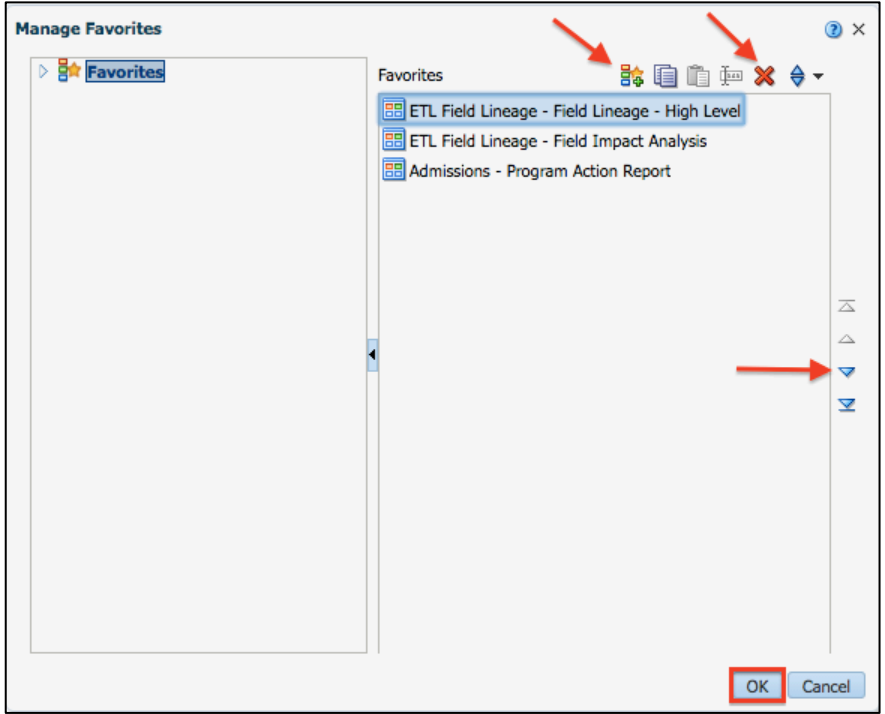
Processing steps | **Screen shots**

Step 3:

Click on a Favorite to edit it. The red x icon (✖) will delete the favorite. The up/down arrow icons on the right (⬆️) will move the favorite up or down in the list.

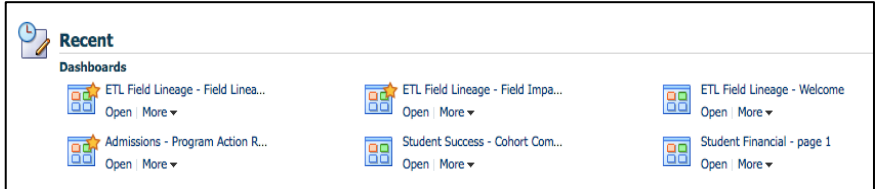
Click the New Category icon (📁) to create category folders for your favorites.

When you are done editing, click **OK**.



Recent

The Recent section of your homepage shows the last six reports that you have recently accessed.



You can also click on the **Open** drop-down menu to access your recent reports as well as the most popular reports.

