

Tip of the Week: Organizing Your Reports

Here's a Pro tip on how to organize your Reporting!

If reporting 1you find yourself generating the same report using the same filters, you can save those filters to your **Favorite** reports. Once you have generated a report using your preferred filters, click the **Save Filters** button. Rename the report, select a **Date Range**, add a custom **Description** and click **Save**.

After selecting **Reports** from the blue menu bar, you will be directed to the main **Bookmarked** screen. If you click on the **Favorites** tab, you will see the reports that you saved with the specific filters you chose.

If you click the star next to this report, you can bookmark it so that it shows up on the first page when accessing your **Reports Dashboard**. Bookmark your most used reports to always have them at your fingertips when you need them!

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