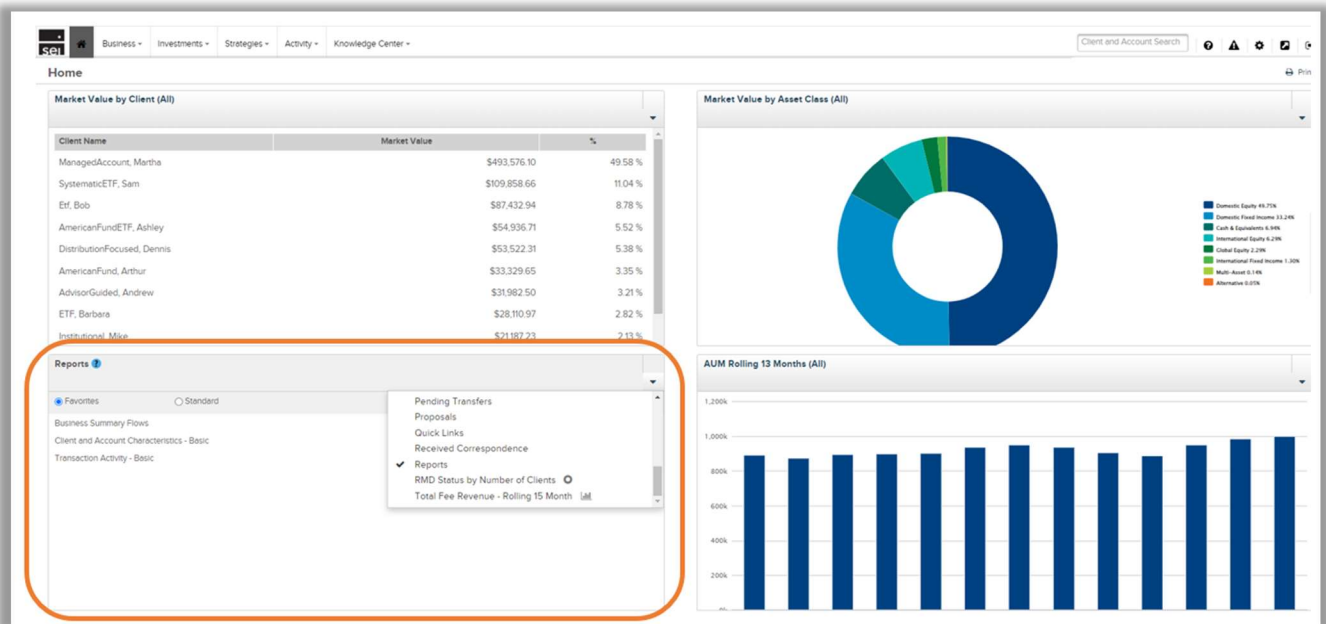


Reports - Favorites.



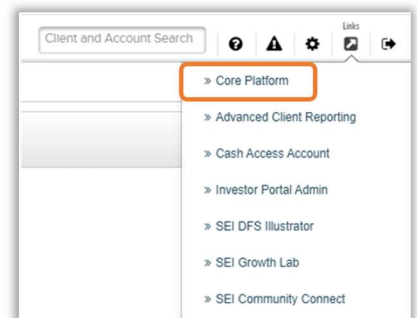
Use of Feature

SEI established Core Platform or firm custom reports can be displayed on the Home Page of SEI Advisor Center for easy access. Select Reports from any of the four Home Page portlets and then the Favorites radio button. Reports need to be saved to the home page of the Core Platform first, in order to display on the Advisor Desktop. Follow the steps below:



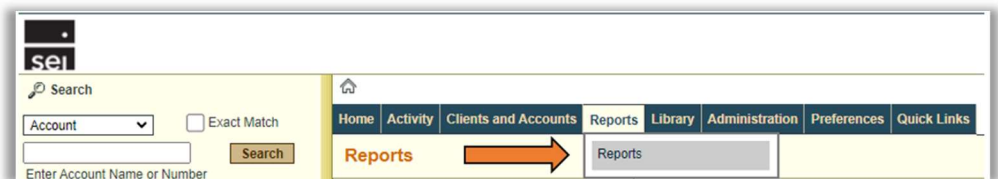
Core Platform

To access the **Core Platform**, select Core Platform from the External Links dropdown, located in the top right of SEI Advisor Center.



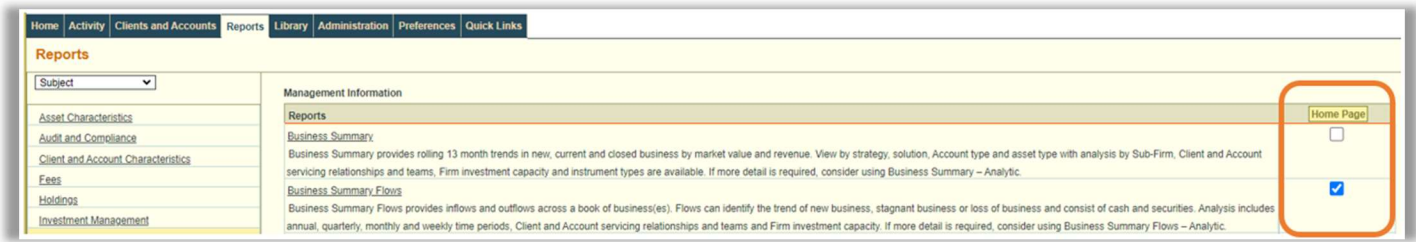
Core Platform Home Page Reports

Select the **Reports** tab and then Reports from the drop down.



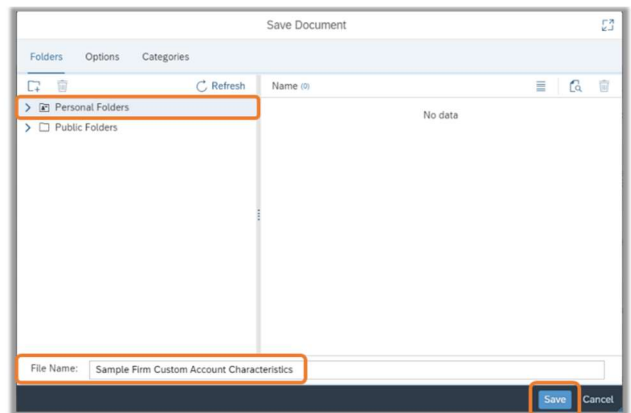
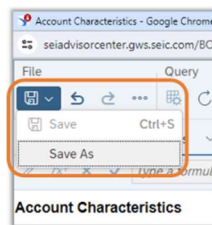
SEI Established Reports

Within each subject category, check the box to the right of the established report and then select the **Home Page** button. This saves the report to the Home page of the Core Platform. You can select as many reports as you need. You may need to log out and back in of SEI Advisor Center in order to see the saved changes or refresh the page.

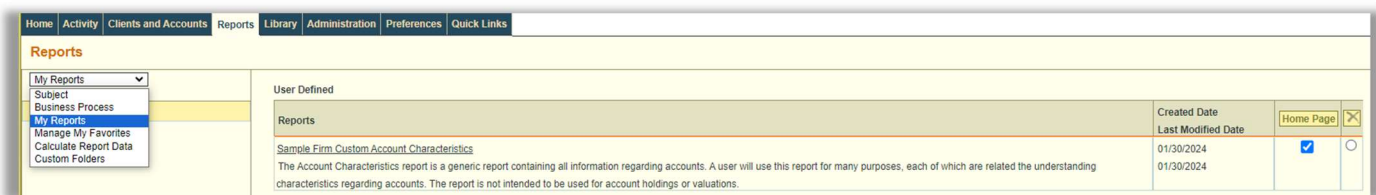


Firm Customized Reports

If you edited an SEI established report creating your own custom report, you will need to save the report before you can check the box so it will display on your Home Page. Select the save icon and **Save As** from the drop down. A prompt box will load where you can edit the name of your custom report in the File Name section. **Save** your report to your Personal Folders.



To save your custom report to your Home Page navigate back to the Core Platform Reports page and change the Subject drop down to My Reports. Next to your report check the box and then select Home Page.



Manage My Favorites

Navigate to the Subject drop down and select **Manage My Favorites**. From here you can remove or add reports to your home page favorites.

