

DataPoint Tips: *Did You Know...*



Favoriting Reports and Dashboards

Is there a report that you frequently use and need quick access to? If so, you're in luck! DataPoint gives you the ability to favorite your frequently used reports and dashboards for ease-of-access on your landing page or any other page in the tool.

Favorites Have Two Categories

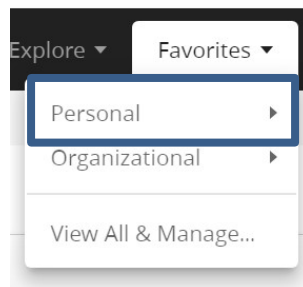
- Personal
 - You have the ability to favorite any report you would like and only you can access the reports.
- Organizational
 - These reports are favorites that are selected by Optima Health and are accessible for any user to access quickly. This list may be updated from time to time.

How to Favorite a Report

- Step 1: Navigate to any report you would like to favorite.
- Step 2: Click the **Favorite** button on the top right.



- You can access the favorited report by clicking on the **Favorites** tab and selecting **Personal**.



For more information, visit
optimahealth.com/needtoknow

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