



# Favorites

Help Documentation

## Favorites

Site administrators and users can mark any report item as a favorite, allowing easy access to the most frequently used report items. Using favorites can greatly reduce your time analyzing statistics, as you can quickly jump between report items that interest you. For instructions on how to add a report item to your favorites list, please refer to the KB article [How To -- Create a Favorite Report](#) .

To access your favorite reports, click the workspace icon . Then expand Favorites in the navigation pane and select the desired report. The report will load in the content pane and the following options will be available in the content pane toolbar:

- Email - Emails a copy of the report to the desired recipient(s)
- Export - Exports the report in CSV or TAB format
- Print - Prints the report

## Creating a Favorite Report

To mark a report item as a favorite, click the workspace icon . Then expand Favorites in the navigation pane and click [Manage Favorite Reports](#) . A list of favorite reports will load in the content pane and the following options will be available in the content pane toolbar:

- New - Creates a new favorite report.
- Edit - Edits the configuration settings for the selected favorite report.
- Delete - Permanently removes the report item from the favorites list.

When editing or creating a favorite report, the following configuration settings are available:

- Report Item - The specific report item to be marked as a favorite. Note: Depending on the report item selected, some of the options listed below may not be available.
- Name - The name of the report item.
- Rows - The number of rows displayed in the report.
- Sort By - The sort order of the data. Numerical values (like bandwidth, views, etc) will be sorted in descending order when selected.
- Chart - To specify a specific chart type, select the appropriate option from the list.
- Values - The values that will be charted. Note: If you have chosen pie as the chart type, only Value 1 will be used.
- Filter Set - The filter set that will be applied to the report item. Note: This item will not appear if you have chosen to use the default filter set for all report items in the favorite report .
- SEO Campaign - The specific SEO campaign that will be applied to the report item.
- Site - The specific website that will be applied to the report item.