Published on *University of Colorado* (https://www.cu.edu)

m-Fin How-to: Updating Your Home Page in CU-Data [1]

Do you mostly use a single m-Fin report or Report View? You can save a few clicks by updating your home page so that you land directly on that item any time you open CU-Data. **Note**: If you often run the same report for the same set of prompt values, such as a certain list of SpeedTypes, you can save the values as a preset called a Report View.

Watch the video

Read the procedures

1. Log in to your campus portal and on the CU Resources tab, select **Quick Links, CU-Data**.
2. This will take you to the CU-Data home page --- by default, the home page is set to the gold Welcome image.
3. Open the prompt page for the specific item (the report or report view) that you want to save as your home page. Click the **Personal Menu** icon on the far right of the top ribbon. Click **Profile and settings** under your email address. Click the **Settings** tab. Click **Set** next to Set home as (current view),
4. Now, whenever you open CU-Data, you'll land on prompt page for the item you just saved.
5. You can still run the rest of your reports or saved Report ViewsReport Views
   If you often run the same report for the same set of prompt values, such as a certain list of SpeedTypes, you can save the values as a preset that Cognos calls a Report View. [2] by using the Content page.
6. Change your mind? If you want to restore the default Welcome page, use the **Personal Menu** at the top right to select **Profile and settings**, select **Settings**. You can select **Reset to default** from the Home page line just below.

Have a question or feedback?

For questions or feedback contact

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