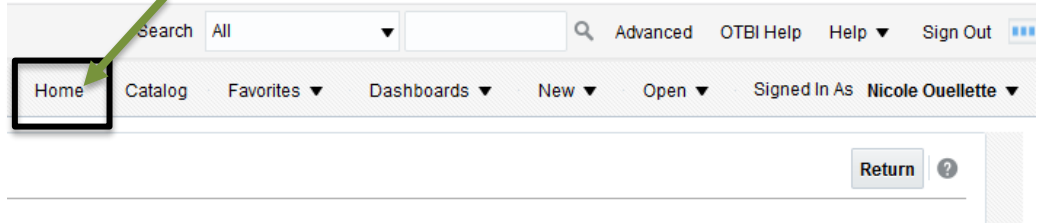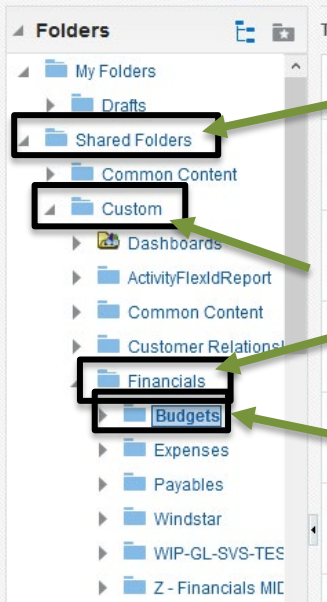# Adding Reports to Favorites

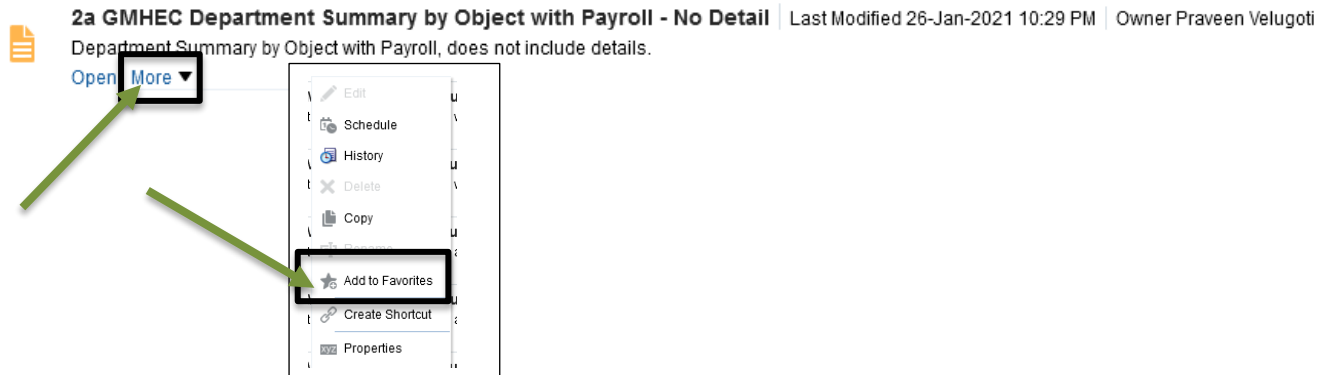|	
Purpose: The purpose of this document is to outline the steps for adding a report to your favorites list. **Audience:** Budget Managers	**Additional Resources:** • finance@gmhec.org • Finance & Procurement Knowledge Base

Process Step & Description	Action
1.1 Navigation	**Navigation Path:** *Oracle Homepage → Tools → Reports and Analytics → Browse Catalog* Click on **Home** in the top right corner of the screen. From the 'Folders' drop down on the left-hand side of the screen, select **Shared Folders → Custom → Financials → Budgets**

Locate the report that you are looking to add to your favorites. Click on **More → Add to Favorites**.

2a GMHEC Department Summary by Object with Payroll - No Detail Last Modified 26-Jan-2021 10:29 PM Owner Praveen Velugoti
Department Summary by Object with Payroll, does not include details.
Open More ▼

- Edit
- Schedule
- History
- Delete
- Copy
- Add to Favorites
- Create Shortcut
- Properties

Reports that have been favorited will display a ⭐📄, denoting that it is a favorite.

2a GMHEC Department Summary by Object with Payroll - No Detail Last Modified 26-Jan-2021 10:29 PM Owner Praveen Velugoti
Department Summary by Object with Payroll, does not include details.
Open More ▼
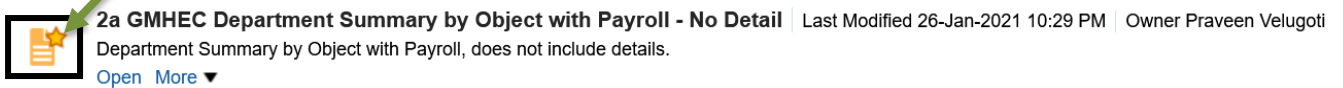
Adding reports to **Favorites** will allow for quicker navigation to reports that you run frequently. These reports will show up on the Reports and Analytics landing page *(Navigation: Oracle Homepage → Tools → Reports and Analytics)*
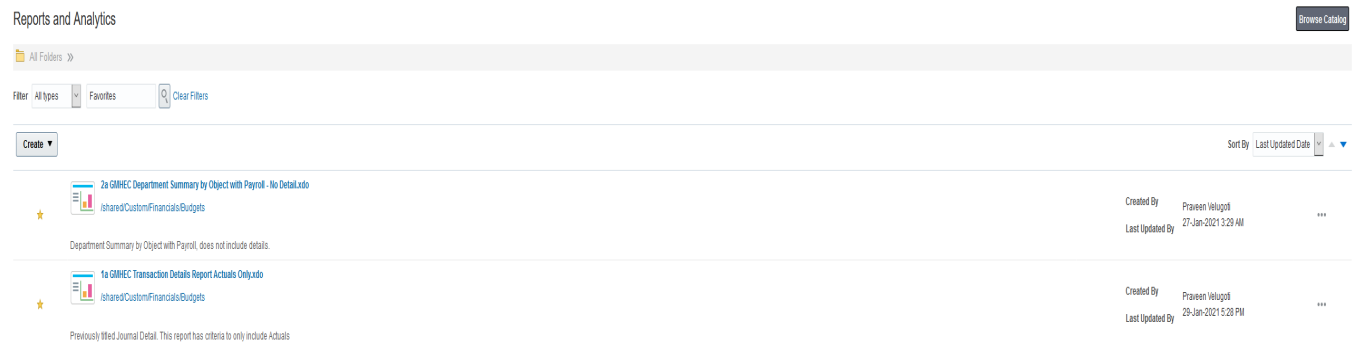
Note: When the names of reports are changed, you will have to re-add them to your favorites

6.1 Adding Reports to Favorites

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