

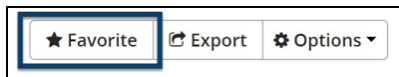
## Basic Functionality Favorites

### Saving a Favorite Report/Dashboard

Once you have sorted and applied filters, you can save the summary report and/or dashboard as a favorite for ease-of-access on your landing page.

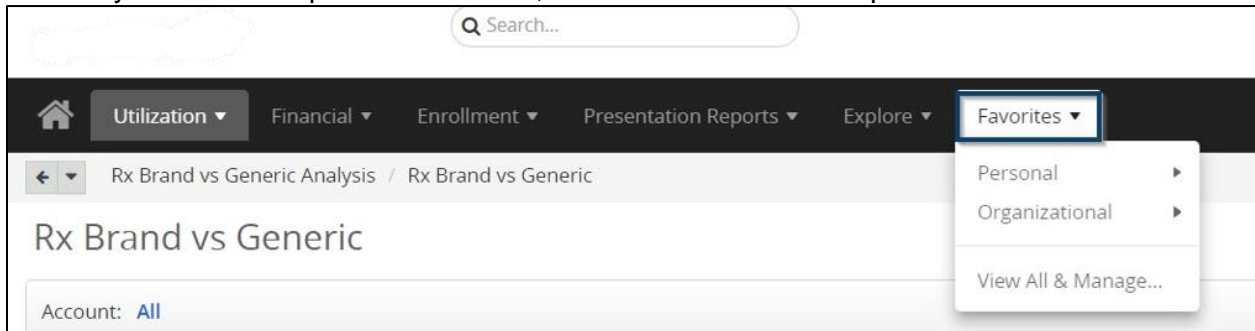
To select a report as a personal **Favorite**, follow the steps below:

1. Navigate to any report you would like to favorite.
2. Click the **Favorite** button on the top right.



### Viewing Your Favorite Reports/Dashboards

To view your favorite reports/dashboards, click **Favorites** on the top menu bar.



There are two categories where your favorite report(s) and/or dashboard(s) will display:

#### Personal

- These are your favorite reports/dashboards that you have saved.

#### Organizational

- These are reports and/or dashboards that Sentara Health Plans has saved as a favorite. They are accessible to any user. This list may be updated from time to time by Sentara Health Plans.

You can access your favorite reports by clicking the **Favorites** tab and hovering over **Personal**. Your favorite reports will display. If you do not see a favorite on the **Top 5 Visited Favorites**, please select **View All & Manage** to see the complete saved list of reports.

