

## Favorites

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# Favorites

### *Favorites > Organize Favorites*

A user can create his 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 name 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 for 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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