

## Quick Reference Guide: How to Create a Report Favorite



### Purpose:

Follow these steps to create a report favorite.

### Step-by-Step:

Once signed into WaveWorks, click on the Tools tab.

Tools

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Click on Reports and Analytics.



Reports and Analytics

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Click on Browse Catalog.

Browse Catalog

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Find the Appropriate Report and Click More.

More ▼

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Click Add to Favorites.

★ Add to Favorites

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