Choosing a Preferred Start Page for CIR Reports

You can specify which area of CIR reports will appear first when you click the **Reports** option from the CIR Home page after you log in. Choosing your start page minimizes the number of clicks needed to locate the information you need for your business processes. You choose a start page by working with **Preferences**.

1. Log in to CIR. Click **Reports** on the gold menu bar to display the Business Objects Home page. On the right side of the title bar, click **Preferences**. You see the **Preferences** window where you can choose your preferred start page.

   - **System default value**
   - **1. Reports you have saved to My Favorites**
   - **2. Results of reports you scheduled**
   - **3. Folder of CIR standard reports that you use most frequently**

   ![Preferences Window](image)

2. After choosing your preferred start page, click the **OK** button in the lower right corner.

   ![OK Button](image)

**Example 1:** You prefer to have the Voucher Report sorted by Voucher Number, so you put a copy of the standard report in My Favorites and modify it. You add a copy of the **Agency Reports Help** manual so that you can find it easily. By choosing **Favorites** as your landing page, CIR displays the manual and your modified report first when you click the **Reports** menu option.

**Note:** You can always navigate to other folders of reports as usual.
Example 2: You have set up two daily scheduled reports, one for the Voucher Report and one for the Financial Transaction Summary Report. These reports run early in the morning so they are ready when you come into the office. You just need to pick them up from your CIR Inbox.

Note: Scheduled reports remain in your CIR Inbox for 15 days.

Example 3: You use the standard Agency reports most frequently, so you want to use the Agency Reports folder as your start page.

a. In Preferences, click the Folder radio button, then click Browse Folder.

b. Click Agency Reports, then click the OK button.

Now CIR will display the Agency Reports folder first.

You could choose another folder, such as Security Reports, if those are the reports you use most frequently.

To learn more about setting preferences, refer to these resources:
- Business Objects General Help (CIR reference manual)
- Personalizing BO
- CIR Web-Based Training
- BO Preference Settings