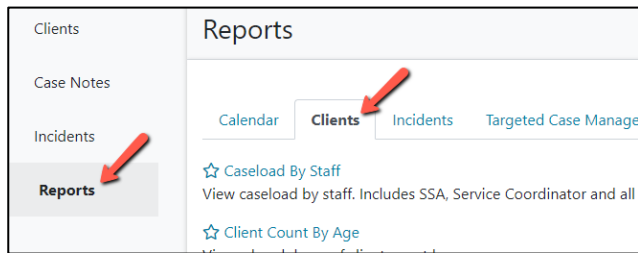




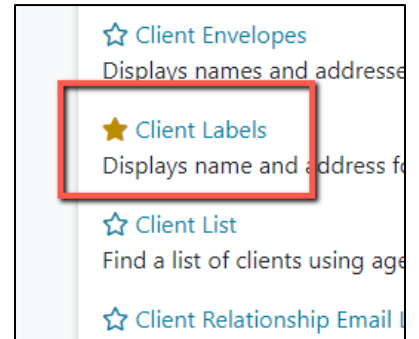
Brittco Reports

Users have access to a variety of Reports, depending on their permissions. You are able to mark any report as a Favorite, and Save reports with preloaded choices.

Mark a Report as a Favorite

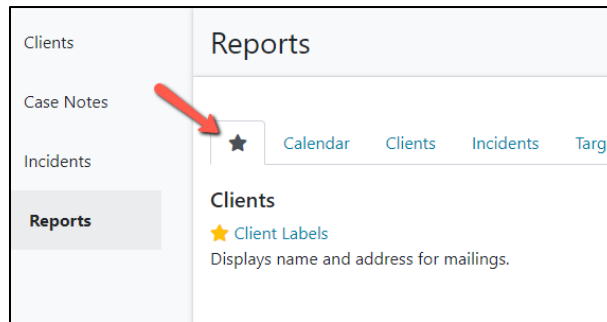


Click the star next to the Report name.



In the Reports module find the Report you want to mark as a Favorite.

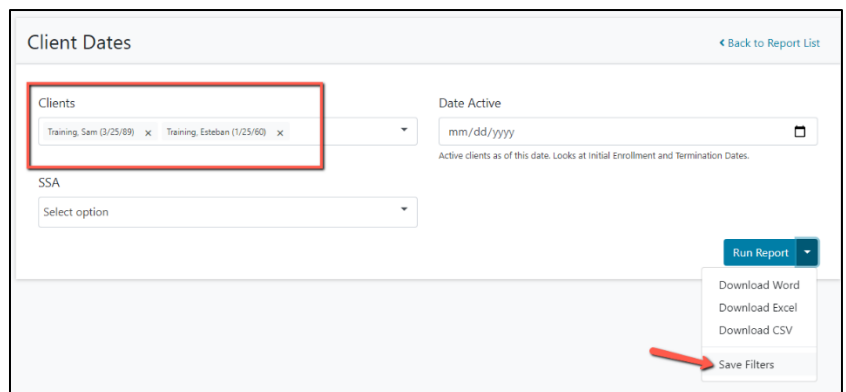
Your Favorite Reports will now appear first in the Reports module.



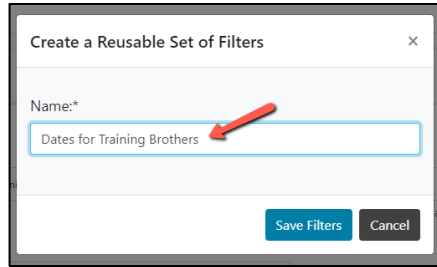
Saving Parameters

Open the report and add the parameters you want to save.

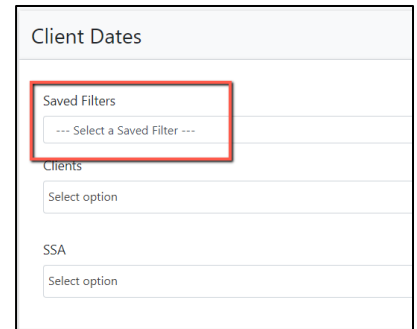
Pull the dropdown next to the *Run Report* button and choose *Save Filters*.



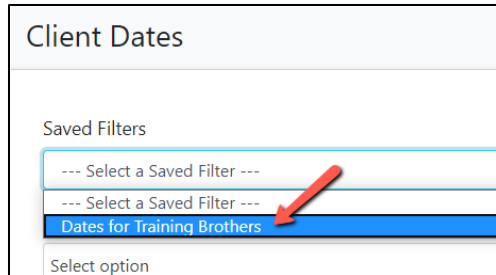
A box will open asking you to name your filter. Create a meaningful name.



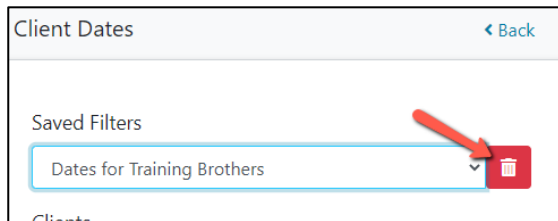
The next time you open the report you will see a new field titled *Select Filters*.



You can create more than one filter for a report. Choose the correct filter to load your previous settings and *Run Report*.



If you need to change the choices for your saved report you cannot overwrite the original. Delete the filter and resave with your new choices.



Please call the IT Department if you have any questions regarding the information presented here. The extension for the IT Help Desk is 7878.