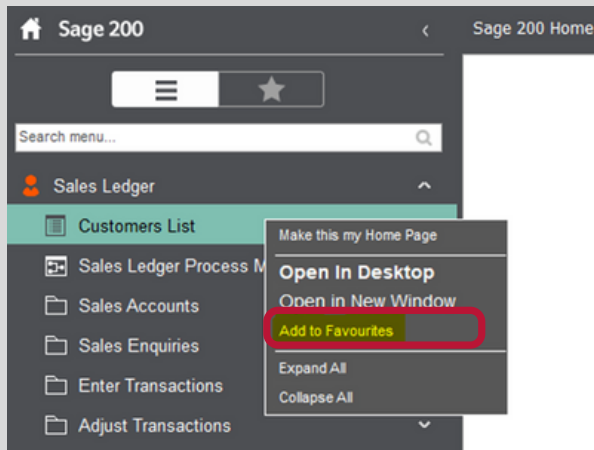




FAVOURITES MENU

Tailoring the menu structure to meet your needs is easy. Create a custom menu to save time searching for regular routines. Favourites are specific to an individual and saved under your login.

1



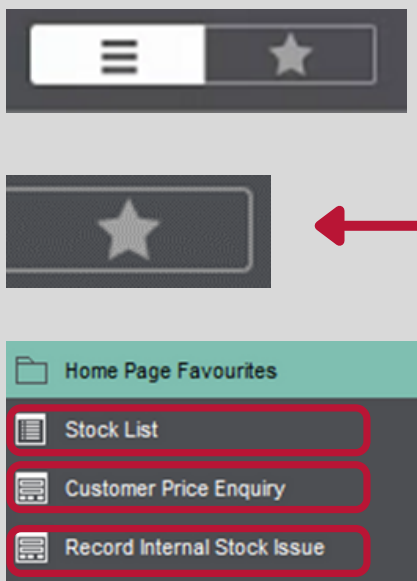
To add Favourites, in the Main Menu, right click on any option you'd like to save as a Favourite

- Select 'Add to Favourites'



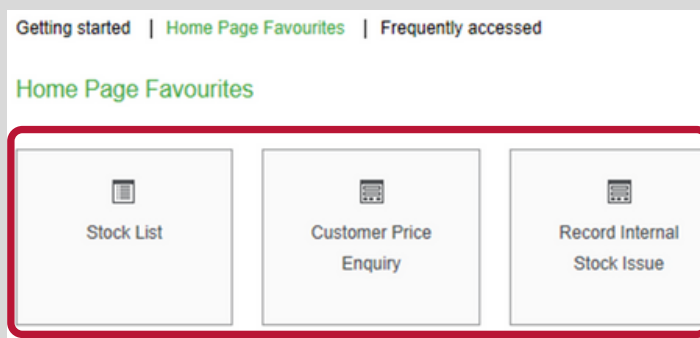
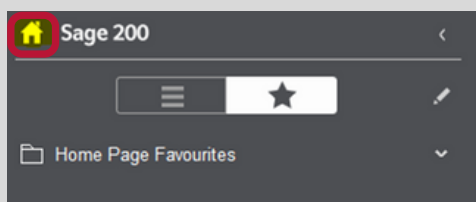
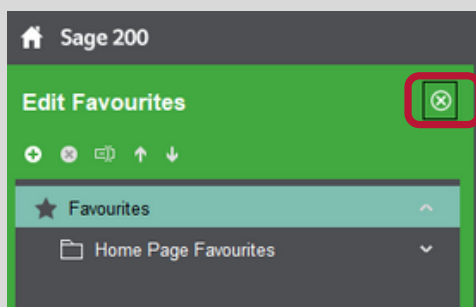
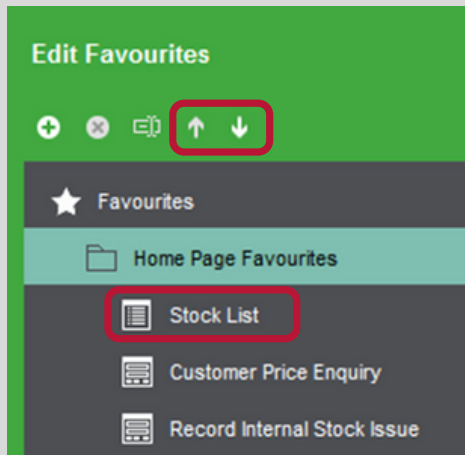
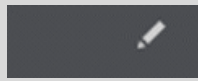
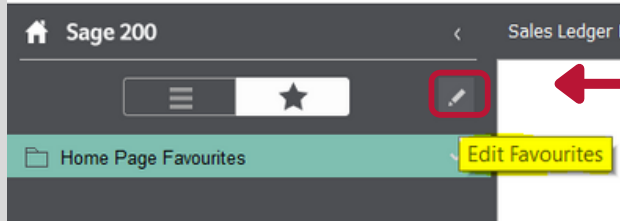
- Alternatively, from within a screen, click the Star on the top right hand side, this will add the current view to your Favourites

2




Viewing your Favourites

- From the Top Left
- Select the Star
- This will display your list of Favourites



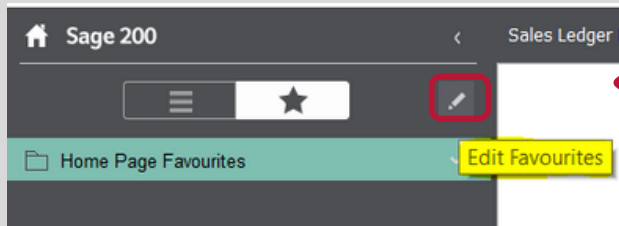
If you have permission to edit your own menu, you will see a pencil icon. This allows further personalisation of your Favourites menus.

- Select the pencil to the right of the star to edit your Favourites menu
- Left click on the Favourite item and either use the arrow keys to reorder items or drag and drop the item to move into another folder
- Subfolders will appear with a slight indent
- Select the  to save and exit

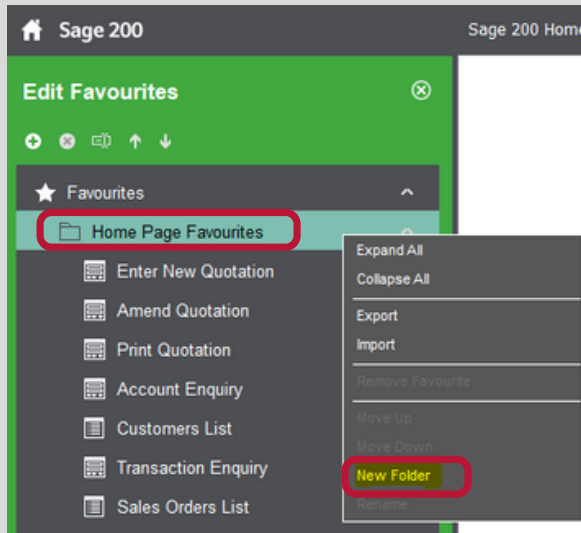
To view your Favourites on your Home Page, instead of in the left navigation

- Select the Home icon
- Then Home Page Favourites
- You can have a number of Favourite options. Select the the required Icon to directly access that area

To create new folders and group items together

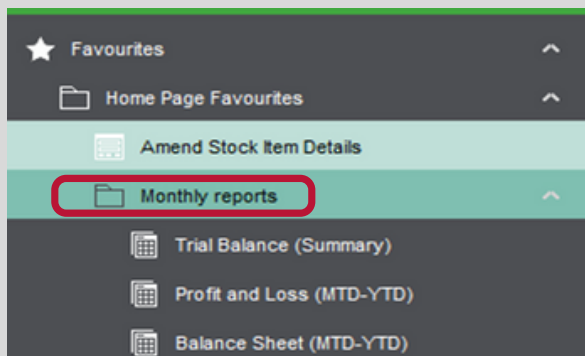


- Select the pencil to the right of the star

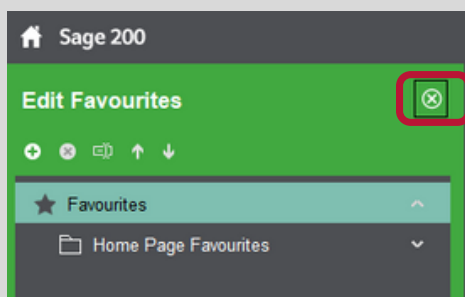


- Right click on the Home Page Favourites

- Select New Folder, give it a title and add your favourites to the folder



- This is how your new folder will appear in the Home Page Favourites



- Select the  to save and exit

END

HOME PAGE FAVOURITES WILL NOW HAVE A MORE DETAILED STRUCTURE