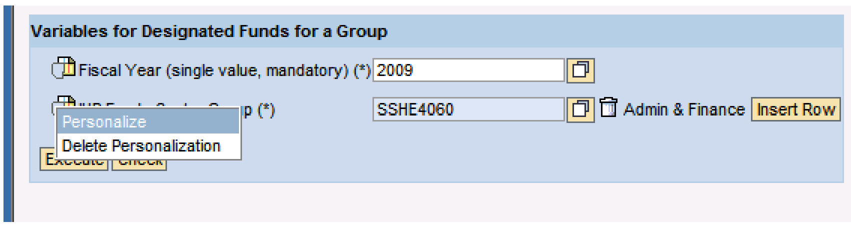
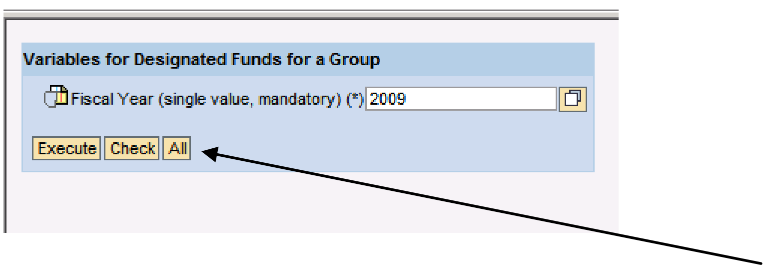
Personalize a Report

If you are going to use a report with the same selection all of the time, you should personalize the selection. If you need several versions (i.e. different selections) of the report, then you should use bookmarks (see document on Bookmarking a Report).

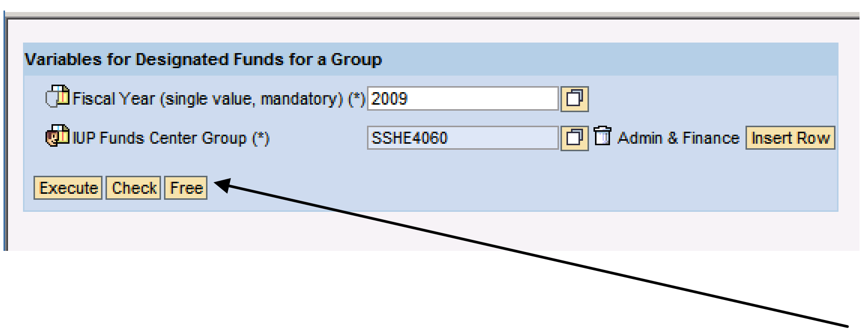
To personalize a selection **right click on the icon to the left of the Funds Center Group and choose Personalize**, as shown below:



Notice that the Funds Center Group field has disappeared.



If needed, you can make the field reappear by clicking the All button.



If you want to hide the personalized field again, you can click the Free button.

Click on Execute to run the report. Now every time you run this report the Funds Center Group will automatically selected the personalized value.

End of Document.