



On-line Tutorial Series

Module Nine

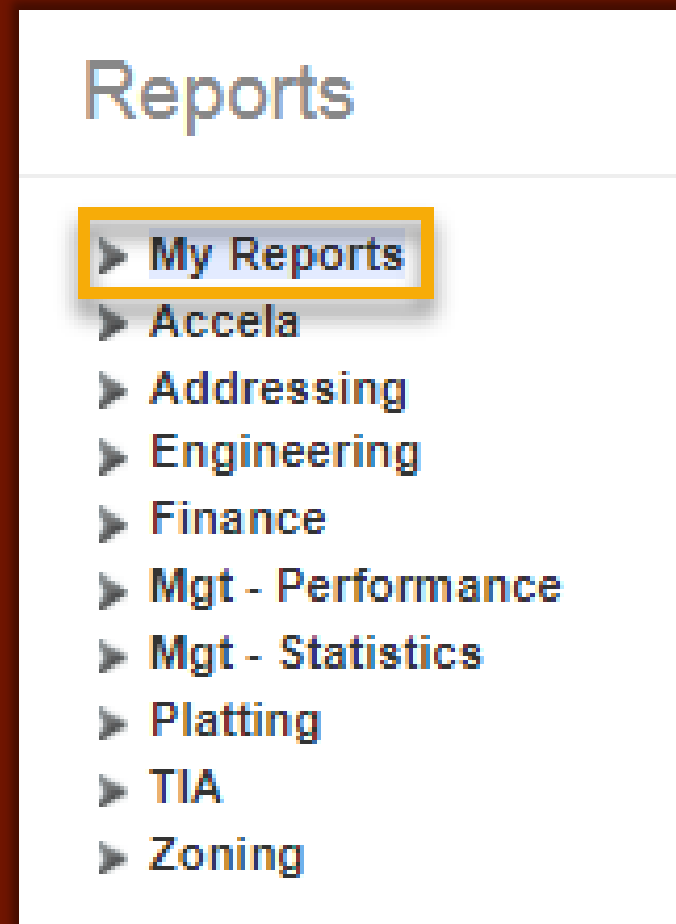
The My Reports Category

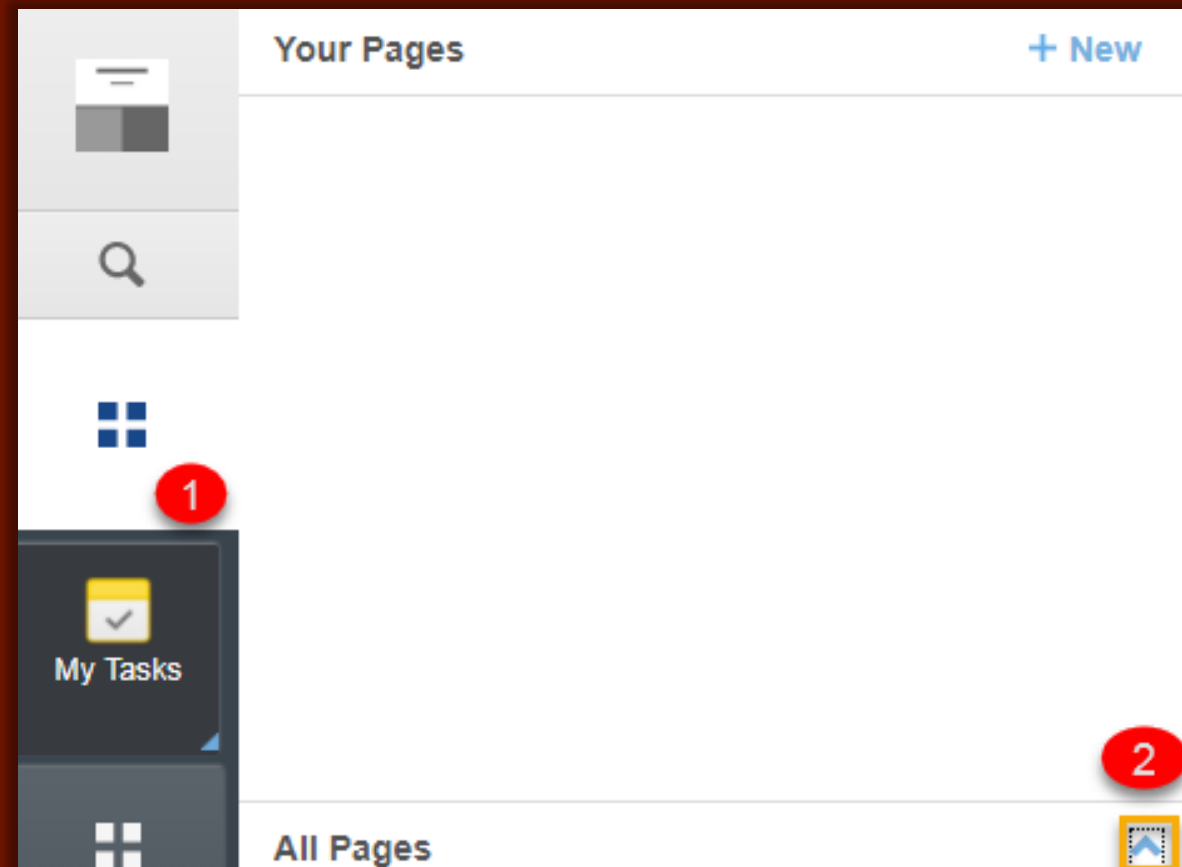
My Reports

My Reports is a category located on the BuildSA Reports page allowing the user to create a customized list of reports for quick access. ***My Reports*** category works similarly to creating a list of favorites.

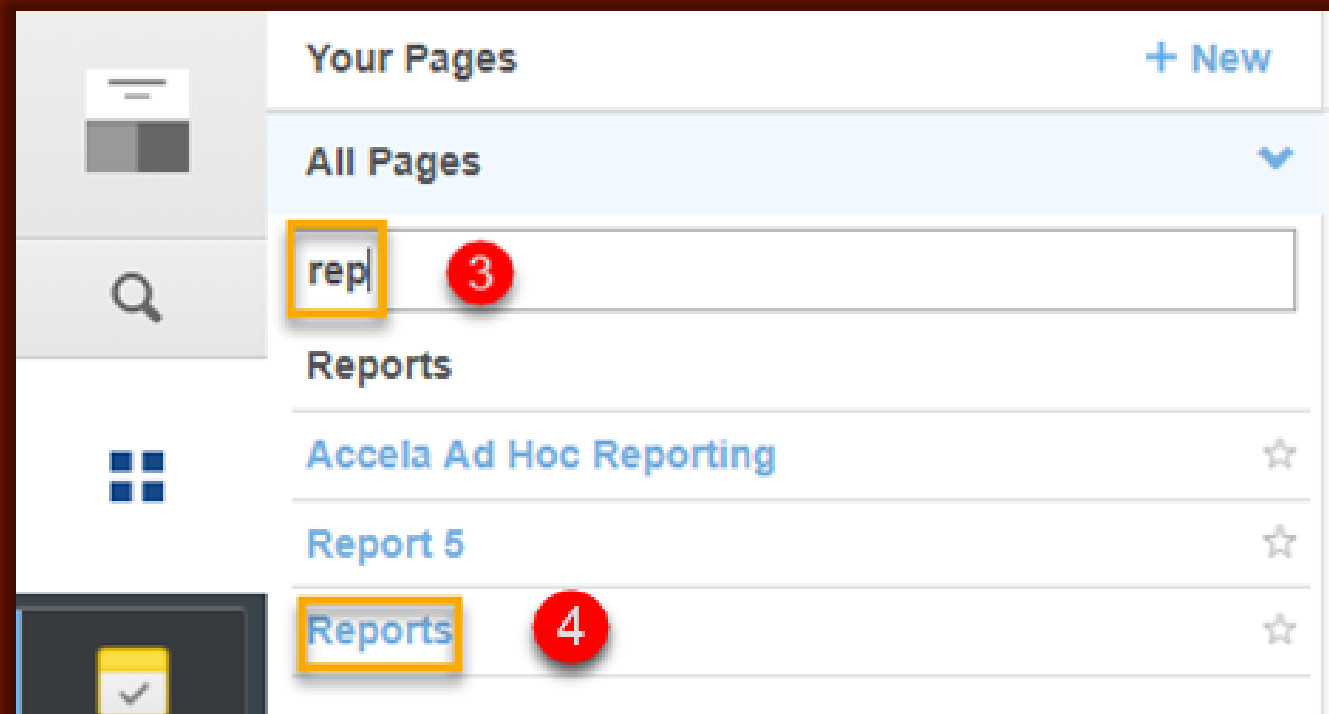
Pre-Existing Reports

Accessing the *My Reports* page

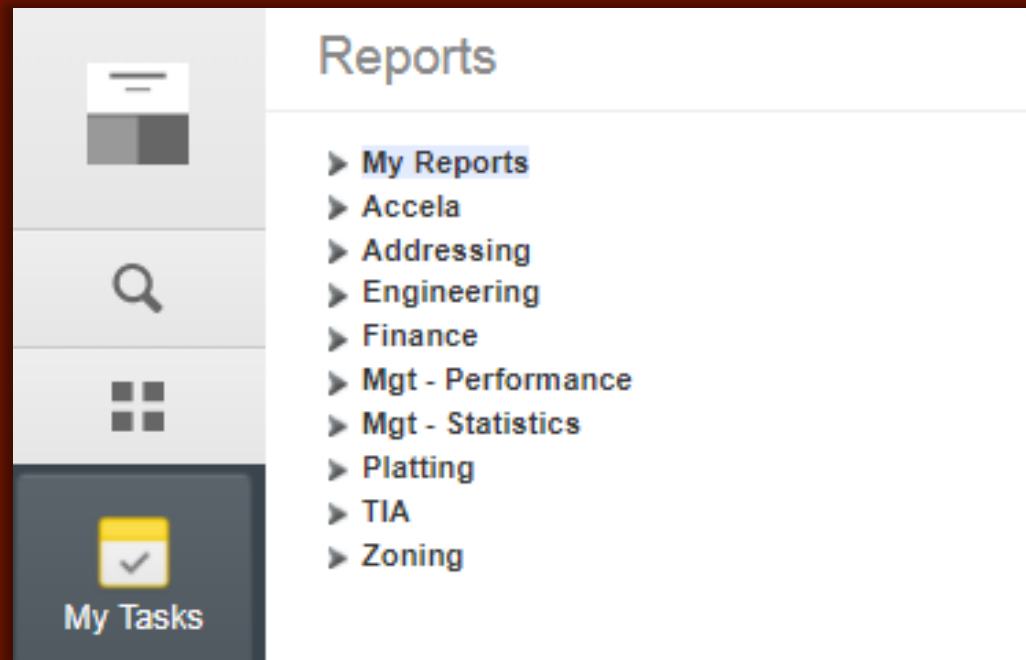




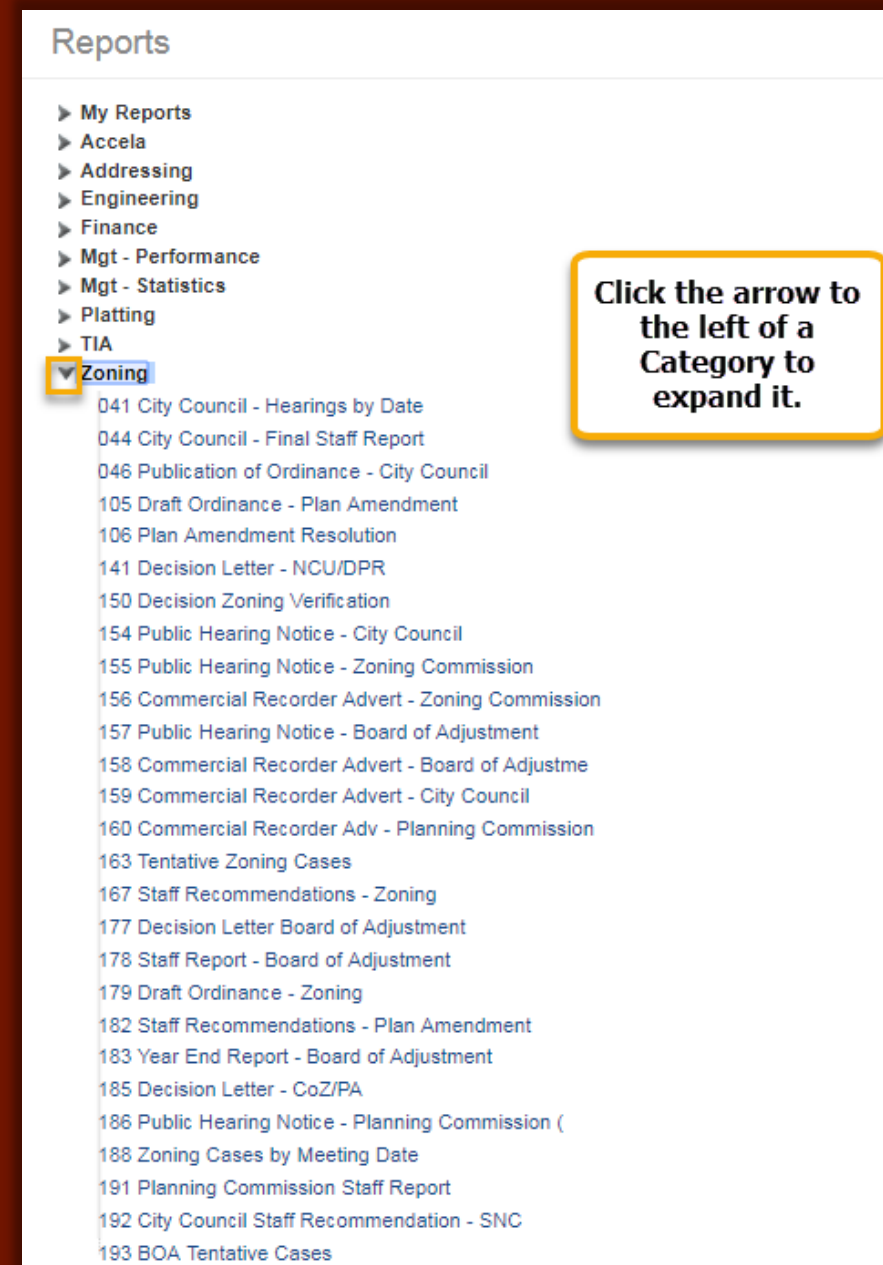
1. Click the Launchpad.
2. Click the All Pages arrow.



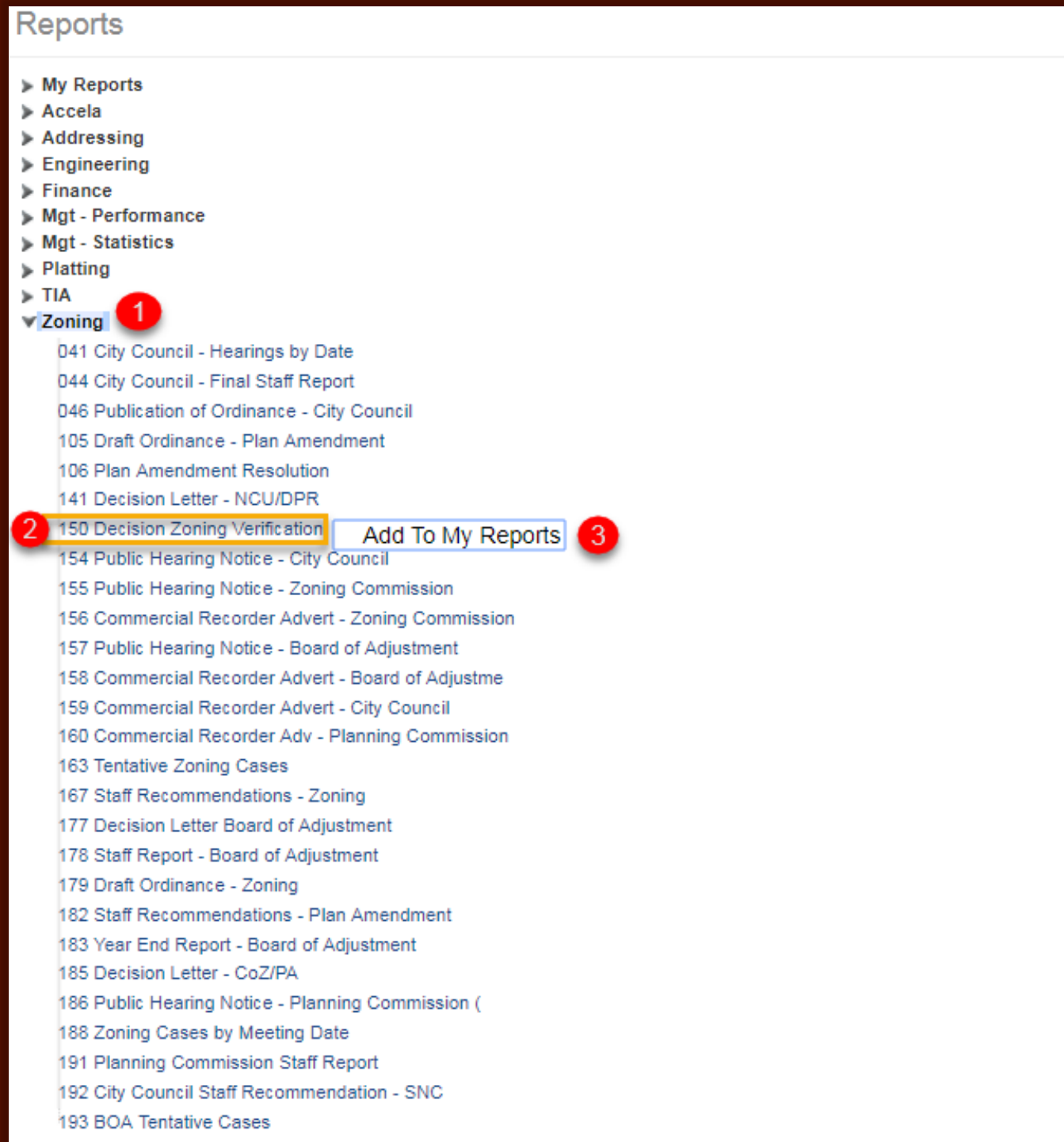
3. Filter for Report.
4. Click the Reports hyperlink.



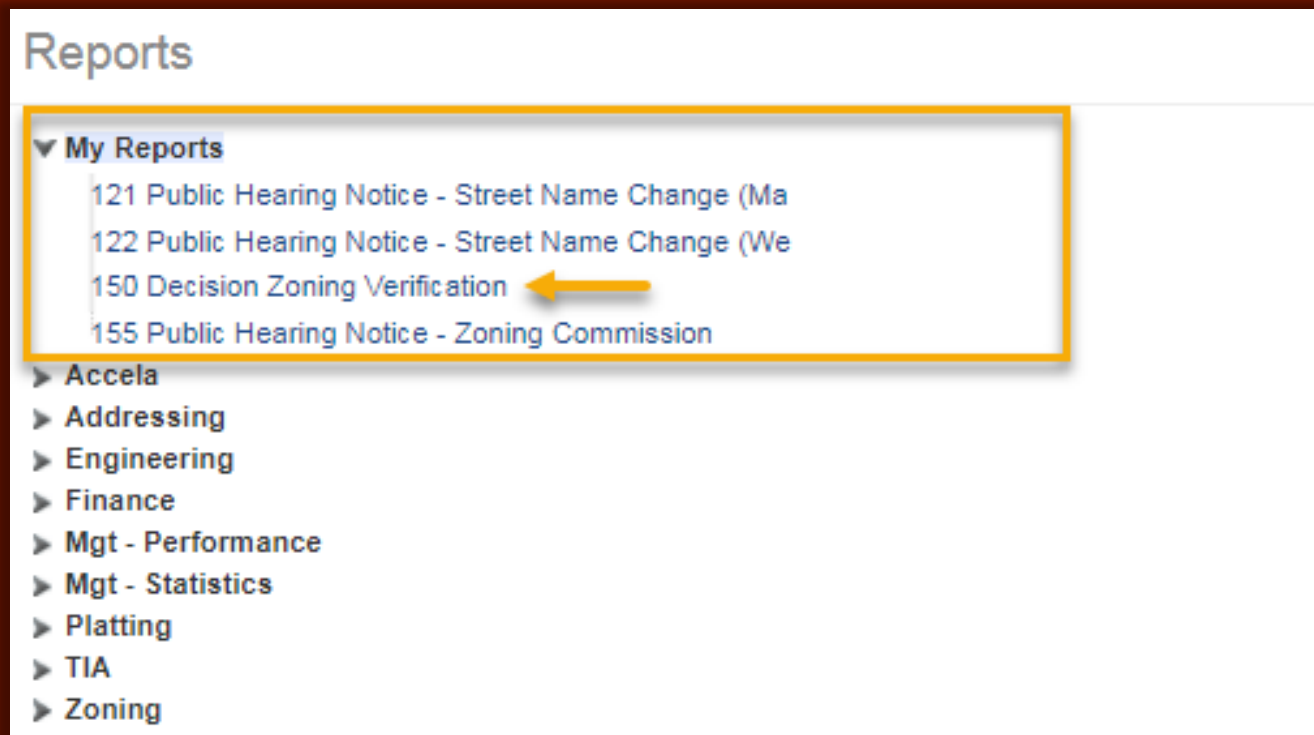
The Reports page displays. Pre-existing reports are housed here. Note the Categories.



Click the arrow to the left of a Category to expand it.



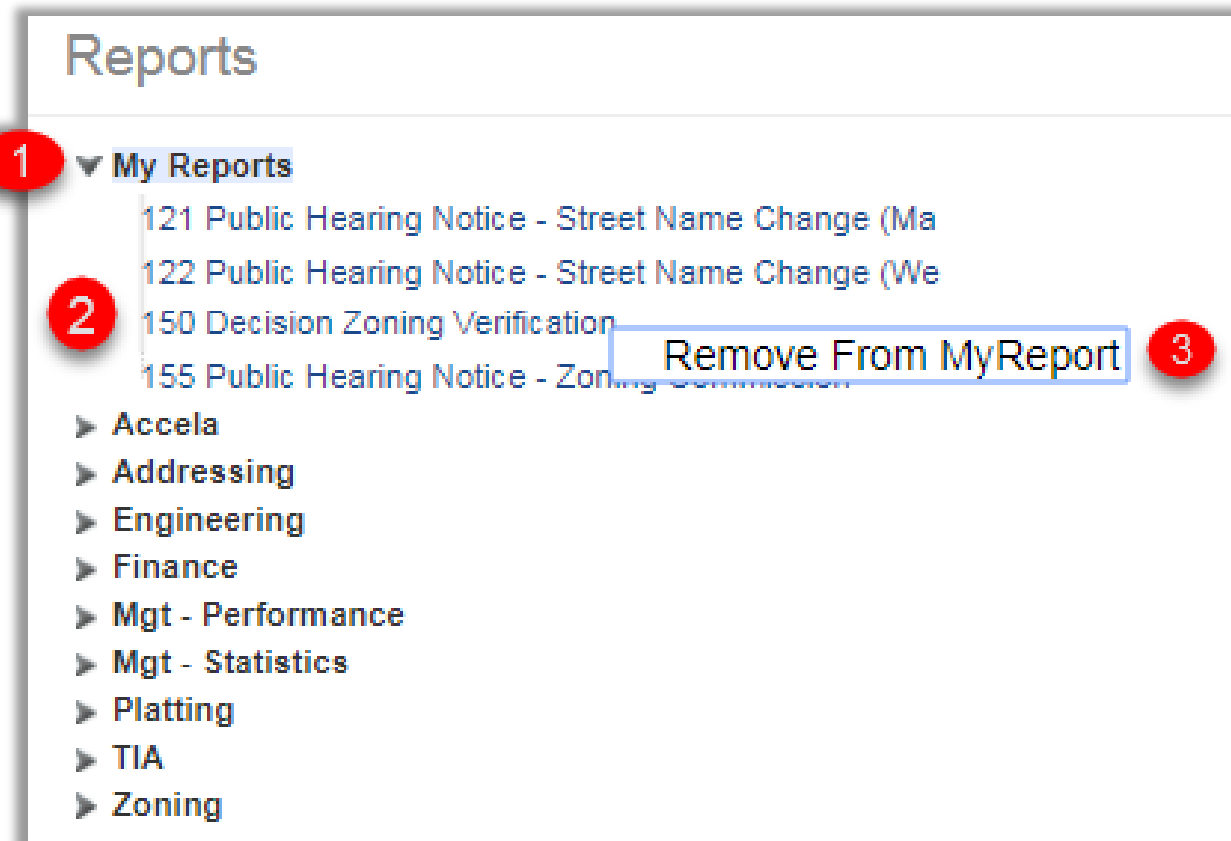
- 1. Find the Category of the Report you want to add to the *My Reports* page.**
- 2. Locate the Report hyperlink in the Category.**
- 3. Right click your mouse to display the Add To My Reports hyperlink.**
- 4. Click the Add To My Reports hyperlink.**



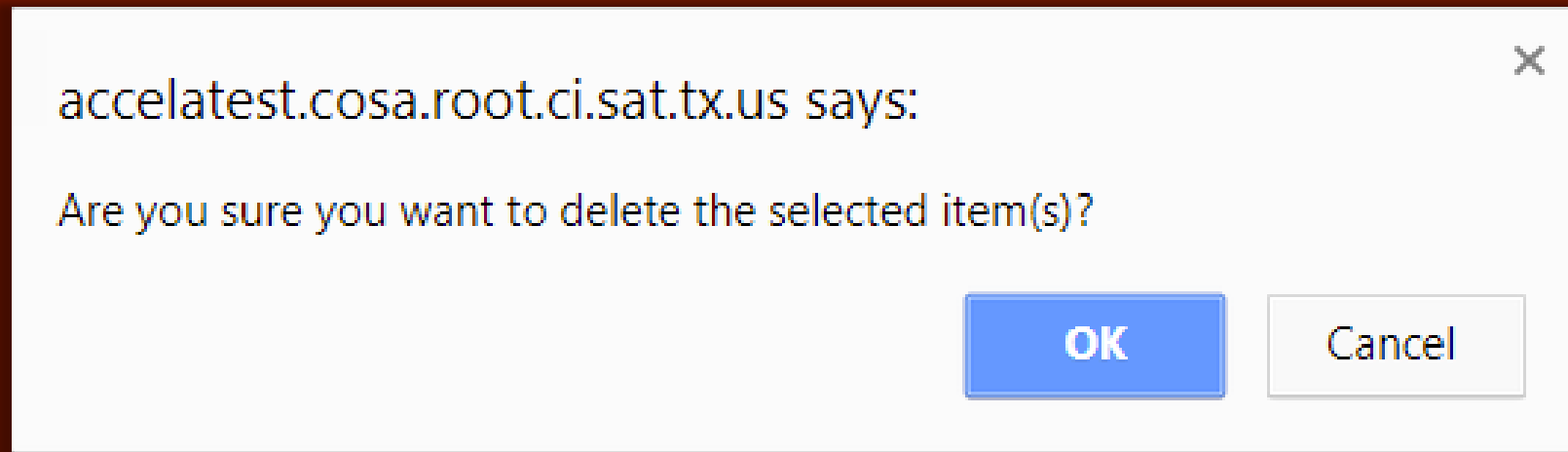
The Report hyperlink copies to the *My Reports* Category for easy access.

Note: Adding a pre-existing report to My Reports category does not remove the report from the general category list. The report remains available to everyone with access.

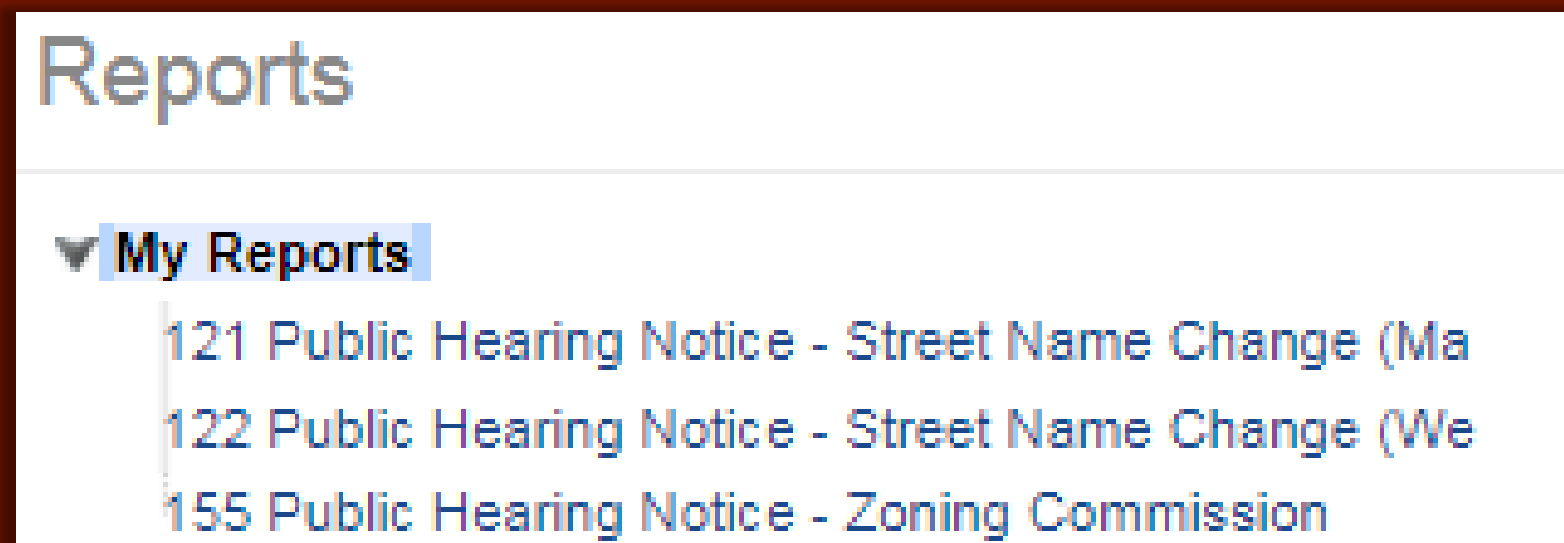
Removing a Report From My Reports Space



- 1. Click on the arrow to the left of My Reports Page.**
- 2. Find the Report you want to remove.**
- 3. Right click on the Report's hyperlink to display Remove From My Report hyperlink.**
- 4. Click the hyperlink.**



BuildSA displays a message asking the user to confirm the action. Click OK.



The Report is removed from the list.

Congratulations!

This concludes Module Nine

My Reports Category

It is time to test your recall.....

TEST YOUR RECALL

1. Once a Report is saved to My Reports it isn't available in its original Category. ___ True ___ False
2. A Report copied to My Reports is a function that is not reversible. ___ True ___ False
3. Report access is available to all users. ___ True ___ False

Answers on the next slide...



If you answered:

- 1. False**
- 2. False**
- 3. True**

You are correct!

**Time to begin the next
module...**

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