MARS Favorites Job Aid

This job aid explains how to make your MARS experience more efficient, by demonstrating how to favorite reports you consult frequently.

Creating Favorites

Users can create a Favorites list of reports. This list is unique to each user. There are two ways to add a report to the Favorites list.
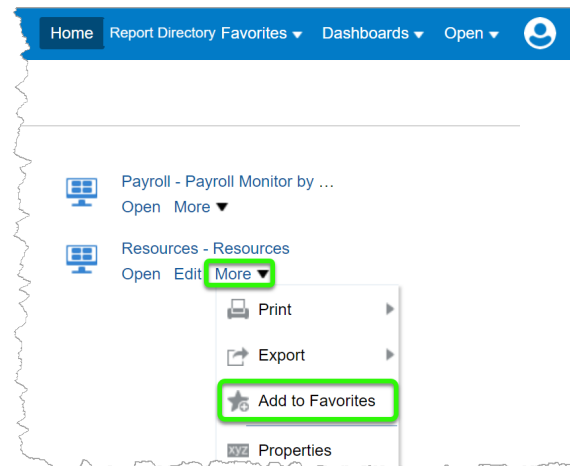
<u>Option 1: Add to Favorites when viewing the report</u>

1. Open the desired report.
2. From the report page, click "Favorites" from the Navigation Bar.
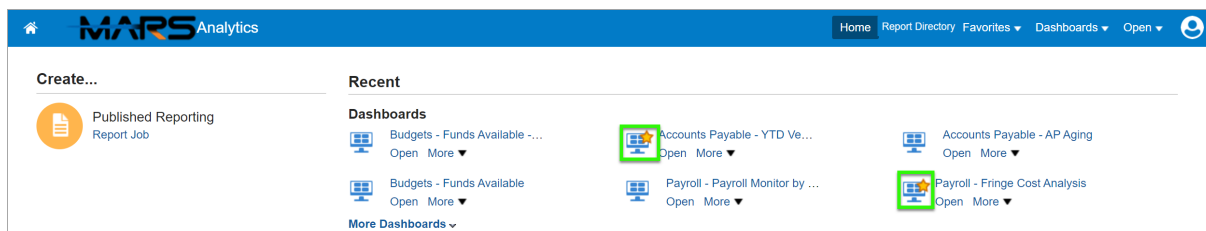3. Click "Add to Favorites".
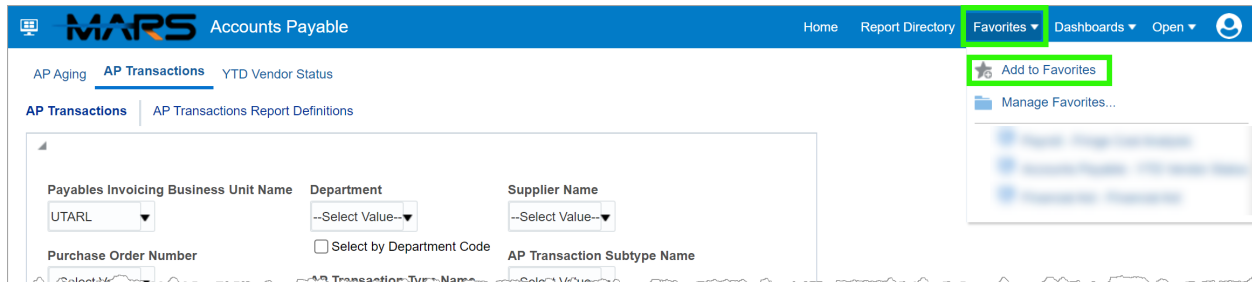
<u>Option 2: Add a recently viewed report to your Favorites</u>

1. From the home page, select the 'More' button beneath a report.
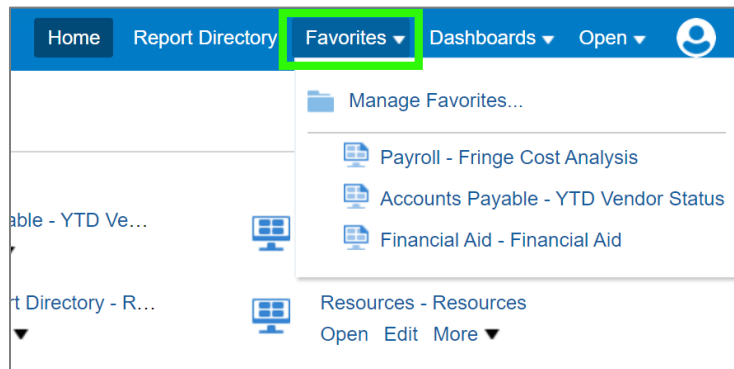2. Select 'Add to Favorites'.

Once favorited, the report will show with a star in your Home Page Dashboard.

Note: *This will only be the case if it is one of the last 6 reports you viewed.*

To open a report on your Favorites list

1. From any page, click "Favorites" from the Navigation Bar.
2. Click on the report name.

To manage your Favorites list

From any page, click "Favorites" from the Navigation Bar.

1. Click "Manage Favorites".
2. From here you can:
   a. Create a Category that functions as a folder to help organize
   b. Delete a favorite (must first select favorite to be deleted)
   c. Sort the list (alphabetically - ascending or descending)
   d. Organize the list by clicking on the favorite then using the Move Selected buttons to move the item up or down in the list, or to the top or bottom of the list.
3. Click the "OK" button.