ILLINOIS MATHEMATICS AND SCIENCE ACADEMY ® INSTRUCTIONS FOR ADDING REPORTS TO MIP PROCESS MANAGER FAVORITES FOLDER

ABILA MIP PROCESS MANAGER WINDOW

The Process Manager window contains the **Favorites Tab**, **Reports Tab** and **Forms Tab**. Each tab groups items by process or menu and makes them selectable in collapsible format within folders. You can also store frequently used reports in the **FAVORITES TAB** for easy retrieval.

FAVORITES TAB

The **favorites tab** groups reports into customizable folders and subfolders for quick access. To add an item in the **FAVORITES FOLDER**, select the item from the **REPORTS TAB**, right-click, and then select **ADD TO FAVORITES**. To keep favorites organized, create custom folders, and then drag and drop items into them.

Create a new folder: If you right-click on a folder, a new folder is created beneath it. You should rename the folder to something meaningful to you.

Remove from favorites: Right-click on an item, and select 'remove from favorites'. This does not delete the report; it only removes the shortcut.

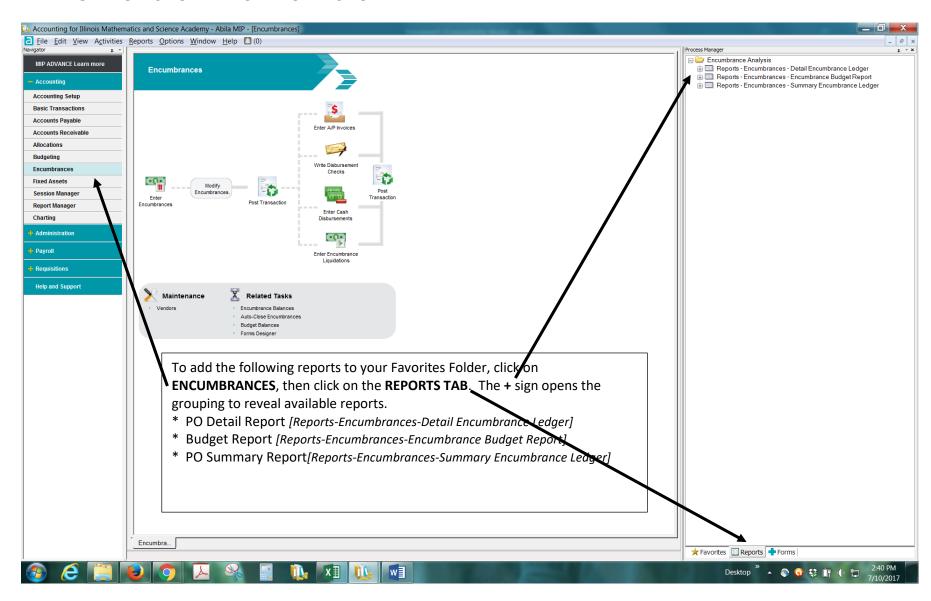
Rename: Right-click on an item and select 'rename' to enter a new name.

Edit: Right-click on an item and select 'edit' to change content and filters.

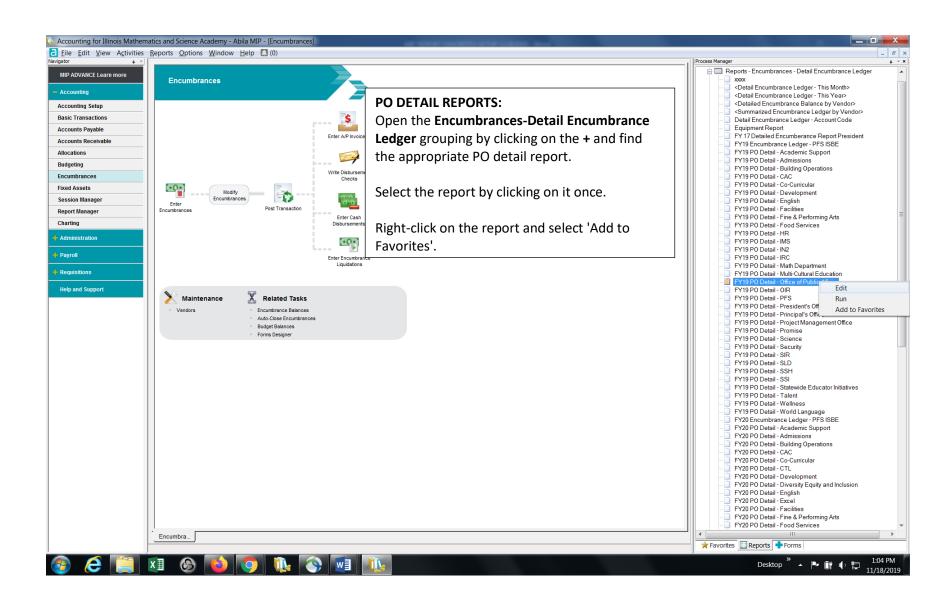
Run: Right-click on an item and select 'run' to run the report; double clicking on the report also runs the report.

QUESTIONS: Please call x5031 or stop by the business office. Anyone on staff can help answer your questions.

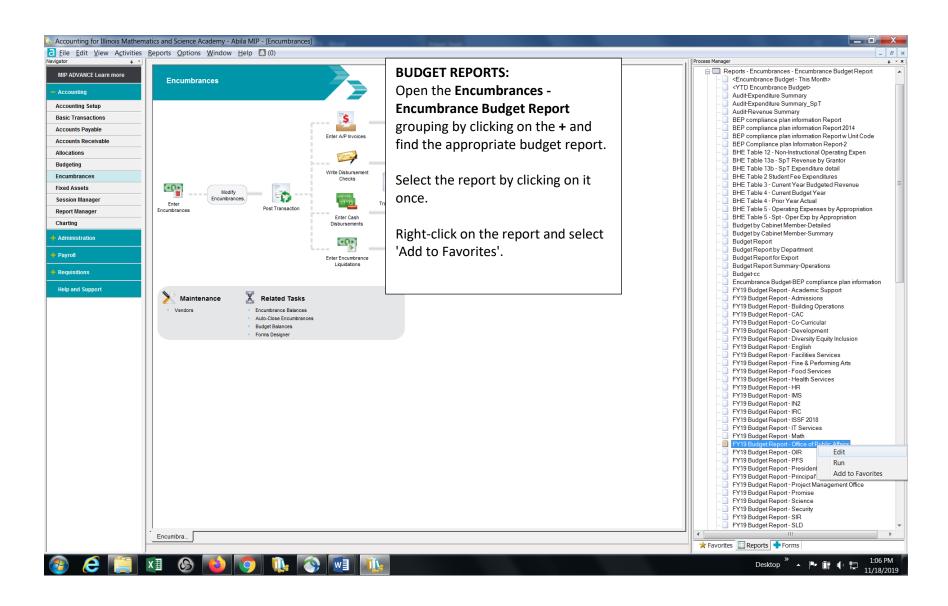
FINDING REPORTS TO ADD TO FAVORITES FOLDER



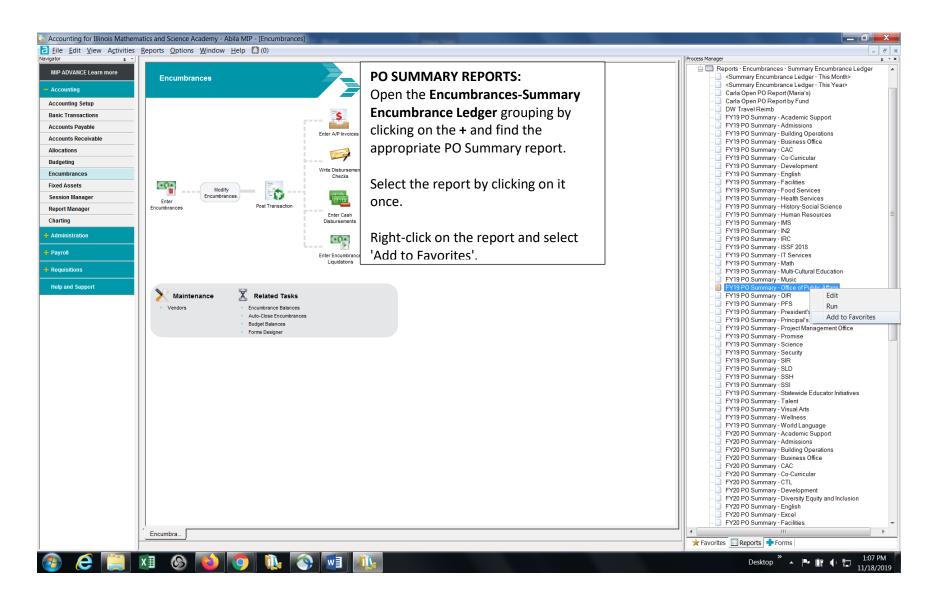
FINDING PO DETAIL REPORTS TO ADD TO FAVORITES FOLDER



FINDING BUDGET REPORTS TO ADD TO FAVORITES FOLDER



FINDING PO SUMMARY REPORTS TO ADD TO FAVORITES FOLDER



FINDING TRANSACTION REPORTS TO ADD TO FAVORITES FOLDER

