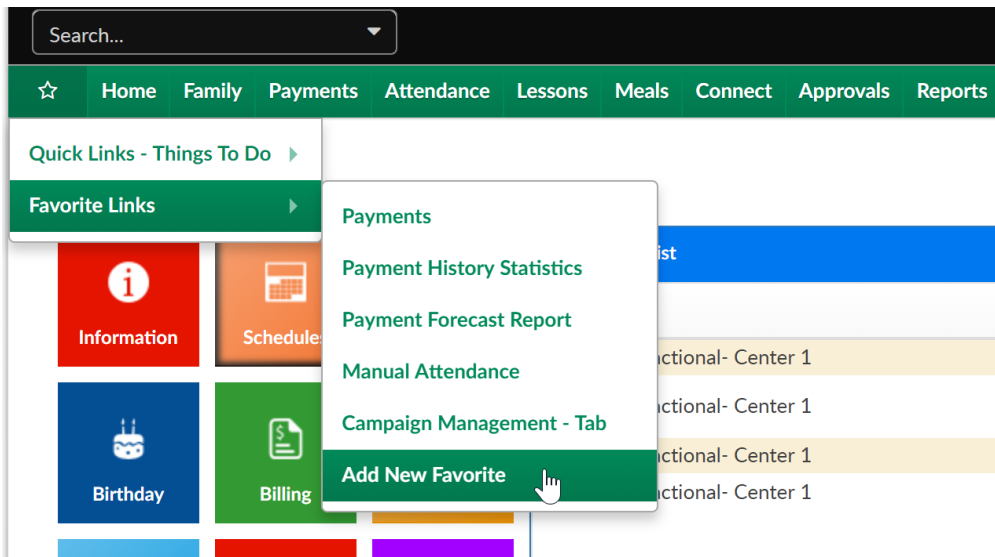


Favorites

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From the menu bar, select the star icon. Hover over the Favorites Links option- any existing favorites will display. To add or remove a favorite option select the Add New Favorite option.



On the Add New Favorite screen select the plus button to add or the x button to remove.

The screenshot shows the 'User Favorites List' table. The table has three columns: Category, Name, and Description. Each row represents a favorite link and includes a plus sign (+) for adding and an 'x' icon for removing. The 'Campaign Management - Tab' row has a red 'x' icon, indicating it is currently selected for removal.

Category	Name	Description
Quick Links - Things To Do List	Add A New Child	Quick Links - Things To Do List
Teacher	Add New Teacher/Staff	Add New Teacher/Staff
Search	Adv. Search	Search for a Child Using Child or Family Information
Center Information	Adverse Action Count	Adverse Action Count
Attendance Menu	Agency Attendance	Agency Attendance
Portal Menu	Announcements	Create an Announcement for the Facility
Communication	Application Messages	Application Messages
Attendance Menu	Attendance	Record the Students Attendance On-Demand
Reports - Room/Program Tab	Available Merged Documents	Displays the Documents Merged List
Quick Links - Things To Do List	Batch and Report	Quick Links - Things To Do List
Reports - Payment Tab	Batch and Report	Compiles the transaction information for the facility and displays the results.
Setup Menu	Bus	Setup the School and bus information
Quick Links - Things To Do List	Bus Roster	Quick Links - Things To Do List
Portal Menu	Calendars	Create a Calendar for the Facility
Family Menu	Campaign Management - Tab	Search for Advertising Campaigns for the Facility
Reports - Room/Program Tab	Category Room Count	Displays the Category/Room List section for the Facility
Reports - Room/Program Tab	Category/Program Trend Report	Displays the Current Trends within the Facility
Checklist	Checklist - Recreate Statement	Checklist - Recreate Statement

Note: Not every page or report is available in this favorites section. Favorites are dictated for each individual user- not globally or by user group.