Corporate Planner: Making Life Easier
How to create and save favourites

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Corporate Planner will allow you to save views created in the Central Display and Table Reports you have created as *Favourites*.

This means that rather than having to re-create the same view or Table Report each time you want to use it, you can save it in your Favourites so that you can easily access it whenever you need to.

To create a favourite:

1. **Navigate to the view in the tree or create the Table Report you wish to save as a Favourite** (refer to the Using the Central Display and Using Table Reports user guides for more information).

2. **Click on the *Favourites* icon in the ribbon.**

3. **Click *Save Current View as Favourite* at the top of the pop-up window.**

4. **Give the favourite a name.**

5. **Click *OK.***

6. The Favourite is now saved.

7. **Click on the *Favourites* icon.**

8. The Favourite will be listed on the left hand side of the menu.

To open a saved Favourite:

9. **Click on the *Favourites* icon.**

10. **Find the Favourite in the list.**

11. **Double-click on the favourite.**

> Favourites can be deleted if they are not required by clicking on the red cross in the Favourites menu.