

LOAN SERVICING SOFT Adding a Report to Company Favorites or My Favorites

This document will guide you through the process of adding a report to the Company Favorites or My Favorites list in LOAN SERVICING SOFT.

For additional information and/or questions please feel free to contact our support group at support@loanservicingsoft.com or 1-800-993-1839 x2.

If a report is accessed often, you can save a lot of time by adding it to either the 'Company Favorites' list or the "My Favorites" list.

- **Company Favorites** - a list of frequently used reports that can be added for your entire organization (all users have access to the 'Company Favorites' list and will see the same reports under this list).
- **My Favorites** - a list of frequently used reports that a specific user can add and access (each individual user can customize which reports they would like in their 'My Favorites' list).

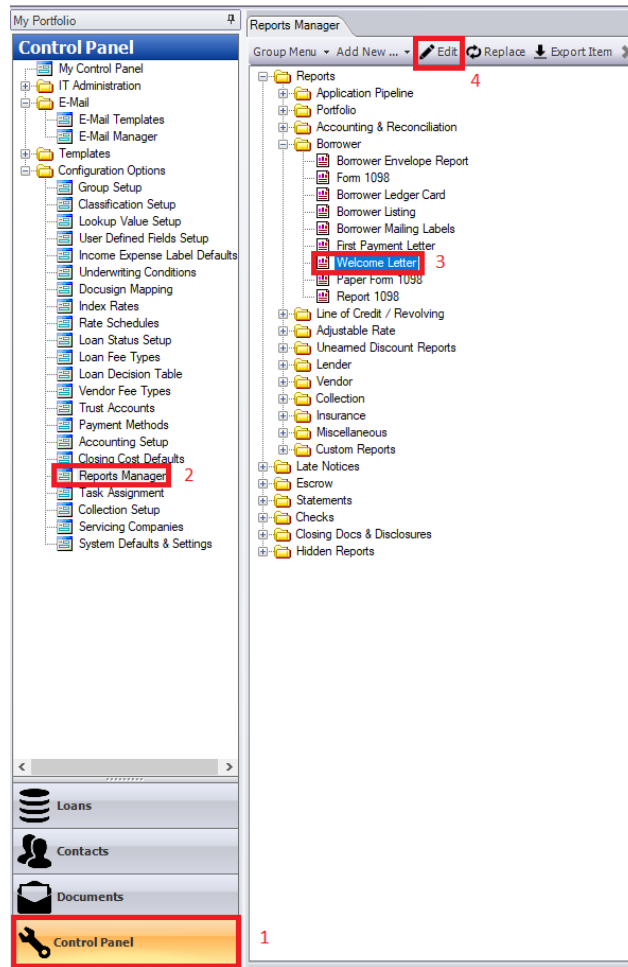
Company Favorites

To add a report to the 'Company Favorites' list, go to:

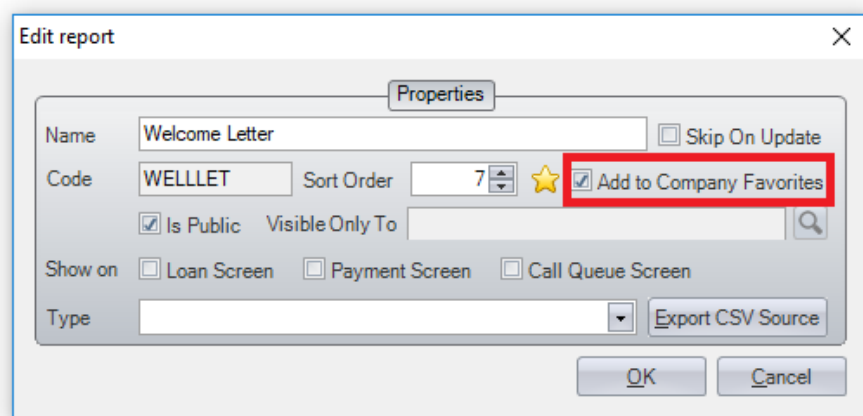
Control Panel, Configuration Options, Reports Manager

Next, open the folder that contains the report. Select the report and click the **Edit** button.

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Select the "Add to Company Favorites" box and click OK.



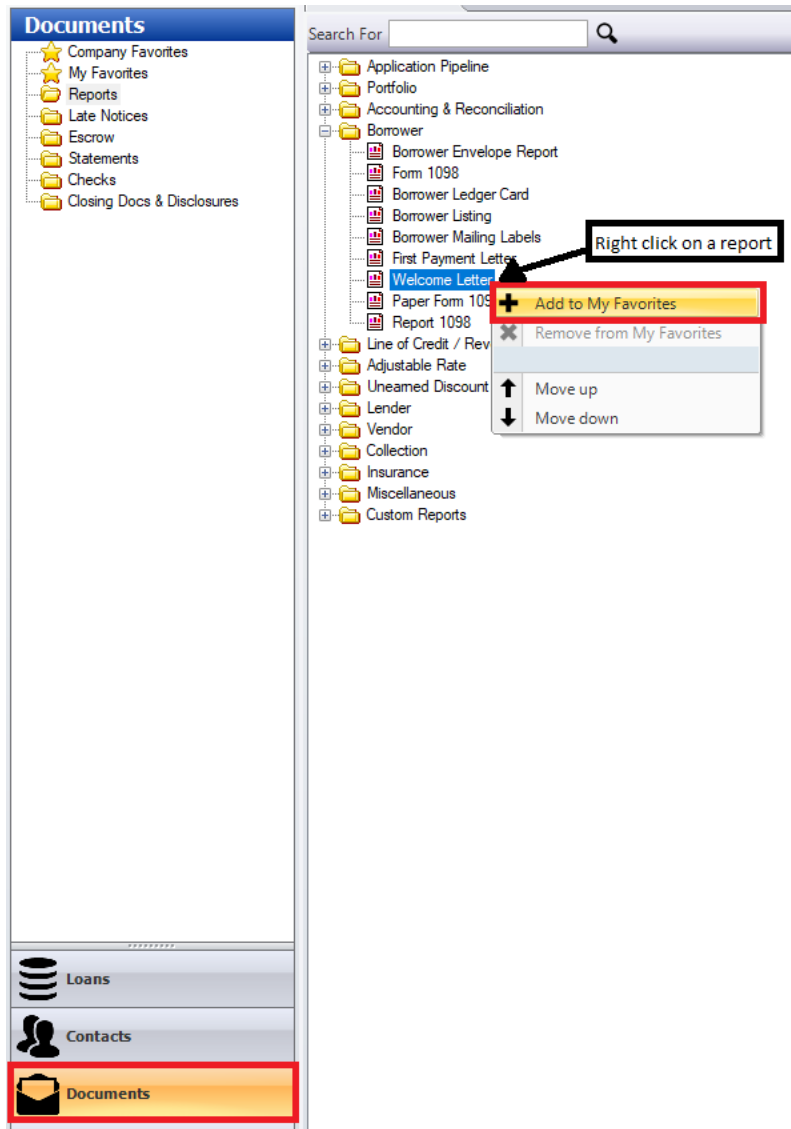
Adding a Report to Company Favorites or My Favorites

To view the report in the 'Company Favorites' folder, select the 'Documents' tab. Then select the 'Company Favorites' folder. The report will now be listed here.



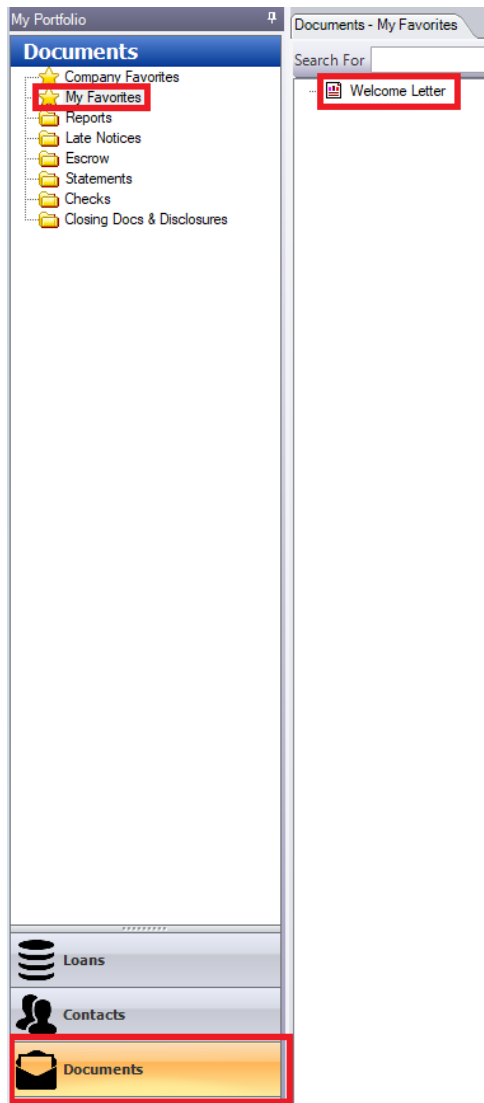
My Favorites

To add a report to your personal 'My Favorites' list, click on the 'Documents' tab and then choose a report, right click on the report, and click on "Add to My Favorites."



Next, go to Documents, My Favorites. The report that was chosen is now visible under in the 'My Favorites' list.

Adding a Report to Company Favorites or My Favorites



To remove a report that is currently on your 'My Favorites' list, click on the 'Documents' tab, then right click on the report and click 'Remove from My Favorites'.