

Adding a page to your favourites



This tutorial explains how to add a page within your EConsort instance to your favourites. This will display the page in the EConsort *Home* menu.
It's also possible to adjust another user's interface by adding pages to this user's favourites.



Add to favorites



A **user** is a person managing the EConsort application.
An **applicant** is an applying student.
A **student** is an applicant who has been admitted.



Printscreens in this tutorial are centered and indicated by a box.



Watch the corresponding video tutorial online by clicking the 'Play' icon.

▼ Navigate to the page you want to add to your favourites.
In this example, we will add the agenda to favourites.

▲ Click [Add to favorites](#).

▼ Complete the settings:

A screenshot of a settings form. The 'title =' label is followed by a text input field containing 'Calendar', which is highlighted with a red border. Below this is a dropdown menu showing 'Derweduwen Vicky' with a blue border. To the right of the dropdown is a green button labeled 'add to personal favorites'.

▲ Choose **the name** that will be displayed in your *Home* menu.
Choose **the user** whose favorites you want to edit by adding this new one.
Complete by clicking **the button**.

▼ A **link to the page**, carrying the 'title' you chose, can now be found in the selected user's *Home* menu.

