LOAN SERVICING SOFT Adding a Report to Favorites

This document will guide you through the process of adding a report to your favorites list in LOAN SERVICING SOFT.

For additional information and/or questions please feel free to contact our support group at support@loanservicingsoft.com or 1-800-993-1839 x2.

If you have to run a report on a regular basis, adding it to the favorites list is a great way to save time.

To add a report to a favorites list, all you need to do is follow a few simple steps.

From the main screen go to Control Panel → Configuration Options → Reports Manager and open the folder that contains the report. Select the report and click the **Edit** button.
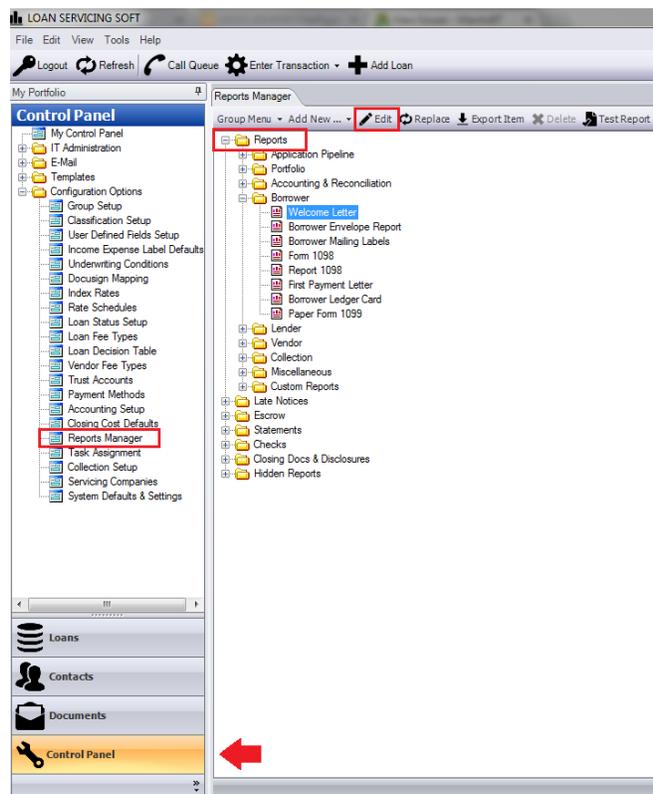
Once you've clicked the **Edit** button, a new window will pop up on the screen. Select the "Add to Favorites" box and click OK.
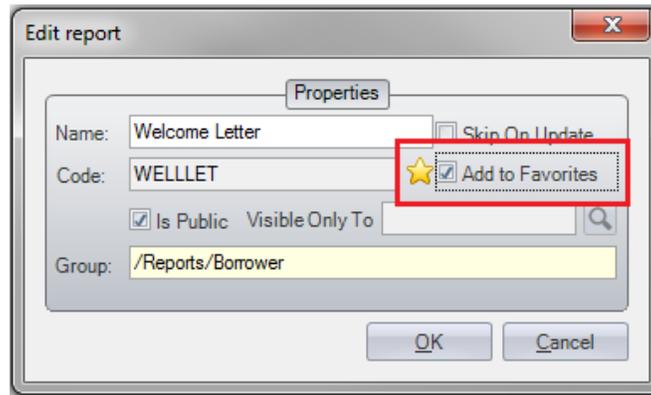
After completing the operation, to view the report in the Favorites folder you will need to select the Documents tab in the bottom left corner of the screen. Select Favorites and your report will be there.

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