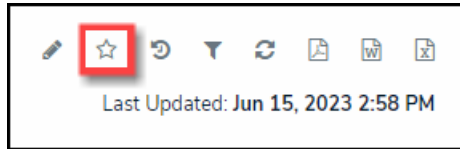# Adding a Report to the Home Screen (Starred Reports)

Last Modified on 05/17/2024 11:00 am EDT
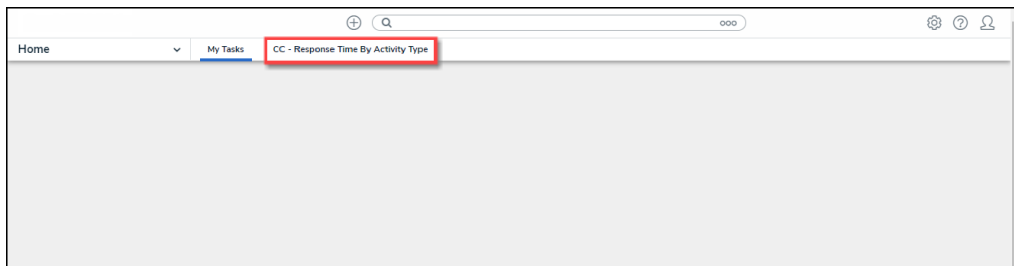
Overview

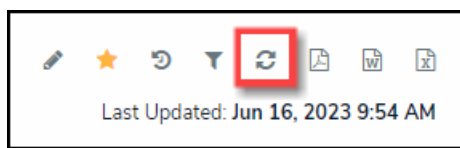Users can favorite reports within the system by clicking the **Star** icon on the **_Report_** screens.

Star Icon

Starred Reports will appear in the **Tab** section on the user's **_Home_** screen, next to the **_My Tasks_** tab. The system uses the Report's name as the name of the Tab on the **_Home_** screen.

Starred Report Tab

Once a Starred report is opened, the report data is not updated. The data represents a snapshot of the report data. Click the **Refresh** icon to update the report data on the open report.

Refresh Icon

Related Information/Setup

Please follow the link below for more information regarding the Navigation Bar.

- User Interface

Please follow the link below for more information regarding the My Tasks section.

- My Tasks

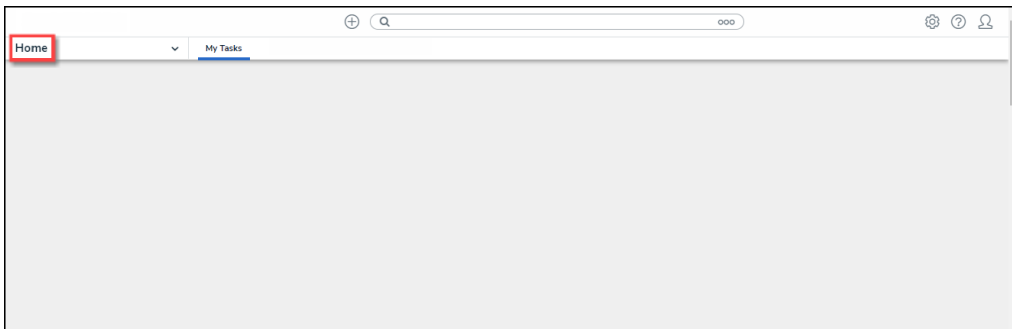Please follow the link below for more information on refreshing report data.

- [Loading & Caching Reports](#)
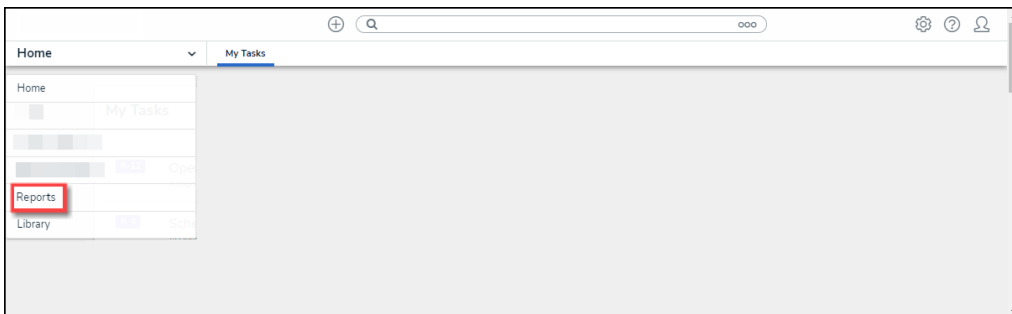

Navigation

The Report types and Tab Labels will vary depending on the App you are currently logged into, and they may not reflect the exact Report types and Tab Labels reflected on your screen. For illustration purposes, we are using the Risk Management App. However, the navigation and functionality are the same for all Resolver Applications.

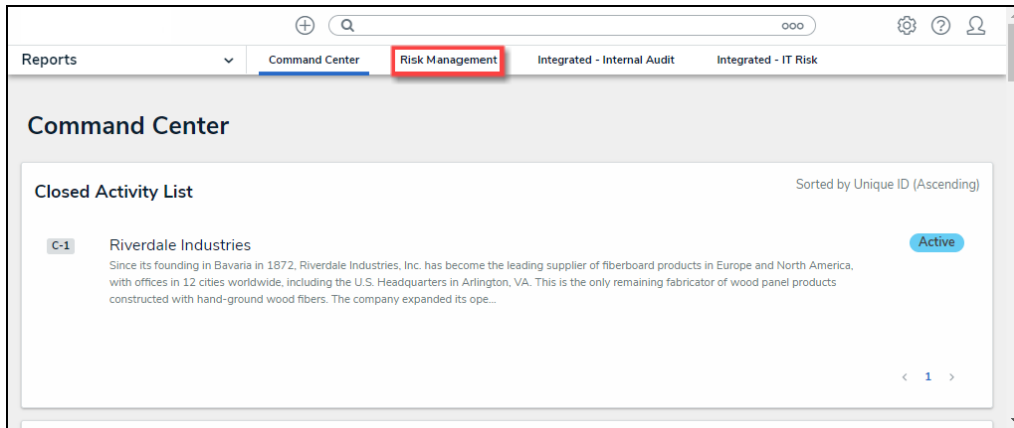1. From the **Home** screen, click on the **Home** dropdown.

Home Dropdown

2. Click the **Reports** link from the **Home** dropdown menu.
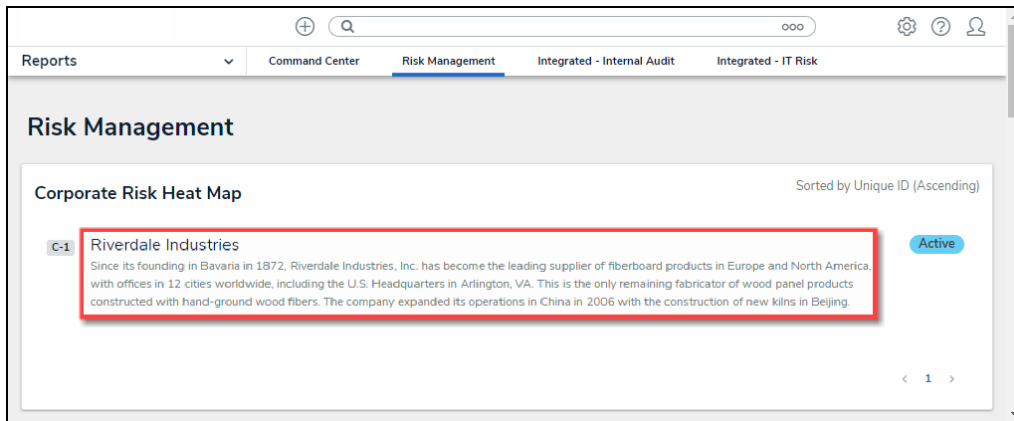

Reports Link

3. From the **Reports** screen, navigate to the type of Report you want to add to your **Home** screen by clicking the corresponding tab.

Reports Tab

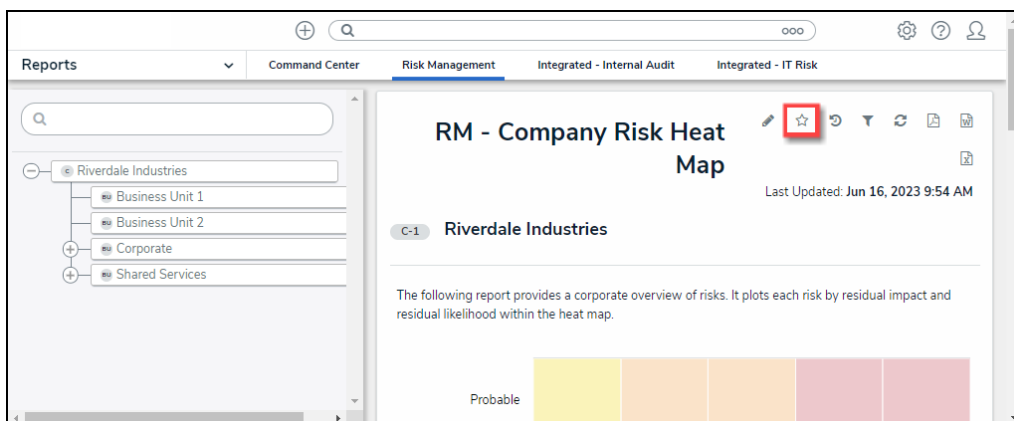4. From the **Select Reports** screen, click the report you want to add to your **Home** screen.

Report Name Link

Adding a Report to the Home Screen

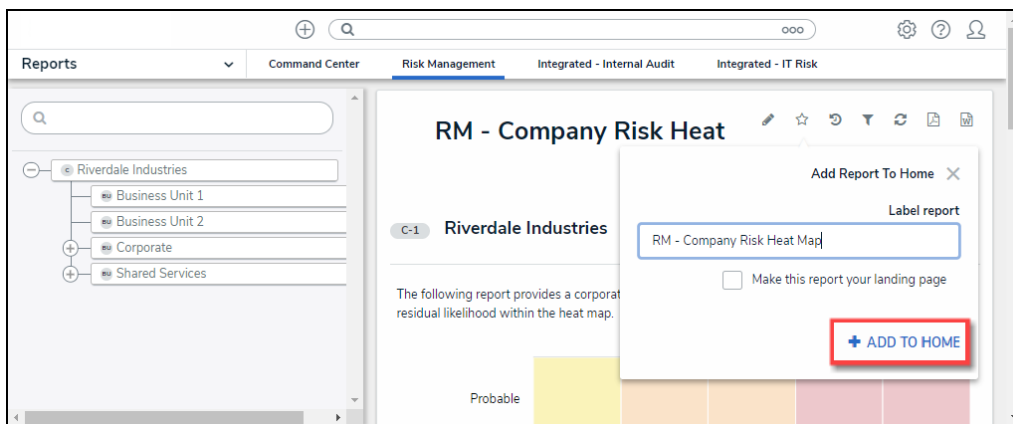Data Grids and Data Analytic reports cannot be added to the **Home** screen.

Adding a Repeatable Form report to the **Home** screen can cause performance issues, depending on the amount of data within the report.
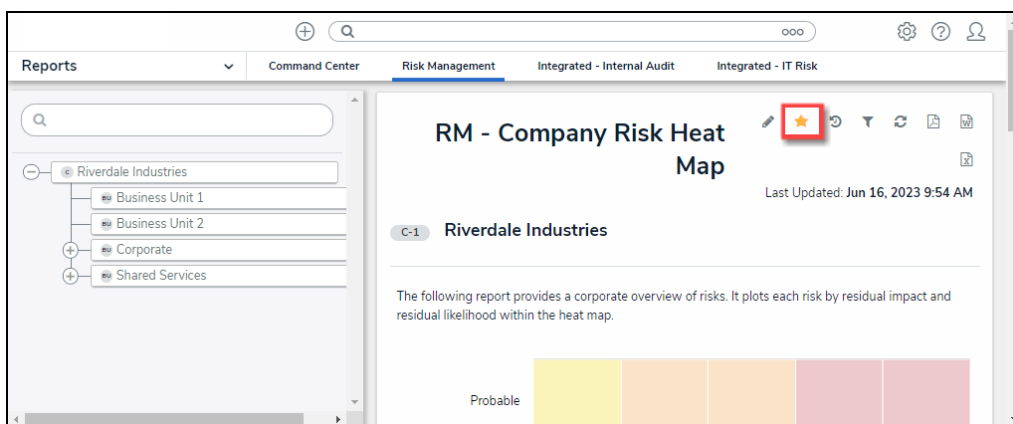
1. From the **Report**, click the **Star** Icon.

2. From the **Add Report To Home** pop-up, select the **+Add To Home** link.

+Add To Home Link

3. The **Add Report To Home** pop-up will close, and the **Star** icon will appear solid, indicating that the report has been added to the user's **Home** screen.
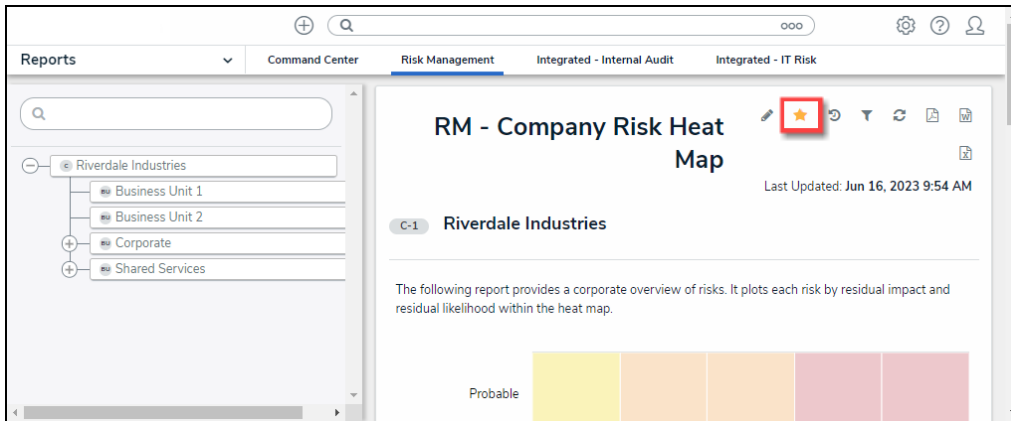

Star Icon

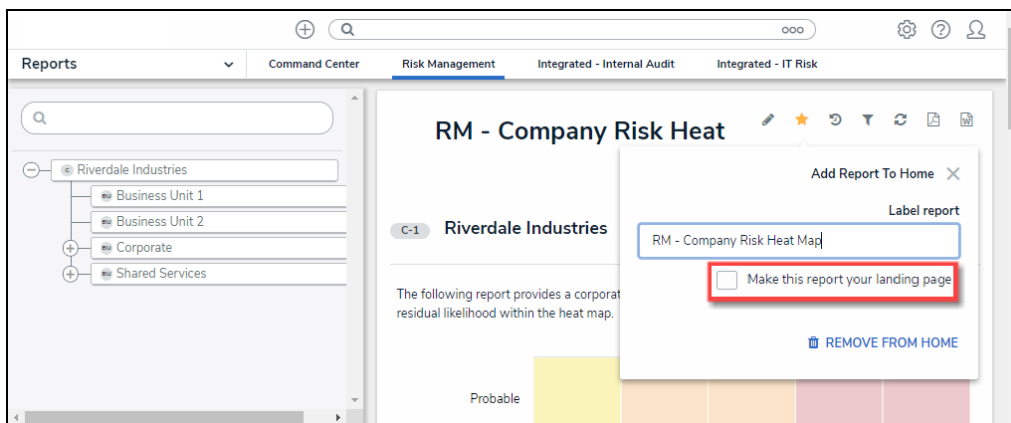# Setting a Report as Your Home Screen

Before you can set a Report as your **Home** screen (landing page), you need to first add the Report to the **Home** screen.

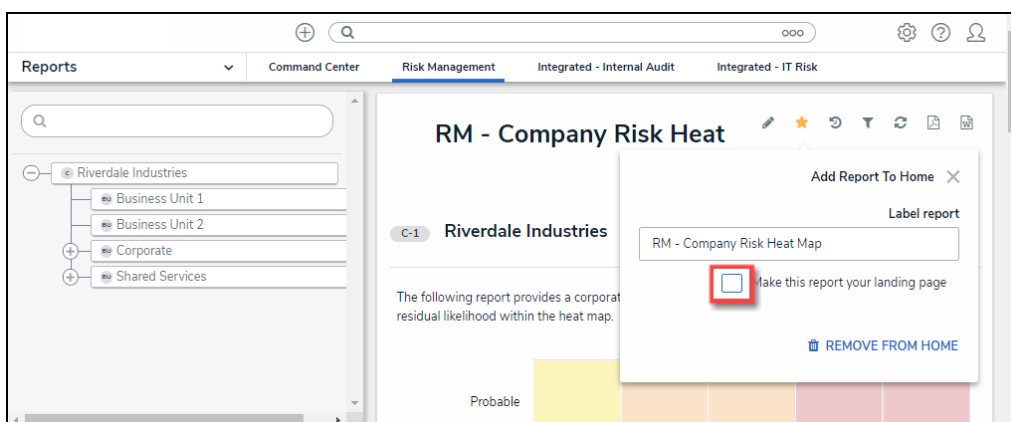1. From the **Report**, click the **Star** icon.

Star Icon

2. Click the **Make this report your landing page** checkbox.

Make This Report Your Landing Page Checkbox

3. When selected, the **Make this report your landing page** checkbox outline will change color from light gray to blue, indicating that the report is selected to be the new **Home** screen (landing page).

Make This Report Your Landing Page Checkbox - Selected (blue)