# How to Add Favorite Menus to Home

To easily access a screen without the need to go over the module's folder, add it on your Favorites.

# Home

# My Favorites

Position Report
Derivative Screen
Contracts
Users
Invoices
Traceability By Parent Lot
Traceability
Sales Orders
Recipes

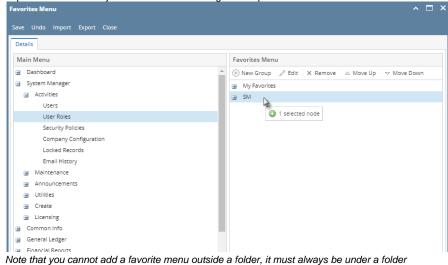
# How to add items as Favorites

- Log in on i21
   Click the Home button at the top most part of the navigation menu
   Click the <u>Customize</u> hyperlink to open the Favorites Menu screen

es		
Favorites Menu		
an Save Undo Import Export Close		
Details		
Main Menu	F	avorites Menu
		) New Group ∥ Edit X Remove △ Move Up ▽ Move Dow
Parent Lot B Dashooard B System Manager		My Favorites
Common Info	3	My Perorites
General Ledger		
Financial Reports		
Cash Management		
Credit Card Recon		
Purchasing (A/P)		
<ul> <li>Sales (A/R)</li> </ul>		
Payroll		
Notes Receivable		
Contract Management		
<ul> <li>Risk Management</li> </ul>		
<ul> <li>Ticket Management</li> </ul>		
<ul> <li>Logistics</li> </ul>		
<ul> <li>Manufacturing</li> </ul>		
Tank Management		
Gard Fueling		
Store		
Help Desk		
<ul> <li>Document Management</li> </ul>		
⊞ Transports		
Meter Biling  Ousity	*	

4. Click the New Group button and add a name for the group

5. Expand the menu that you want to add then drag and drop that menu under the folder



6. Click Save and Close. Menu will be added under a the created folder of the Home Menu.

To easily access a screen without the need to go over the module's folder, add it on your Favorites.

☆ Favorites			
Position Report			
Users			
Invoices			
Traceability By Parent Lot			
Traceability			
Sales Orders			
Recipes			

#### How to add items on Favorites Panel

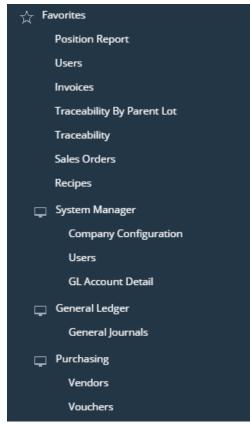
- **1.** Log in on i21
- 2. Expand the module's folder of the screen you want to add

#### 3. Select the menu then right click

📮 System Manager			
Users			
User Roles			
Company C	onfic	ruration	
Security Pol	ਨਿੰ	Add to Favorites Add to System Manager Add to General Ledger	
Character New	슜	Add to System Manager	
Starting Nu	☆	Add to General Ledger	
Locked Rec	슜	Add to Purchasing	
Screen Labe			
Email Histor	r <b>y</b>		
Letters			
Modules			
Custom Tab	Des	signer	
Company Registration			
File Field Mapping			
License Generator			
License Types			

4. Click Add to Favorites button. If there are folders in your Favorite Menu, you can then add the menu on the desired folder.

Menu will be added on the Favorites Panel or under a selected folder.



How to add items on Favorites Panel

1. Log in on i21

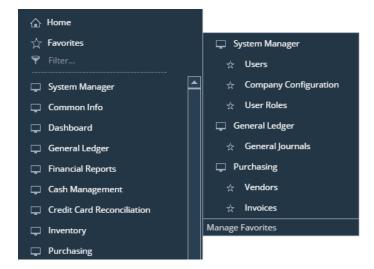
2. Expand the module's folder of the screen you want to add

3. Select the menu then right click

🖵 System Manager		
Users		
User Roles		
Report Manager		
Company Configuration	☆	Add to Favorites
Starting Numbers	☆	Add to System Manager
Custom Fields	☆	Add to General Ledger
Modules	☆	Add to Purchasing
Letters		
Company Registration		
🖵 Utilities		
Announcements		

4. Click Add to Favorites button. If there are folders in your Favorite Menu, you can then add the menu on the desired folder.

Menu will be added on the Favorites Panel or under a selected folder.



#### How to add items on Favorites:

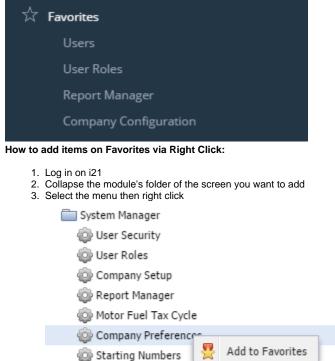
- Log in on i21
   Collapse the module's folder of the screen you want to add

#### 3. Select the menu then right click

	🖵 Sy	stem Manager	
		Users	
		User Roles	
		Report Manager	
		Company Configuration	
			Add to Favorites
		Starting Numbers	
		Custom Fields	
		Modules	
		Letters	
		Company Registration	
	<b>–</b>	Utilities	
4. (	Click Add t	o Favorites button	

4. Click Add to I avointes button

Menu will be added on the Favorites folder.





Announcements

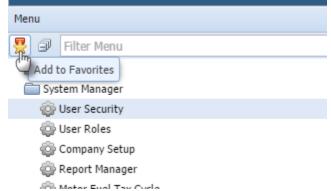
### 4. Click Add to Favorites

Menu will be added on the **Favorites** folder.

#### How to add items on Favorites via Favorites icon:

- 1. Log in on i21
- 2. Collapse the module's folder of the screen you want to add

## 3. Select the menu then click the Star icon



Menu will be added on the Favorites folder.

	Menu			
		Filter Menu	Q	
	E Favorites			
i User Security				
i Report Manager				
Qip Codes				
Terms				
How to add items on Favorites via Right Click:				

- 1. Log in on i21
- 2. Collapse the module's folder of the screen you want to add
- 3. Select the menu then right click
- 🖃 🚞 Common Info

- <u>-</u>				
Country				
📰 Zip Code				
- 📰 Currency				
📰 Ship Via				
Paymen				
Terms 😤 Add to Favorites				
Company Location				
Freight Terms				
Recurring Transactions				
4. Click Add to Favorites				

Menu will be added on the Favorites folder.

#### How to add items on Favorites via Favorites icon:

- 1. Log in on i21
- 2. Collapse the module's folder of the screen you want to add



Menu will be added on the Favorites folder.

- 😭 Home	*
🖃 🚞 Favorites	
User Security	
User Roles	