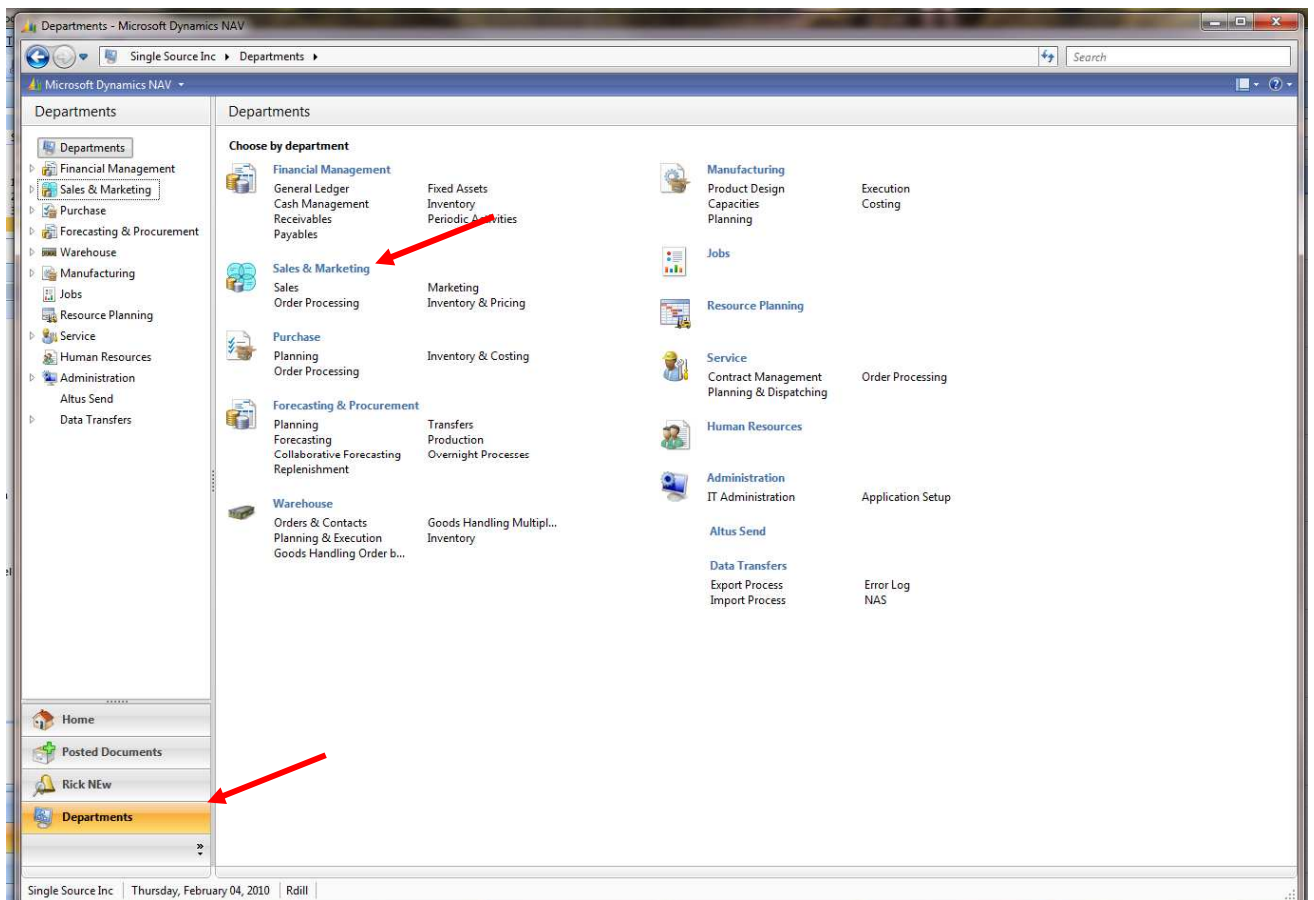


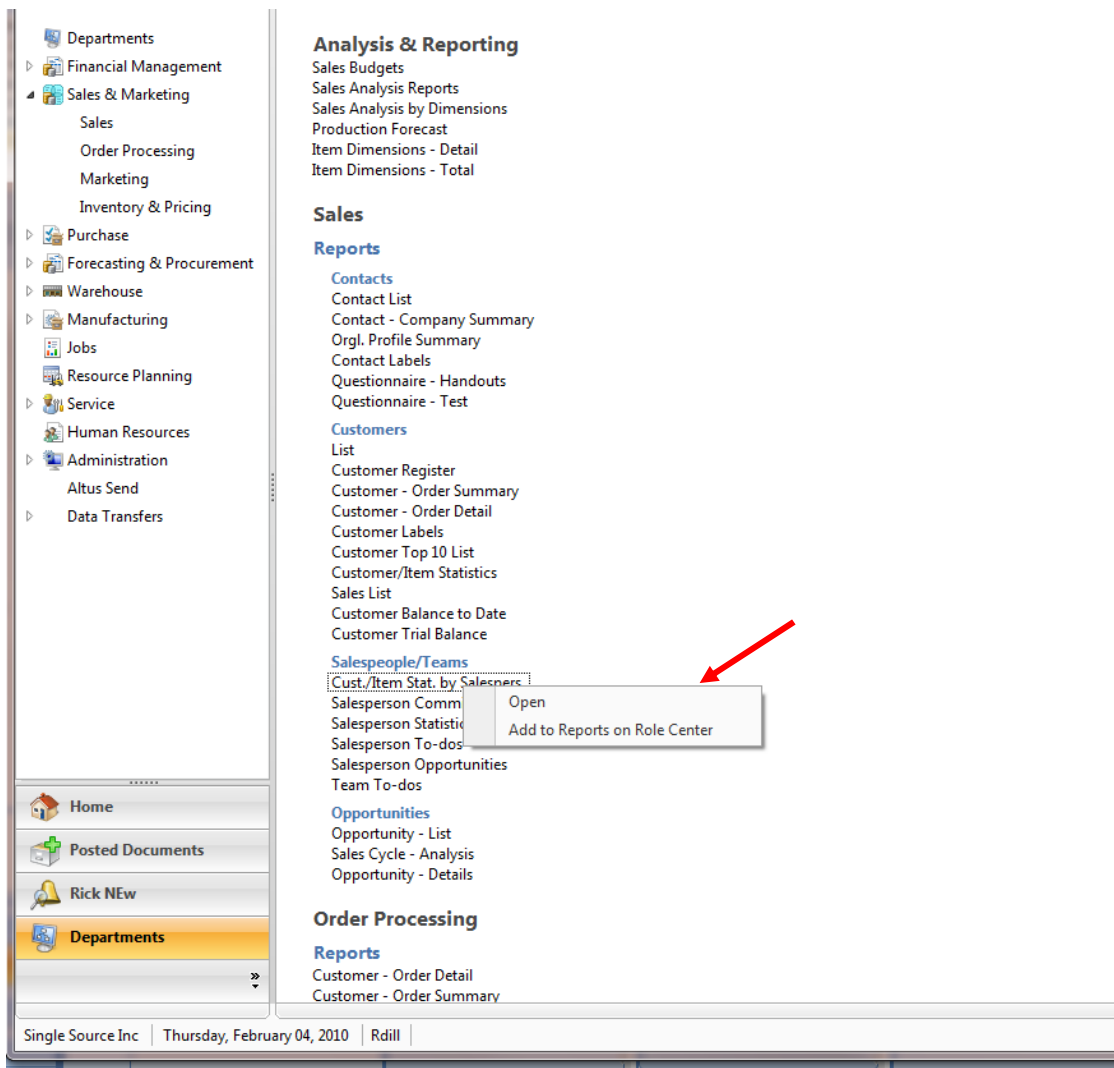
Add to Reports on the Role Center Button

Are you missing a report or function or your Role Center? Try this tip to add frequently used reports to your role center so you don't have to use the Departments Tab to look for it.

1. Find the report or function you would like to add by navigating using the Department menu option.



2. Now select the functional area where the report is held.
3. Continue drilling into the menus until the report/Function is located.
4. Click the Right mouse button with the report highlighted



5. Select the “Add To Reports on Role Center Button”. This will add that report to your REPORTS Icon at the top of your Role Center.

