

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 to the Business Objects Home page. On the right side of the title bar, click **Preferences**. You see

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



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.

CIR Collections Information Repository

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.

	Title
	Financial Transaction Summary Report : 4291977
	Voucher Download Report_V2 : 4312486
	Voucher Download Report_V2 : 4318672

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.

Folder: Agency Reports Browse Folder ...

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

Select a folder:

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

OK

Now CIR will display the Agency Reports folder first.

Title
* Agency Reports Help
* Business Objects General Help
* CASHLINK II to CIR Report Crosswalk Document
* CIR Agency Download Reports - CSV File Layout Specification
* CL II Account Type to CIR Collection System-Subsystem
ABA Report
ACH Summary Report
ALC Group Report
ALC Report
Fedwire Download Report_V2

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