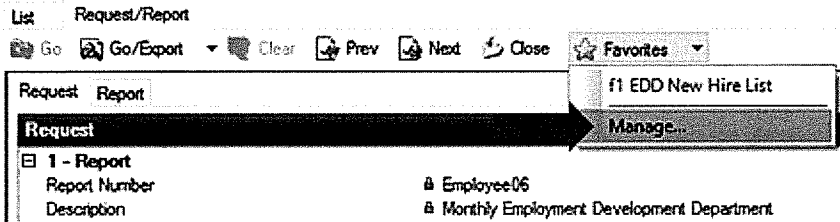


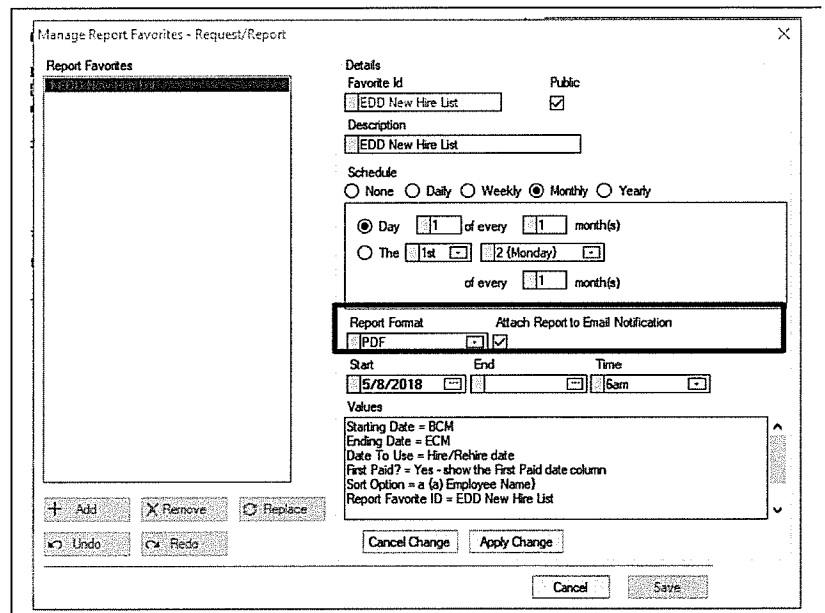
CREATING AND RECEIVING A REPORT FAVORITE

Go to HR/Payroll – Reports

- Open Specific Report and select Report Criteria



- Click on Favorites
- Click Manage
- Name your favorite
- Make Public to share
- Schedule, Daily, Weekly,
 - Monthly, Yearly
- Choose Report Format
- Click Attach Report
- Click +Add
- Apply Change
- Save



NEW

-Report Favorites can now be emailed to you on a regular basis by using the "Report Format" field and Click "Attach Report to Email Notification".

- Confirm you have an email address set up in your Org User ID record. If you do not have access to your Org User ID settings, send a ticket to helpdesk@scoe.org.