

## **My Favorites**

This functionality provides quick access to links you frequently use. Two options for interacting with My Favorites:

Heart icon - appears when you hover over a document in the menu.
a. Select the heart icon to mark the document as a favorite

A HOME <	
Search X	MESSAGE OF THE DAY
🗹 Activities 🛛 Reference 🔽 Administration	This is the TST environment. It was refre
MY FAVORITES	
ACCOUNTING	ACCOUNTING
ACCOUNTS RECEIVABLE	ACTIVITIES
CAPITAL ASSETS	Cash Receipt
CHART OF ACCOUNTS	Electronic Payment Claim

**Note**: Some options or links in sample images may not be available to you as they are only displayed to specific users based on security permissions.

- 2. **Configure** checkboxes Use the **configure** menu to mark multiple favorites at one time.
  - a. Click the My Favorites link.
  - b. Click **configure**.
  - c. Click any drop-down section header and check the box to mark documents as favorites.

