## MOVING REPORTS FROM INBOX TO MY FAVORITES FOLDER

Departmental report writers frequently send reports to the inboxes of users they wish to share a report with. But did you know that reports in your Inbox are not backed up? *We recommend that when you receive a report in your inbox, you move it to your My Favorites folder so that it is recoverable from a system failure.*

1. Open up your **Inbox**, located underneath the **My Favorites** folder.

2. Select the report that you'd wish to move to your **My Favorites** folder (it will be highlighted in blue).

3. Click on **Organize** and select **Cut** to move the report from the **Inbox**.
   *If you select **Copy**, the report will also stay in your **Inbox**. We encourage users to select **Cut** because it moves the report to the **My Favorites** folder without leaving a copy in the **Inbox**.*
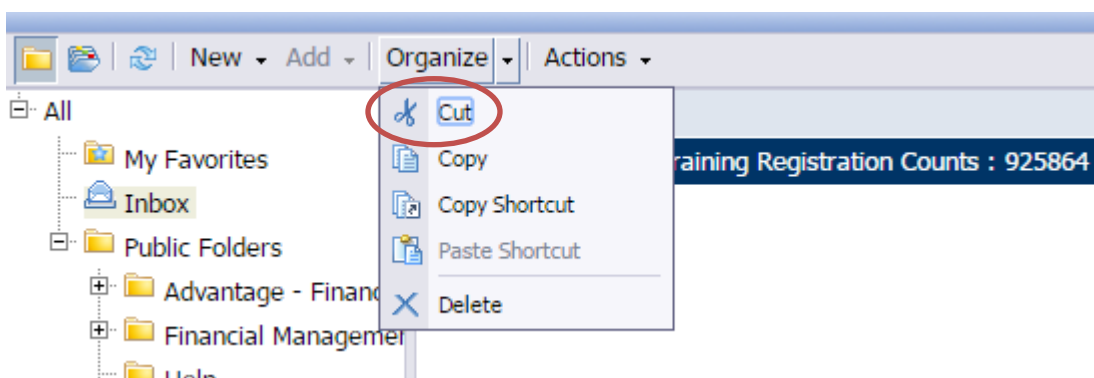
4. Click on the **My Favorites** folder (it should be blue) and select the organize drop down button again. Then select **Paste**. Now your report has been moved from your **Inbox** to your **My Favorites** folder.
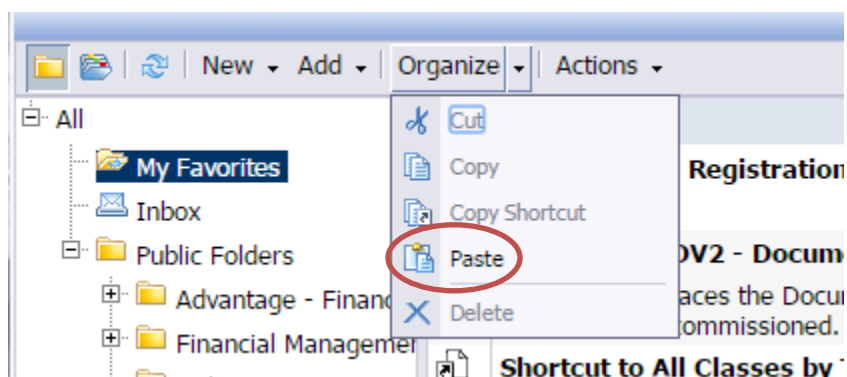
*Note: If you have reports in your **Inbox** that you do not need, you may follow step 3 above, but select **Delete** to permanently remove the report from your **Inbox**.*