

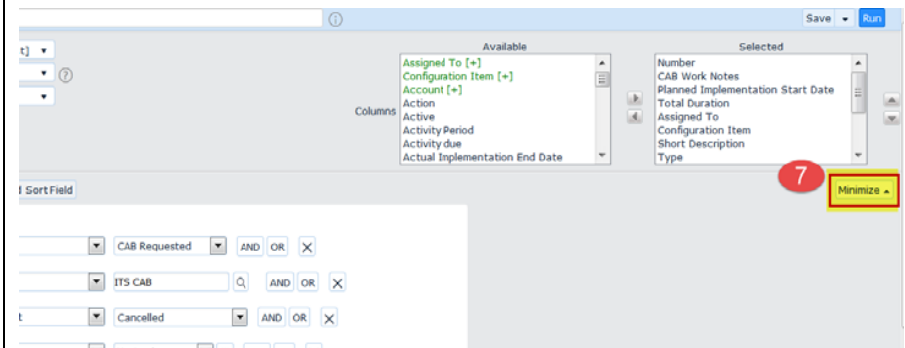
**Create an New Bookmark for CAB Reports:**

- Step 1.** From the ServiceNow left navigation menu go to the **Filter** field and type **Reports**.
- Step 2.** Select **View / Run**
- Step 3.** On the right side of the screen, a list of Report choices will be seen. Select **Global**.
- Step 4.** In search bar, to far right of screen, type **PRE CAB** and hit enter.
- Step 5.** Hover over the report to bookmark (i.e., **ITS Pre CAB Report**) and hold down left mouse button.
- Step 6.** Drag the report to the bookmark bar and let go of mouse button.

*Note: Repeat for each report you want to bookmark.*

**Hiding Report Filter:**

- Step 7:** If the filter is displayed after clicking on the report or a Change Request, select **Minimize** to hide the filter.



*Note: The filters will eventually have a 'default' set to minimized, not expanded.*