

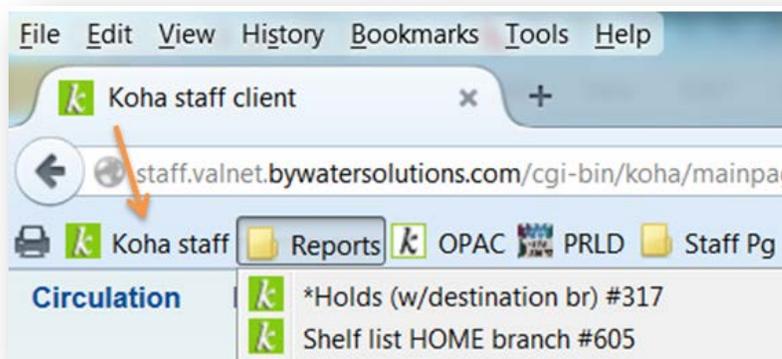
Saving favorite Koha reports or sites on the Mozilla Bookmark bar

Here's how I keep my favorite Koha reports or webpages handy In Mozilla:

1. **Display the bookmark bar:** If you don't have the bookmark bar displayed, use View>Tools>Bookmarks Toolbar to display it. Right-click and delete any existing bookmarks you don't want.

You can bookmark individual bookmarks to the bar. You can also add folders to hold numerous bookmarks. For example, if you use a few Koha reports frequently, bookmarking them makes them easily accessible without having to find them in the saved reports each time you use them.

2. **To add an individual site/page to the bar:** Navigate to the page you'd like to bookmark. Once there, drag the tab onto the bookmark bar. Then right-click the new bookmark, select Properties to rename it to whatever you want. I keep mine short so more bookmarks will fit on the bar.



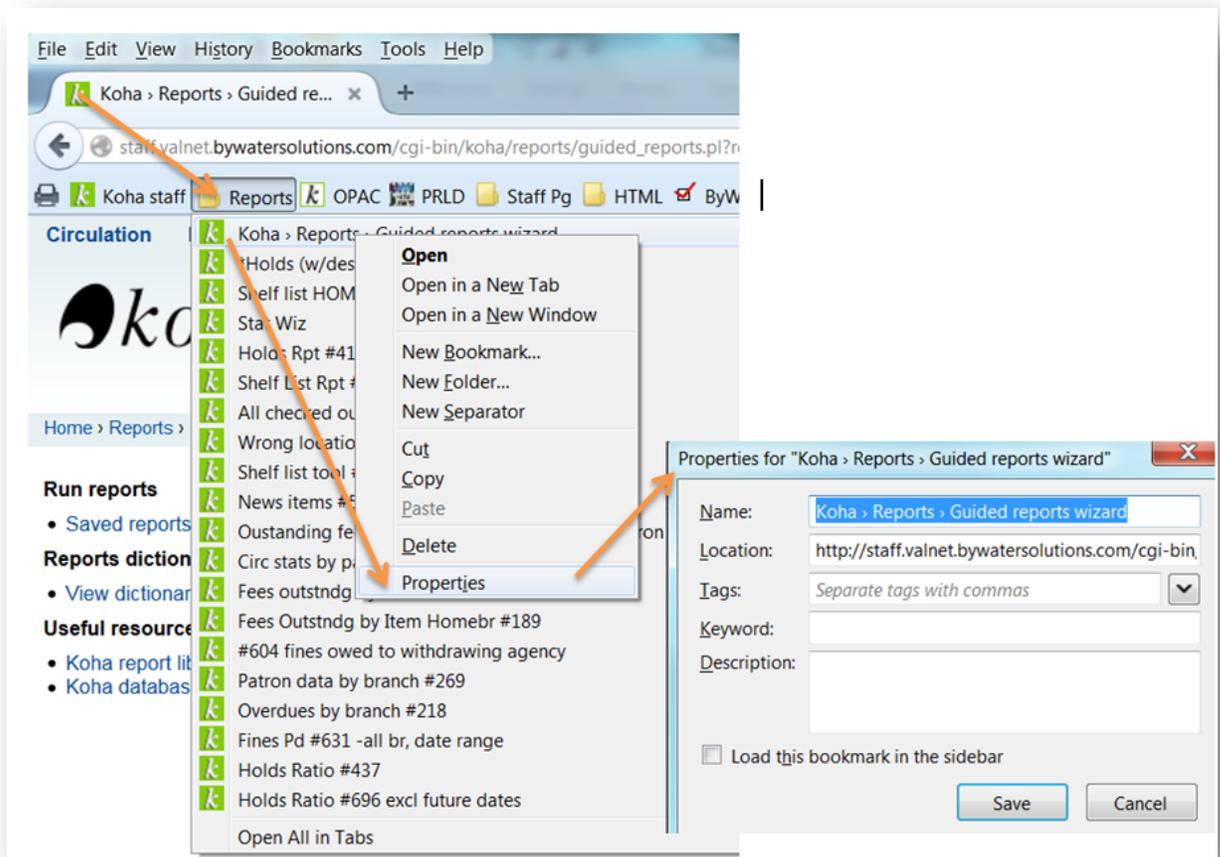
3. **To create a folder:** You can also create and name folders to hold numerous bookmarks that wouldn't fit visibly on the bookmark bar (see the screen shot on the next page); only the folder and its name will display until you click to show its list of saved bookmarks.

Right-click on the bookmark bar where you'd like to insert a folder. Select New Folder and rename it. You can also drag it to move it elsewhere on the bar. Use the same process in step 2 to add sites/pages to your folder by dragging the tab into the folder.

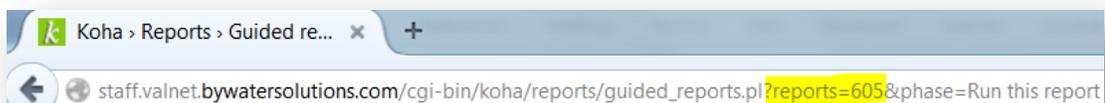
To add reports or pages to a folder: First go to the report you want, click "run" and at that point, drag the tab into your new folder & rename it. Next time you open it from the bookmark in your folder, the report will run automatically, or will be ready for you to enter the info to run the report.

Saving favorite Koha reports or sites on the Mozilla Bookmark bar

Renaming your bookmark: When adding any Koha report to the folder or directly onto the bookmark bar, the name will always be *Koha Reports > Guided reports wizard*, regardless of the report. You will have to rename it. It doesn't have to be the same name it has in our VALNet saved Koha reports; it can be to whatever makes sense to you. Renaming it here doesn't affect its name in the saved reports.



TIP: The url will contain the report number:



You're done!