How can I enable scrolling in my reports menu?

Link: https://help.gpsinsight.com/deep-dive/how-can-i-enable-scrolling-in-my-reports-menu/ Last Updated: February 3rd, 2016

QUESTION:
When I click the Reports menu, I have a rather long list. When all report categories are expanded, I can't see the bottom of the list. How can I scroll within this list (as opposed to collapsing individual categories)?

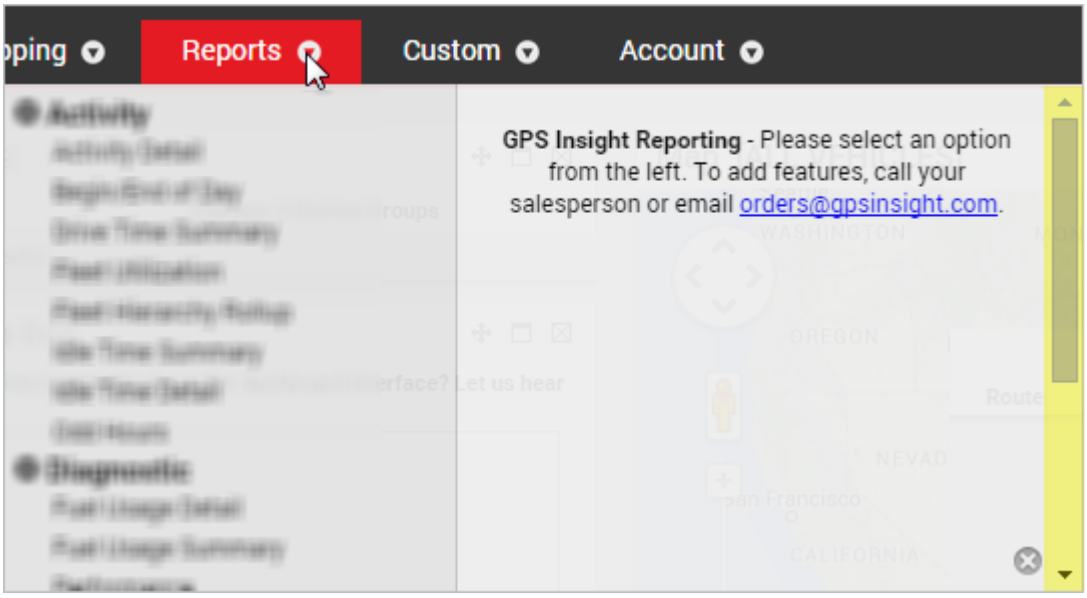
Easy! We want your portal workspace to work for YOU. That's the best part about a customizable interface. The portal menu bar includes a menu fix toggle that allows you to scroll within the report list as well as keep the menu bar present as you scroll on the dashboard itself.

To turn on the fixed menu:

1. From the Menu Bar, click the **Toggle Fixed Menu** option.

1. Click the Reports menu.

A new vertical scroll bar now appears.



The menu will also remain fixed as you scroll down on the dashboard.

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