

Favorites

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Favorites

Favorites > Organize Favorites

A user can create their own favorites menu with links to any SGA window, including a specific report, a file, or a 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 often run 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 title 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 of the favorite. This defaults 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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