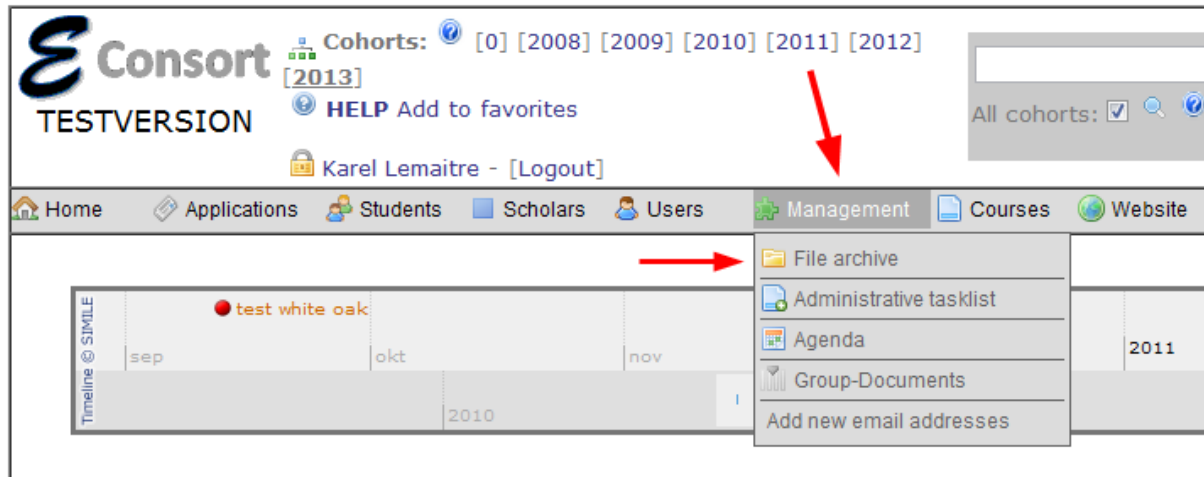


## Adding pages to favorites

When you set up different pages, there is the possibility to add them to your ECONSORT favorites (different from browser bookmarks)

Go to the EConsort management view you wish to add to your favorites. For example go to “File archive” (submenu under “management”)

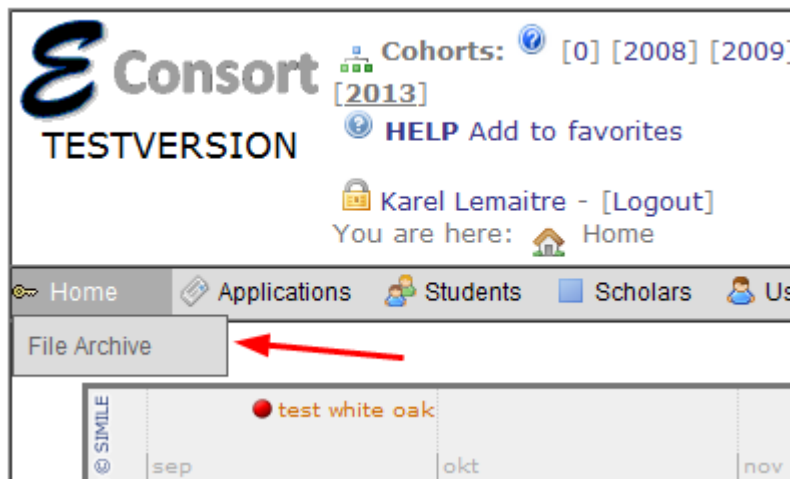


- On the top left side of this screen there is an option “Add to favorites”

- Below this selector there is a naming box, where you can enter the name of your favorite.

- (i.e. “File archive”)
- Enter the name, and press the “Add to favorites” option.

From this point on, when clicking on the “Home”-button (left side of your screen) the name of the favorite (i.e. “File archive”) will appear in the dropdown-menu.



You can add several favorites, they all will appear in the submenu of the “Home”selector.

To delete pages from the favorites, select the favorite, then select the “Delete from favorites”-option, again, on the top left side of your screen. A small window will be shown (yes/no) make your choice.

