

# Favorite Reports (Reports Menu)

Last Modified on 01/27/2020 4:23 pm EST

Watch a (0:18) video tutorial on Favorite Reports

Set your most frequently used reports as your **Favorites!** These reports will be listed when you select *Favorite Reports* from the *Reports* menu.



*Favorite reports are set per User ID and are only categorized as a Favorite when logged in as that User ID.*

Click an item below

[Find a Report](#)**[Favorite Reports](#)**[New Reports](#)[All Reports](#)[Families / Students](#)[Classes / Enrollment](#)[Events / Recitals](#)[Staff](#)[Transactions / Financials](#)[Store](#)[Staff Portal](#)[Email / Text / Marketing](#)[Costumes](#)**Favorite Reports**[Class Revenue Summary](#) ♥[Email Bounce Listing](#) ♥[Instructor Schedules](#) ♥[Weekly Calendar](#) ♥

Display weekly calendar. Same as dashboard. This is the easiest way to view your class schedule in one place.

Hover over a report name to see a short description of the report

Reports that you have selected as your Favorite reports are indicated by a red heart next to the report name in all report lists.

To mark a report as a Favorite, hover over the report name until you see the description and a gray outlined heart icon at the end of the name. Click on the icon and the heart becomes red.

If you no longer consider a report a Favorite, click on the red heart to change it back to a gray outlined heart.

**All Reports**[Absences-Makeups](#)[Aged Accounts Details \(Aged Fees\)](#)[Aged Accounts Summary](#)[Class Rolls](#)[Class Schedule](#)

*Note: Favorite reports are different than report search criteria **Favorites** which are used to save report settings and criteria as a template for quick and consistent report creation.*