MOVING REPORTS FROM INBOX TO MY FAVORITES FOLDER

Departmental report writers frequently send reports to the inboxes of users they wish to share a report with. But did you know that reports in your Inbox are not backed up? **We recommend that when you receive a report in your inbox, you move it to your My Favorites folder so that it is recoverable from a system failure.**

1. Open up your Inbox, located underneath the My Favorites folder.

2. Select the report that you’d wish to move to your My Favorites folder (it will be highlighted in blue).

3. Click on Organize and select Cut to move the report from the Inbox. If you select Copy, the report will also stay in your Inbox. We encourage users to select Cut because it moves the report to the My Favorites folder without leaving a copy in the Inbox.

4. Click on the My Favorites folder (it should be blue) and select the organize drop down button again. Then select Paste. Now your report has been moved from your Inbox to your My Favorites folder.

**Note:** If you have reports in your Inbox that you do not need, you may follow step 3 above, but select Delete to permanently remove the report from your Inbox.