

Favorites - Save your Report Criteria Selections

Last Modified on 12/05/2023 2:26 pm EST

Saving the criteria for reports is a huge time saver and is available in most Jackrabbit reports. We refer to them as **Favorites** and they are used to store regularly used search criteria and display settings for reports. Favorites allow you to quickly recall your selections; there is no need for you to select the same criteria every time you run the report.

Favorites also contribute to your reporting accuracy and ensure consistent reporting. When you save your criteria selections as a Favorite you can create your reports quickly and with confidence, knowing that the same data is being pulled into the report each time it's run.

Create and name multiple Favorites with any combination of criteria and settings. A Favorite can be *Public* (shared with all User IDs) or *Private* (only available to the User ID that created the Favorite).

**Expand/Collapse
All**

- ▼ Create a Favorite
 - ▼ Use a Saved Favorite
 - ▼ Modify a Saved Favorite
 - ▼ Delete a Saved Favorite
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