
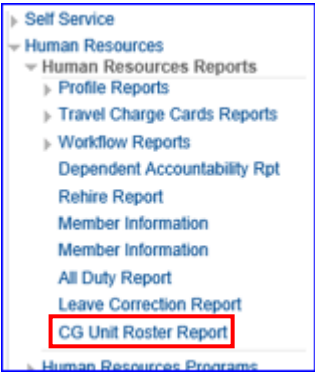



Add to Favorites in Direct Access

Introduction This guide provides the procedures for adding shortcuts for links (favorites) in Direct Access (DA) that you use the most.

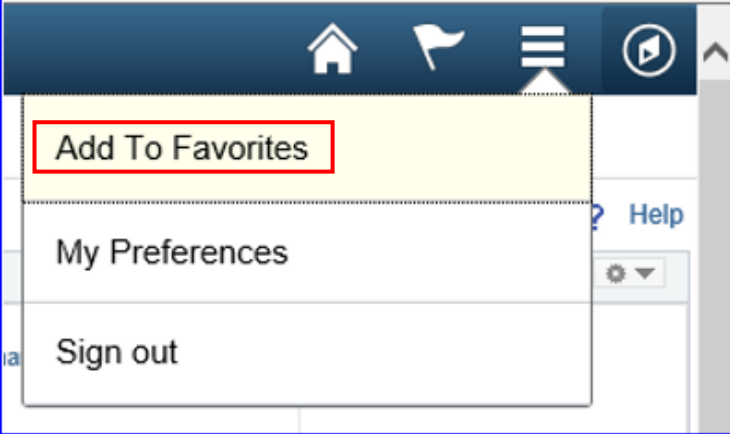
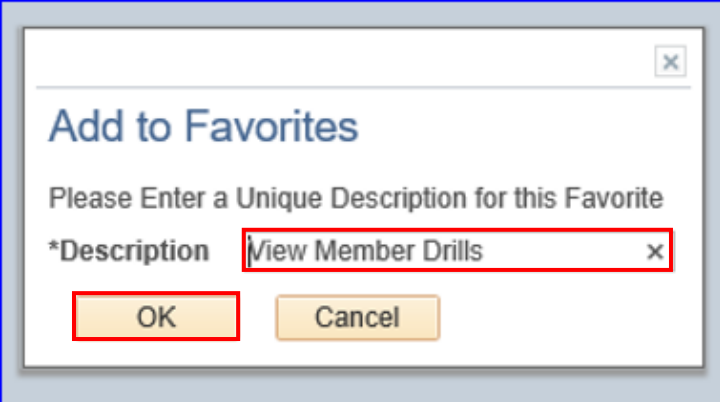
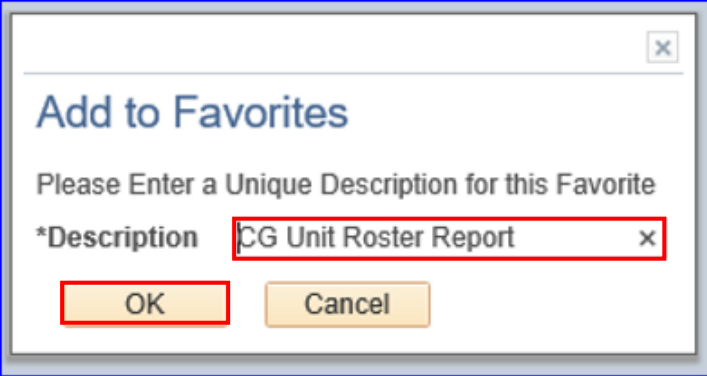
Procedures See below.

Step	Action
<p>1</p>	<p>Click on the link that you want to save to your favorites (It is most useful for links only found in the Enterprise Menu).</p>  
<p>2</p>	<p>Click on the three lines icon at the top right hand corner of the screen in DA.</p> 

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Add to Favorites in Direct Access, Continued

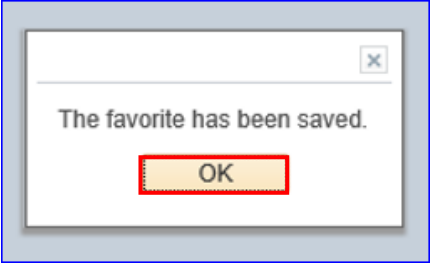
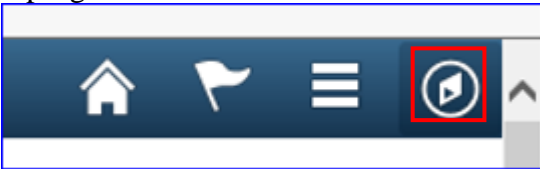
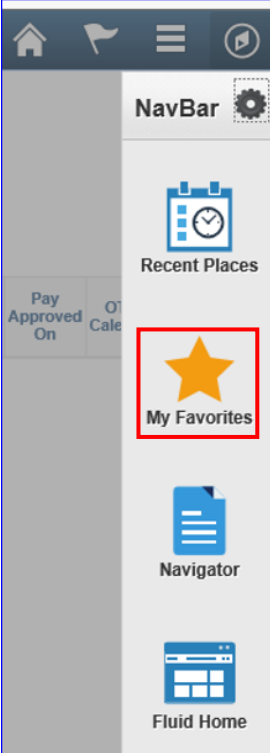
Procedures,
continued

Step	Action
3	<p>Select the Add To Favorites option from the drop-down.</p> 
4	<p>The Add to Favorites window will open. Click Ok to save the Description as is OR rename the Description to something you prefer and click OK.</p>  

Continued on next page

Add to Favorites in Direct Access, Continued

Procedures,
continued

Step	Action
5	<p>Click OK.</p> 
6	<p>To use your My Favorites links, click the diamond in a circle shaped icon at the top right hand corner of the screen in DA.</p> 
7	<p>Click the My Favorites star.</p> 

Continued on next page

Add to Favorites in Direct Access, Continued

Procedures,
continued

Step	Action
8	<p>Select the added favorite from the list that you wish to use.</p> 