

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.

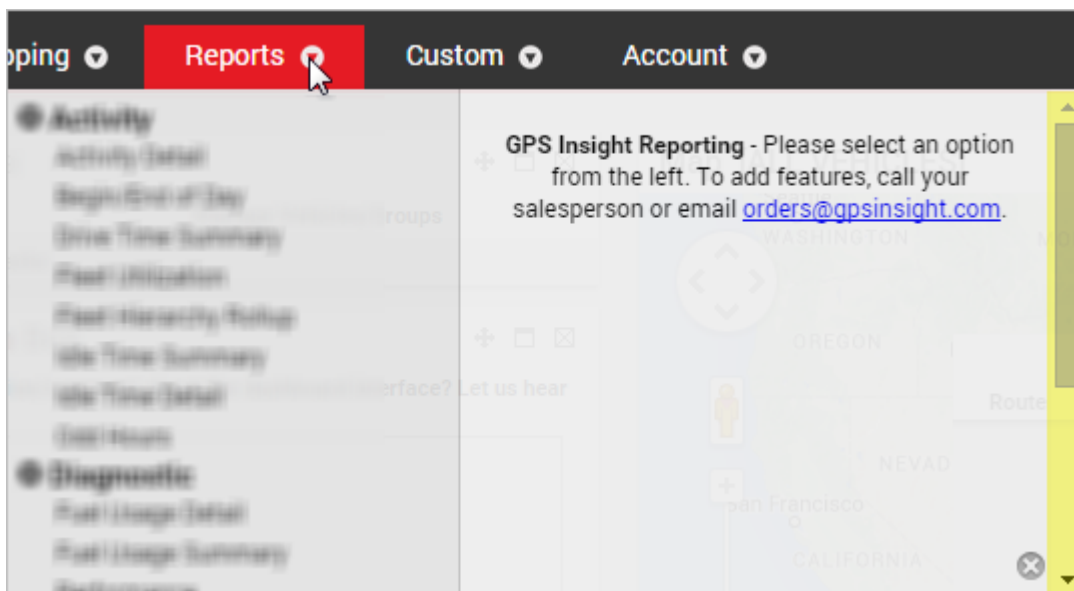
► To turn on the fixed menu:

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.