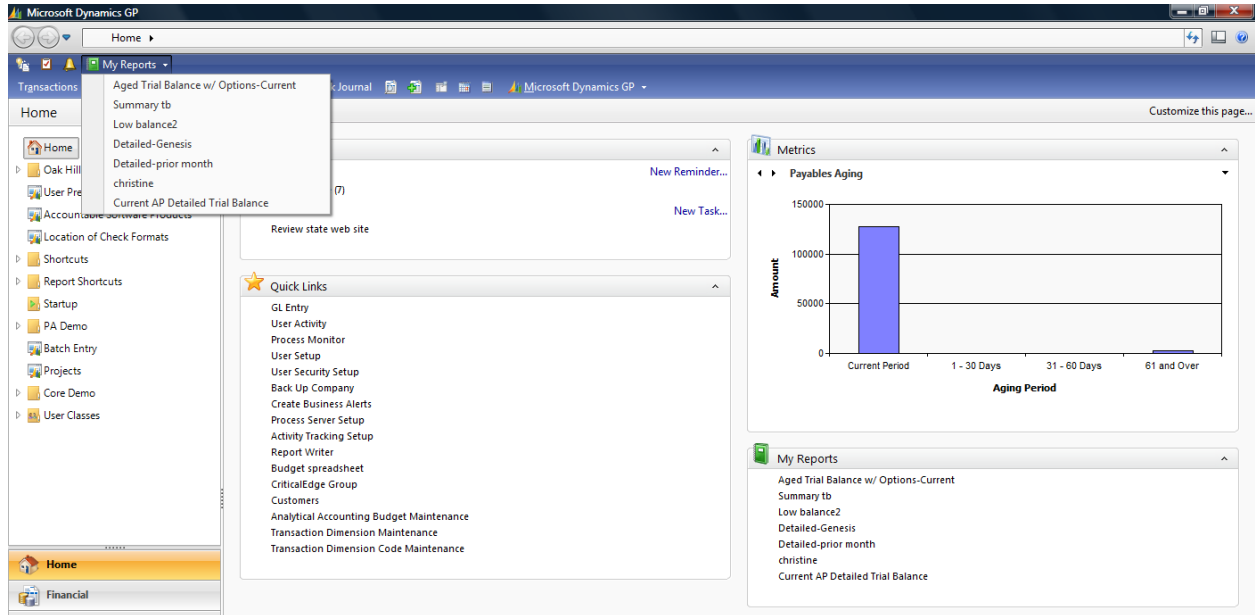


Tip & Trick - My Reports

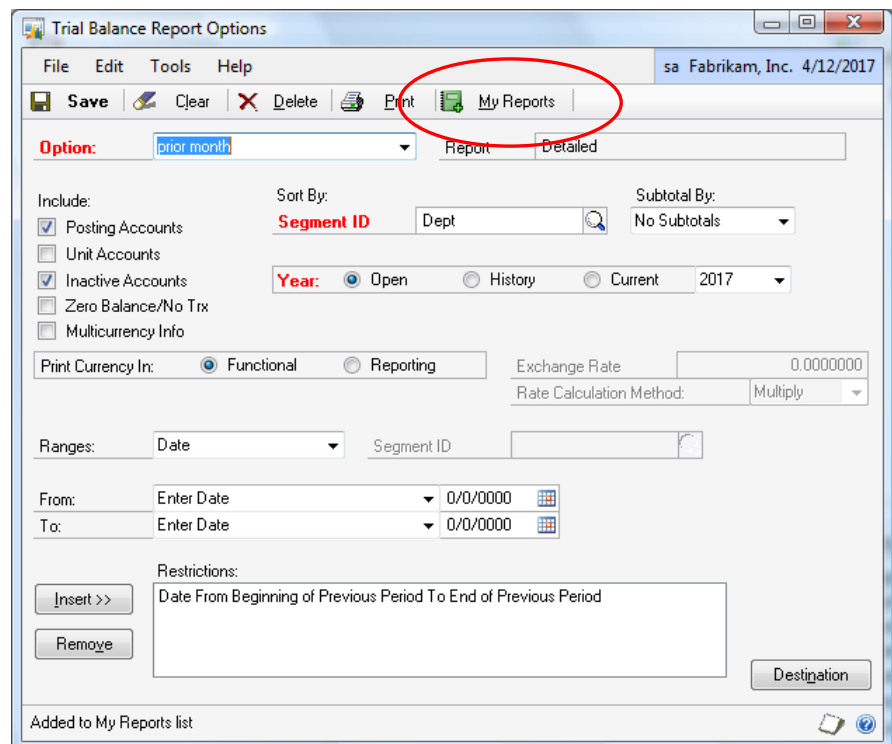
Brought to you by CriticalEdge Group

My Reports provides you with convenient access to the reports you need most often. It is accessible from the home page or from the menu. You can add up to 10 reports to My Reports.

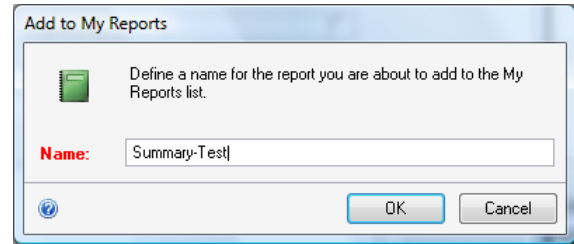


To add a report to My Reports, go to the report options window.

Simply click on the 'My Reports' button to add the report to My Reports.



You can edit the name you will see in My Reports.



Also, if you save a Smartlist view to your 'User ID', instead of the System, Company or User Class, the Smartlist view will appear in My Reports.

