

Use this job aid to: save a favorite, customized report.

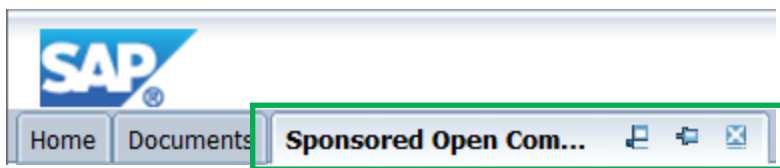
Saving a Favorite Report in Analysis

Saving customized reports to a folder within **My Favorites** will allow you to open that report without having to recreate it every time.


Note: Every 15 minutes, Analysis automatically saves open workspaces alphabetically into your **My Favorites** folder. By intentionally saving customized, specially named reports into subfolders, you can keep your work better organized.

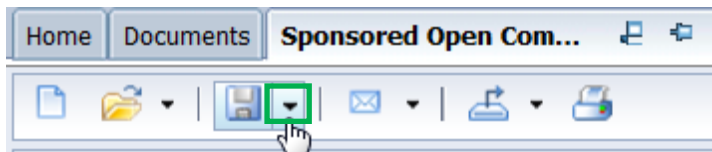
Navigate to the open workspace (report) that you want to save

The tab for your workspace will be highlighted.



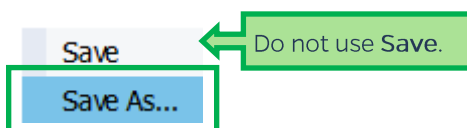
Click the drop-down next to the Save icon

On the toolbar, click the drop-down next to the **Save** icon .




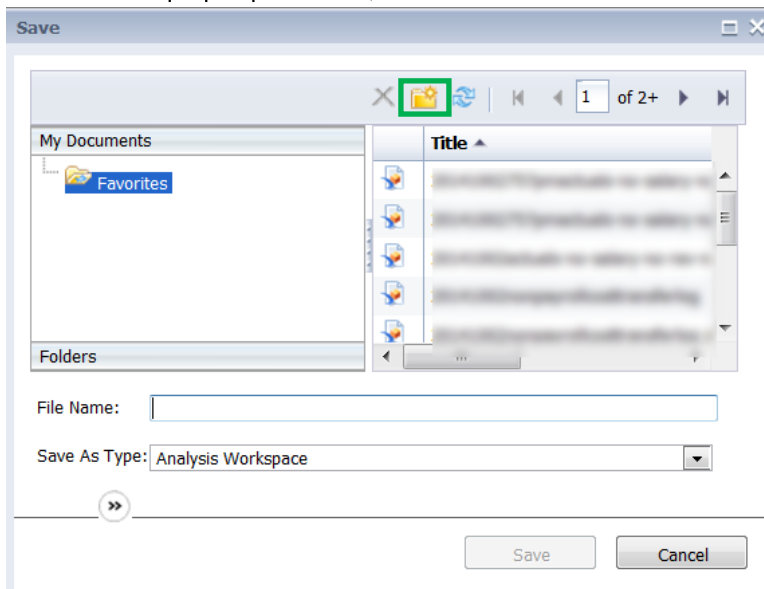
Select **Save As...**

From the drop-down, select **Save As...**

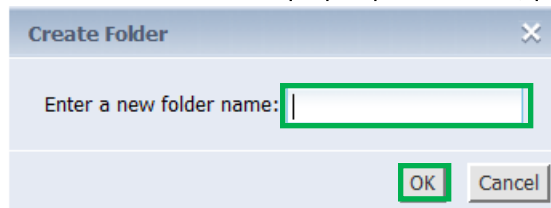


Create a new folder

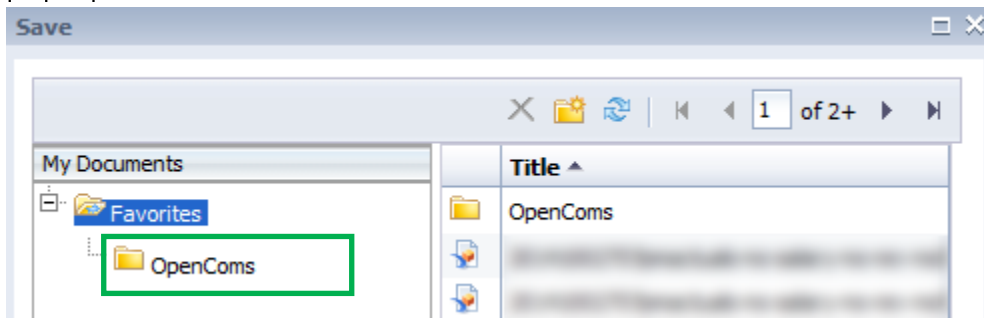
In the Save pop-up screen, click the Folder icon 



In the Create Folder pop-up screen, type the name of your new folder and click OK.

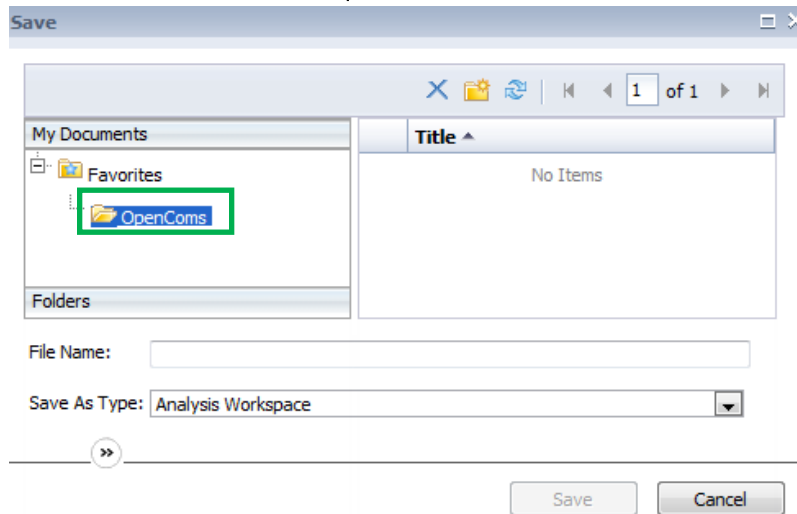


The newly named folder (e.g., OpenComs) now appears as a subfolder of Favorites in the Save pop-up screen.



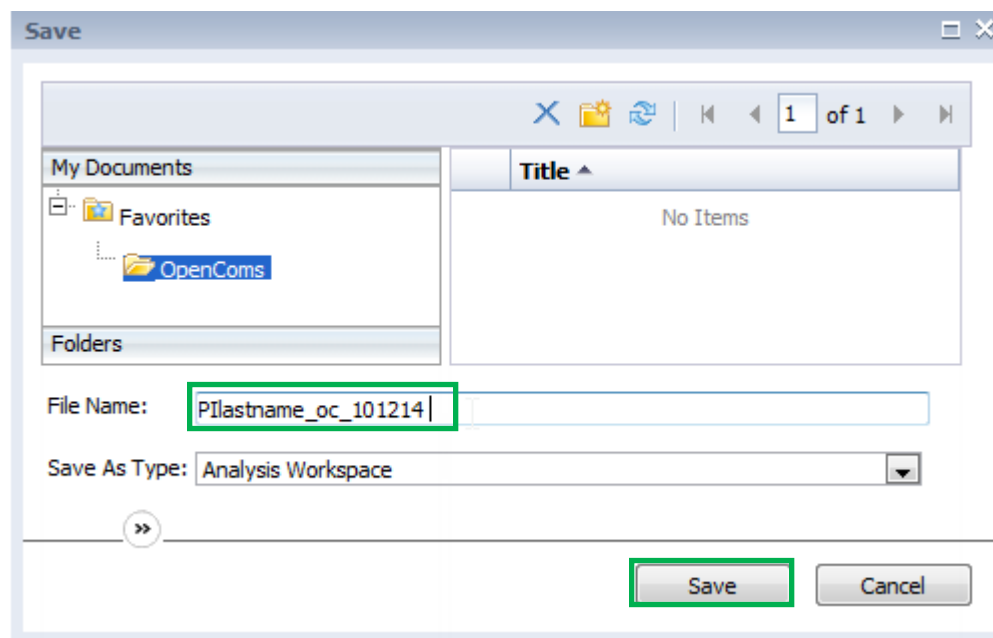
Navigate to the new folder

Click the new folder to open it.



Name and save your new report

Type a unique and memorable name for your report in the **File Name** field. Once a file name is entered, the Save button will be activated. Click the **Save** button.




NOTE: The Save As Type field should remain as Analysis Workspace.

Add descriptions and keywords to your favorites

By clicking the **double arrows** button , you can add a description of the report's use and features as well as keywords to help you search for it. Click **Save** to save changes.

File Name:


Save As Type:



Description:

Keywords:

Assign
Category:

 Personal Categories