# REPORTS

## Bookmarking Reports

Reports exist at static addresses, meaning they can be bookmarked for easy access. To further ease access, you can bookmark reports *after* you choose your library, then when you use the bookmark it goes directly to results for your library.

1. Locate the report you want to bookmark under More > Reports > Use saved



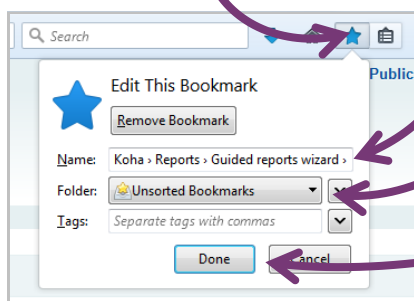2. Choose your report, run it, pick your library and run the report

3. After your results come up, bookmark the page by clicking the star near your search bar
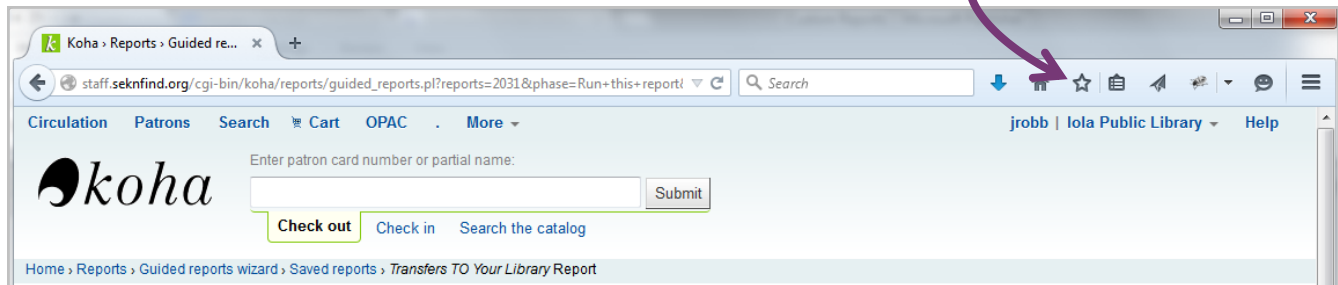


4. Click the star again to bring up naming and sorting options for the bookmark.

5. Rename the bookmark to make it easier to find.

6. Optionally choose a folder to put the bookmark in to find it easier. Official documentation on creating folders and sorting bookmarks can be found here: http://ow.ly/N6dSL

7. Click Done



8. To access your bookmarked reports, open Firefox and click on the clipboard next to the star. Find and click your bookmark.