Use this job aid to: save a favorite, customized report.

**Saving a Favorite Report in Analysis**

Saving customized reports to a folder within *My Favorites* will allow you to open that report without having to recreate it every time.

**Note:** Every 15 minutes, Analysis automatically saves open workspaces alphabetically into your *My Favorites* folder. By intentionally saving customized, specially named reports into subfolders, you can keep your work better organized.

**Navigate to the open workspace (report) that you want to save**

The tab for your workspace will be highlighted.

**Click the drop-down next to the Save icon**

On the toolbar, click the drop-down next to the *Save* icon.

**Select Save As...**

From the drop-down, select *Save As*...
Create a new folder

In the Save pop-up screen, click the Folder icon.

In the Create Folder pop-up screen, type the name of your new folder and click OK.

The newly named folder (e.g., OpenComs) now appears as a subfolder of Favorites in the Save pop-up screen.
Navigate to the new folder

Click the new folder to open it.

Name and save your new report

Type a unique and memorable name for your report in the File Name field. Once a file name is entered, the Save button will be activated. Click the Save button.

NOTE: The Save As Type field should remain as Analysis Workspace.
Add descriptions and keywords to your favorites

By clicking the **double arrows** button, you can add a description of the report’s use and features as well as keywords to help you search for it. Click **Save** to save changes.

- **File Name:**
- **Save As Type:** Analysis Workspace
- **Description:**
- **Keywords:**
- **Assign Category:**
  - Personal Categories

[Save]  [Cancel]