



Favorites Toolbar Setup

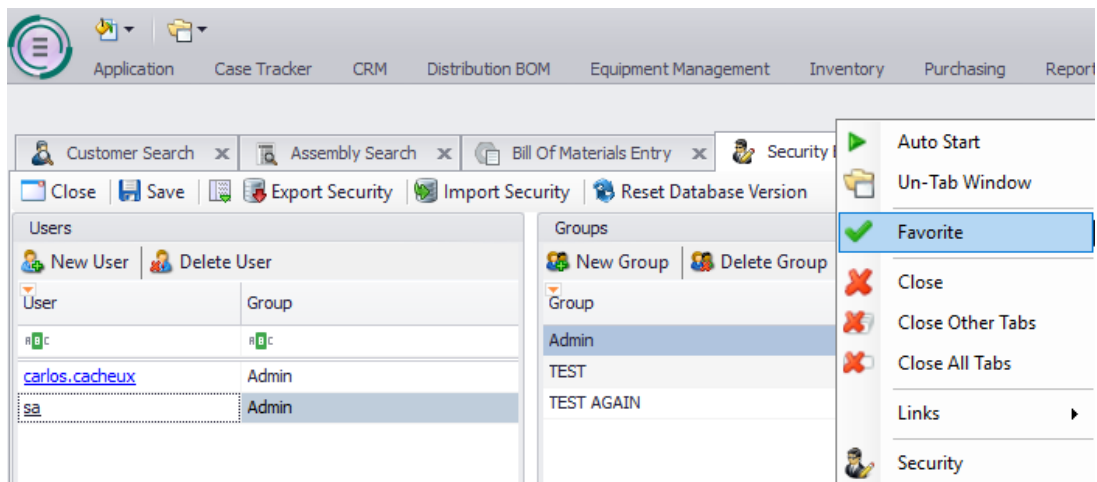
Megan De Freitas - 2024-11-22 - Setup

Overview

The Favorites toolbar allows users to place the most accessed modules in one convenient location. It is fully customizable and unique to each user.

Usage

To add a module to the Favorites toolbar (below the Ribbon, visible when the Ribbon is minimized), right-click on the tab of an open module and select **Favorite**:



Right-click and select **Favorite** again to remove a module from the Favorites toolbar (A check mark indicates that the module is part of the Favorites toolbar).

Note: You **must** open the module you want to add to /remove from the Favorites toolbar