Favorites in Direct Access

Overview

Introduction   This guide provides the procedure for setting up and using Favorites in Direct Access (DA).

How DA is Programmed   **Tiles** contain the most commonly used components (links) used in DA for a role.
The **NavBar Menu** contains all of the available components in DA for a role.
Favorites to individual links, ==can only be created by using the **NavBar Menu**== which takes you to that particular component's page.

Contents

Topic	See Page

Add a Favorite Shortcut

Introduction This section provides the procedures for adding shortcuts for links most used (favorites) in DA.

Procedures See below.

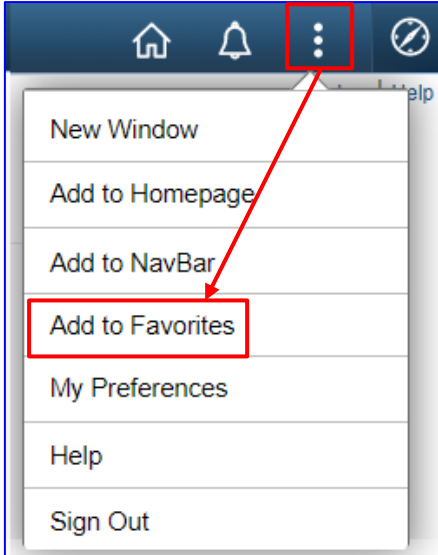| Step	Action
1	Navigate to the **NavBar icon** and click **Menu**.

Add a Favorite Shortcut, Continued

Procedures,
continued
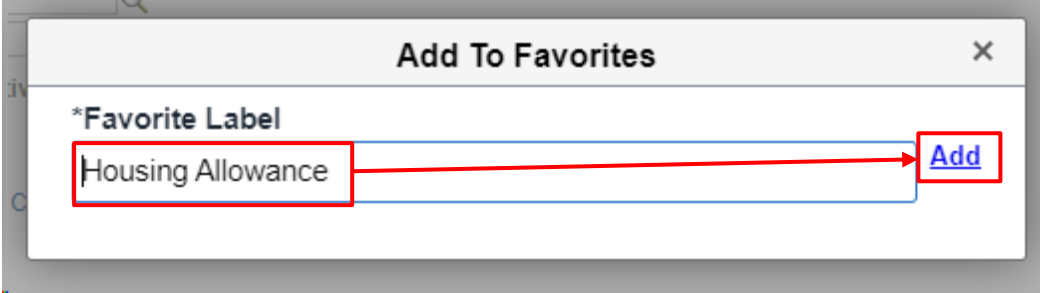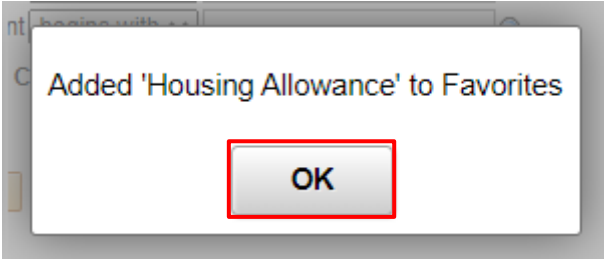
Step	Action
2	Navigate to the **link** and click on it. Breadcrumbs will display above while you are searching.
3	Click on the **Ellipsis** icon at the top right-hand corner of the screen in DA and select **Add to Favorites**.

Add a Favorite Shortcut, Continued

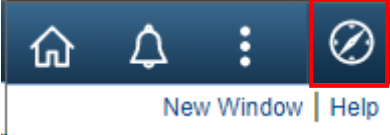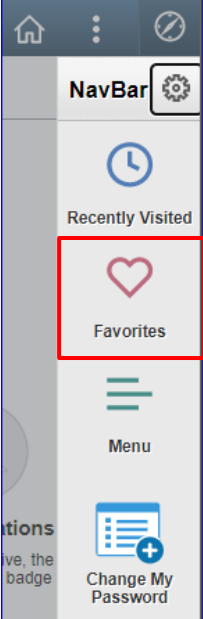**Procedures**,
continued

Step	Action
4	The Add to Favorites window will display with the default **Favorite Label** name. Save the Favorite Label as is OR rename it to something you prefer and click **Add**.
5	Click **OK**.

Using Favorites

Introduction   This section provides the procedures for using your favorites in DA. There are two ways to use favorites.
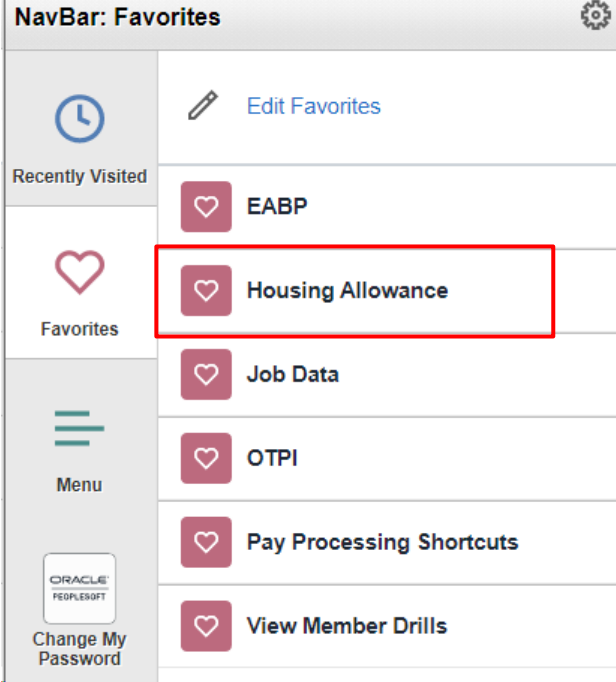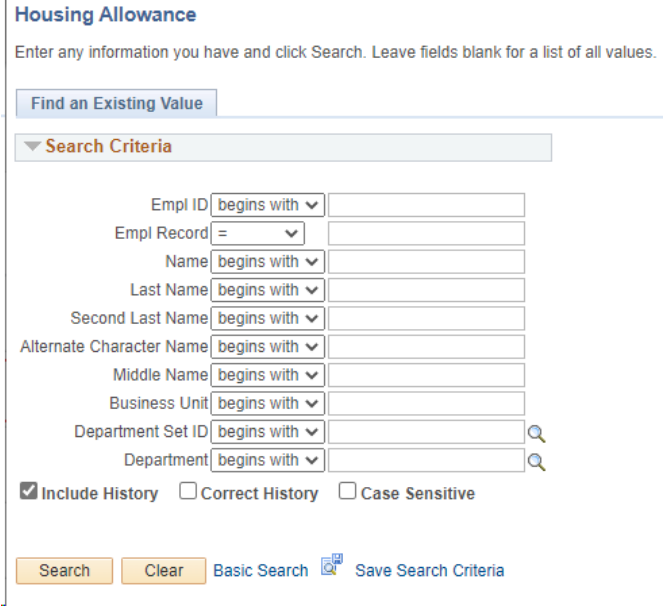
Procedure 1   See below.

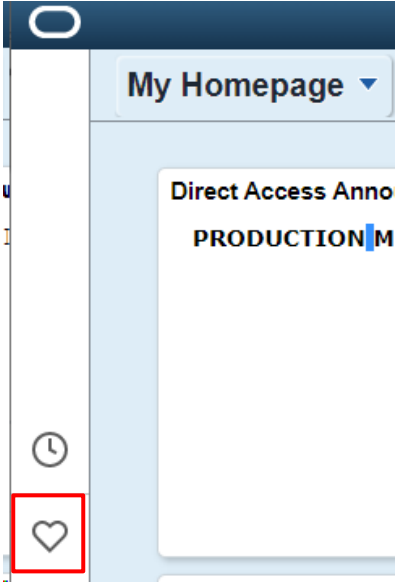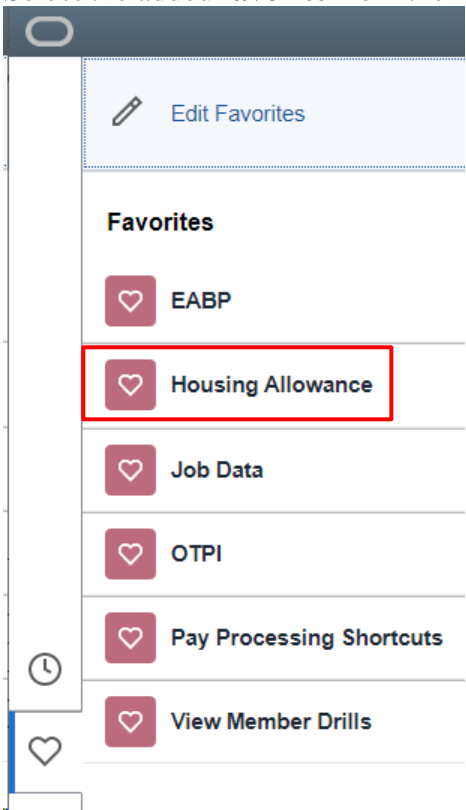| Step	Action
1	Click the **NavBar** icon at the top right-hand corner of the screen in DA.
2	Click the **Favorites** heart.

Using Favorites, Continued

Procedure 1,
continued

Step	Action
3	Select the added **favorite** from the list that you wish to use.
4	That component's/link's page will display.

Using Favorites, Continued

Procedure 2   See below.

Step	Action
1	Click on the **Favorites Heart** icon on the left side of the DA home page screen.
2	Select the added **favorite** from the list that you wish to use.

Using Favorites, Continued

Procedure 2,
continued

Step	Action
3	That component's/link's page will display.
3	The **Recently Visited** icon is also a useful place to get to links OR Tiles you use most often.