

Saved Favorite

(Portal and BEx Web Analyzer)

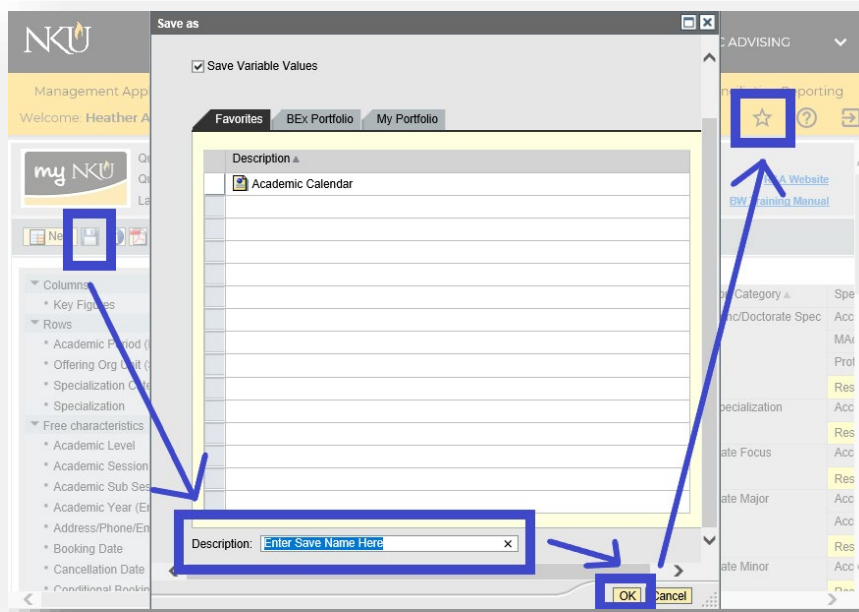
In the upgraded Portal header, there is a new Star icon denoting Favorites. This icon is used for both Portal and BEx Favorites, and will not appear unless you have a favorite saved. We recommend saving a BEx Favorite first, as the process will allow the Star icon to show up for saving Portal Favorites thereafter.



Adding a BEx Saved Favorite

- Navigate to the query needed and employ any variables/filters/layout necessary
- Click the Save button within the query
- Name the favorite
- Click OK
- Refresh the webpage (F5)

You will now see the Star icon, and your saved favorite will be in the drop down list.



Adding a Portal Saved Favorite

- Navigate to the page needed through the portal
- Click the Star icon
- Click the Add to Favorites button in the submenu

Note that any Favorite can be modified/organized/deleted by using the Organize Favorites button in the submenu.

