Running Reports from “All” Tab

If a report that you use is missing from the ‘Home’ page on your Dashboard, it doesn’t mean that it is no longer available. All of the reports that you had before are still available. The reports on the ‘Home’ tab are just the most commonly used reports for your group.

In the future, you will be able to create personal favorites and put them on your Dashboard so that you don’t need to navigate the report menu.

The report prompts show up on the far right so it can be difficult to know which prompt you are filling out. To help, you can click on the prompt name and tab over to the prompt field to make your entries. This will also highlight which prompt you are working on as shown below.

Once you’ve completed the prompts, click **Submit** or hit the **Enter** key to run the report.