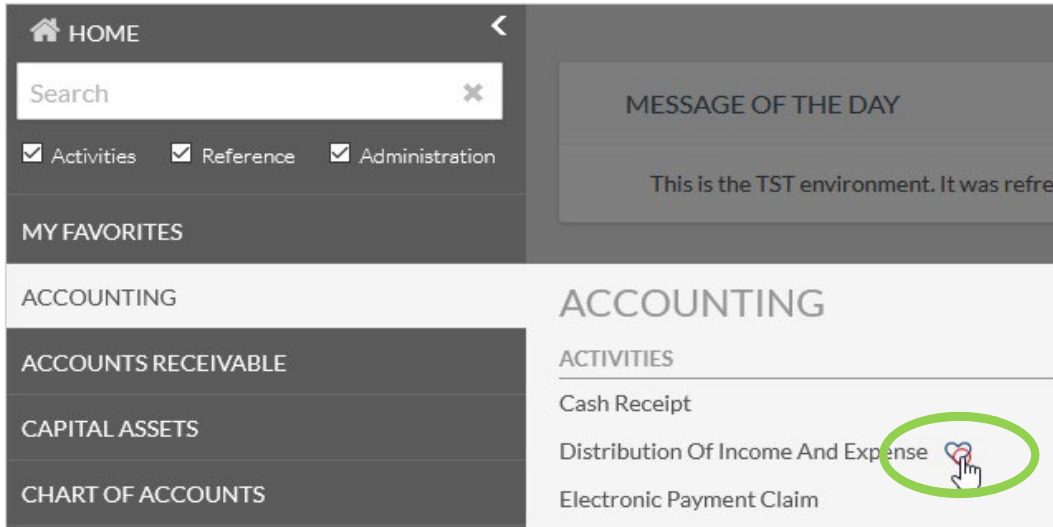


My Favorites

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

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



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.



All changes are automatically saved.

