

Favourite
Reports

2013

A guide to Report Designer in Horizon.

Horizon 3.357

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1. Introduction

Over the next couple of pages this will display how to use the basic functionality of favourite reports.

Favourite Reports is used to setup the default reports that are shown in the **Report** section on the left hand side of Horizon. This allows you quick access to the reports you run regularly rather than you having to trawl around daybooks to find the report you want to run.

2. Setting up Favourite Reports

To setup your favourite reports:

1. Select **Utilities**.
2. Select **Favourite Reports**.

It will then pop up the window below.



3. Select your favourite Reports.
4. Select **OK** to confirm your selection.

If you now select the **Report** section in Horizon, these reports will now displayed to be run.