

Favorites

My Vista Favorites and E-mail Notification

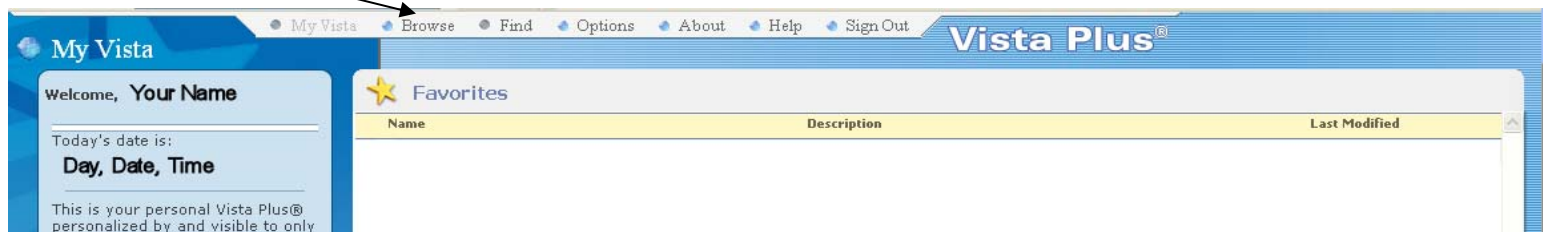
There are two types of Web View favorites: e-mail favorites and My Vista favorites:

You add reports and folders to your favorites using the Browse view. You can remove them from My Vista view by clicking on the red X next to the report name in the My Vista View window.

You can also be notified when a new report generation has been delivered to your Vista Plus repository by selecting Notify me via e-mail.


To start Browse view, click Browse in the top menu bar.

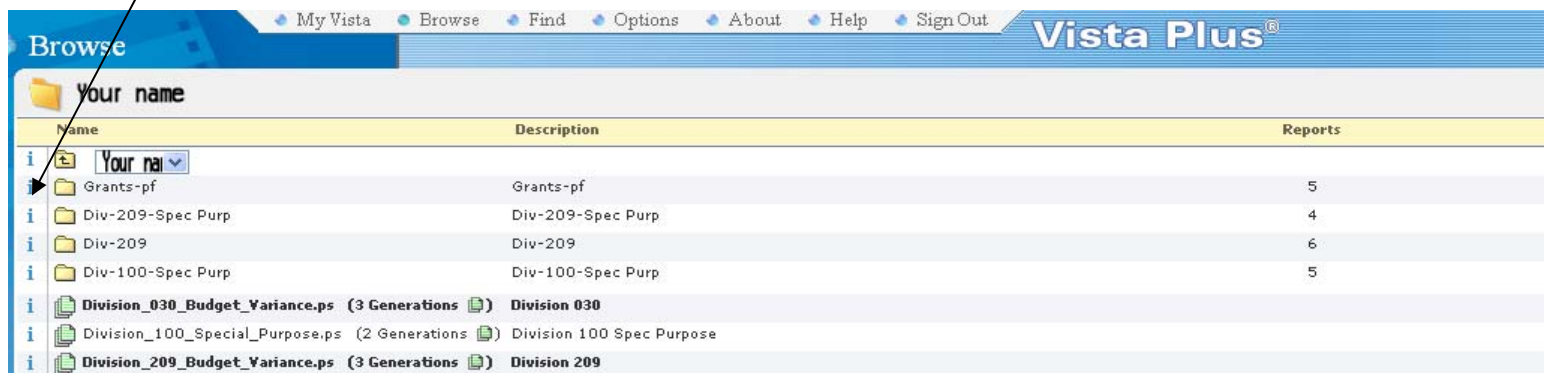
Click *Browse*



When you first enter Browse view, it displays the folders and reports contained in your Home folder, a page at a time (you can set the page size; click Options in the top menu bar).

To open the report generation, you may need to open sub-folders to display the report you want, and you may want to list the generations of the report before opening one. Use the methods below to navigate through **Browse view** and to open report generations.

Click the  information icon



Report Details

Browse

Report Details [?] [X]

Property	Value
Report Name:	Division_100_Special_Purpose.ps
Description:	Division 100 Spec Purpose
Parent Folder:	adient10
Number of Generations:	6
Online Generations:	2
Offline Generations:	4
Create Time:	07/13/2001 01:47 PM
Update Time:	07/13/2001 02:30 PM
Permission:	View/Distribute

Report Actions

Favorites

List on My Vista

Notify me via e-mail

OK Cancel

[Link Report](#)
[Edit Favorite Status](#)
[Find in Report](#)

Report Actions

[Link Report](#)— Vista Plus Administrator Function

[Edit Favorite Status](#)

- To add or remove a current report generation from My Vista view, select this action; select List on My Vista
- To receive e-mail notification when a new report generation is available select this action; select Notify me via e-mail



You can also add the current report generation to your My Vista from inside a report view by selecting the customize button

Viewer **Report** [?]

List on My Vista

Notify me via e-mail

OK Cancel

Note: Pressing OK saves only the Report options; it does not save the Viewer options.

Report Tab

- List on My Vista: To add or remove a current report generation from My Vista view, select this action;
- Notify me via e-mail: To receive e-mail notification when a new report generation is available See screen shot below for example of email notification.

New Division_100_Special_Purpose.ps report available in Vista Plus - Message (Plain Text)

File Edit View Insert Format Tools Actions Help Adobe PDF

Reply Reply to All Forward

From: adm@vista02.uns.tju.edu Sent: Sat 10/25/2008 5:17 PM

To:

Cc:

Subject: New Division_100_Special_Purpose.ps report available in Vista Plus

http://vista02.uns.tju.edu:8080/vp_web/RptOpen.do?fold_seq=40&rpt_seq=4342&host=vista02&port=7982&user=sfardella