

Favorites

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A user can create his own favorites menu with links to any SGA window, including a specific report, a file, or url. These favorites are shown by menu order and can be organized into folders. To customize your favorites go to the Favorites menu and select "Organize Favorites".

It might be helpful to save any report/s that you run often under your Favorites menu, to avoid having to search through folders in the report writer for a particular report.

To add to your favorites list, go to Favorites > Organize Favorites. Click New.

- **Menu:** Click on the dropdown arrow to select the menu option in SGA.
 - To select a report, click on the search icon for Path and select your report. The report Name and Report name will be filled in.
 - To select a menu option, click on the dropdown arrow for **Page** and select the menu option.
 - You may assign this favorite to a new or existing folder of your choice.
 - **Folder:** Favorites can be organized into folders. Specify the name of the folder here (if any).
 - **Name:** The name for the favorite. This is defaulted for you, but can be changed.
 - **Path:** The path of the report, select the magnifying glass to search.
 - **Report:** This is the name of the report.
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