

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**.

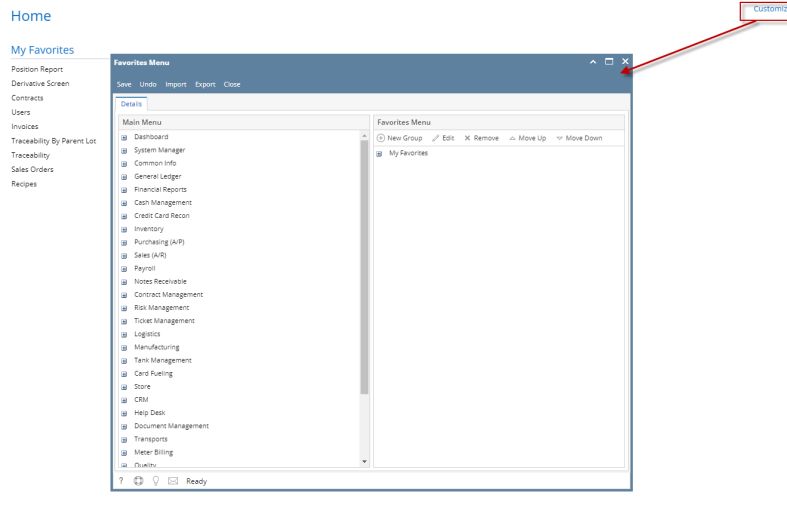
Home

My Favorites

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

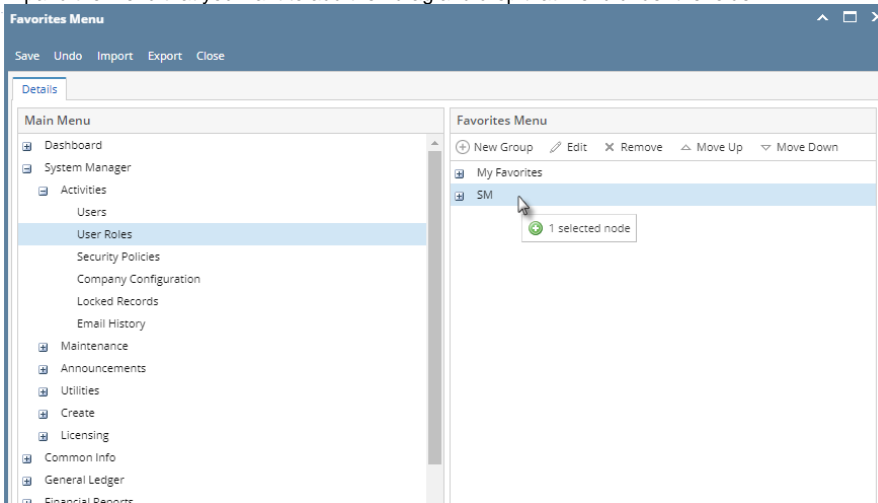
How to add items as Favorites

1. Log in on i21
2. Click the Home button at the top most part of the navigation menu
3. Click the **Customize** hyperlink to open the Favorites Menu screen



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

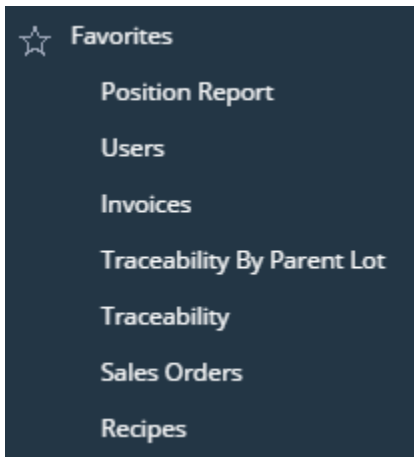
5. Expand the menu that you want to add then drag and drop that menu under the folder



Note that you cannot add a favorite menu outside a folder, it must always be under a folder

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

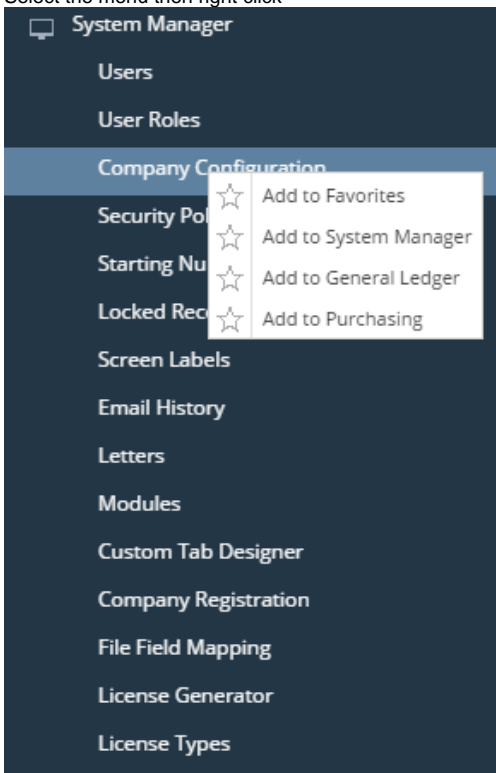
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How to add items on Favorites Panel

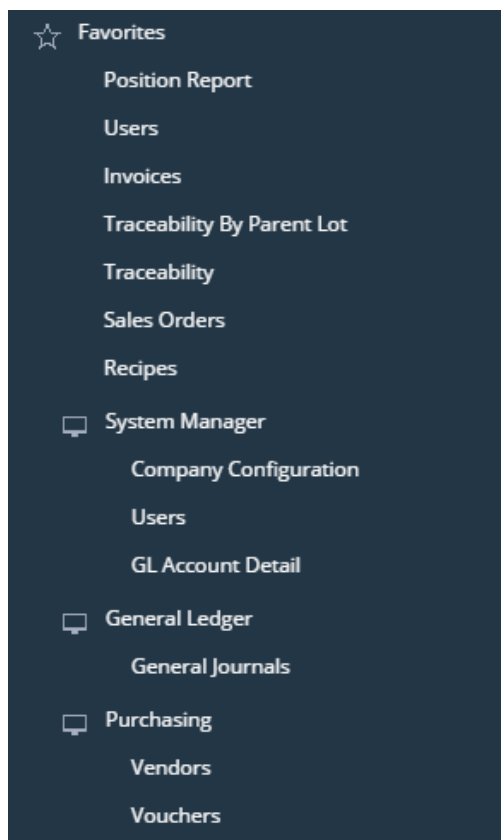
1. Log in on i21
2. Expand the module's folder of the screen you want to add

3. Select the menu then right click



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

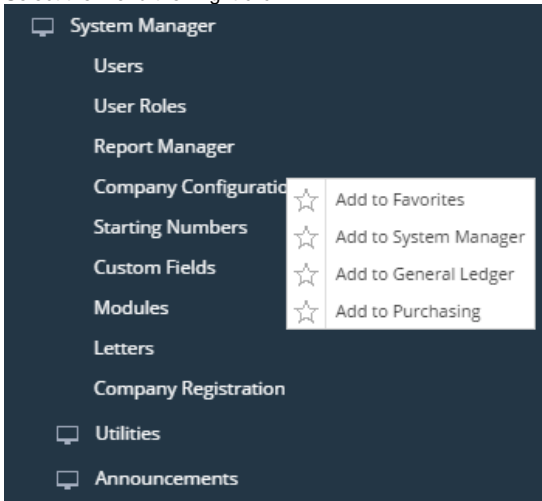
Menu will be added on the **Favorites Panel** or under a selected folder.



How to add items on Favorites Panel

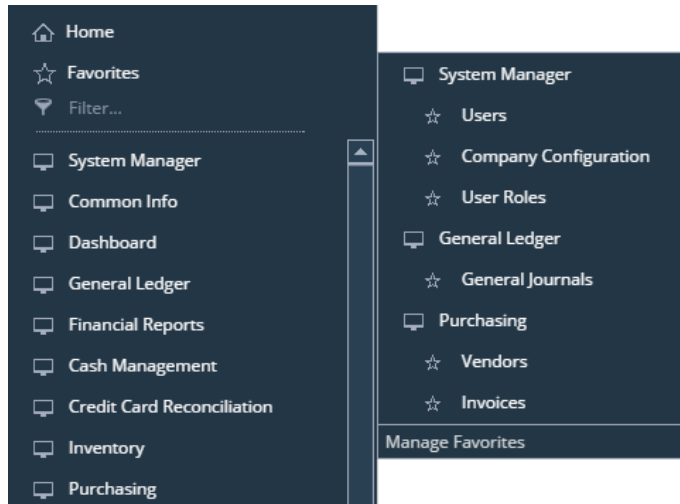
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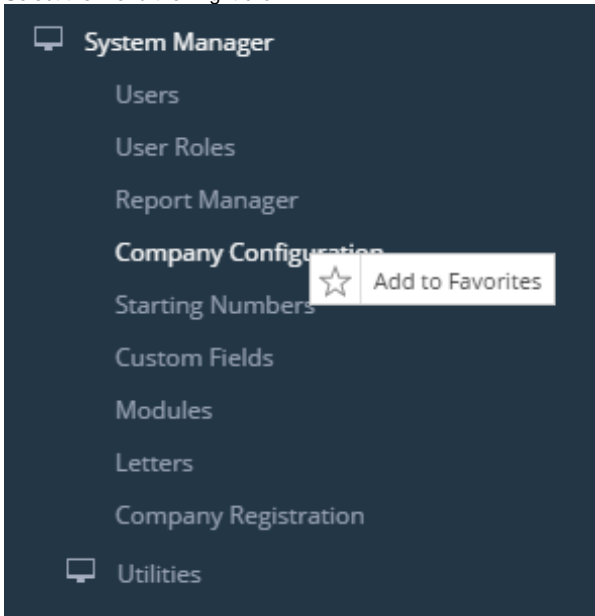
Menu will be added on the **Favorites Panel** or under a selected folder.



How to add items on Favorites:

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



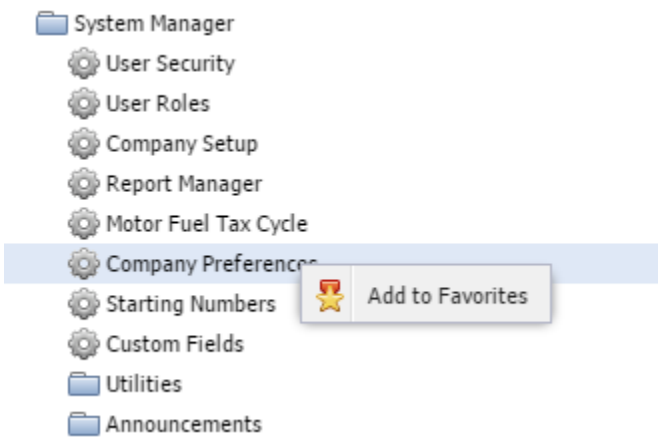
4. Click **Add to Favorites** button

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



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



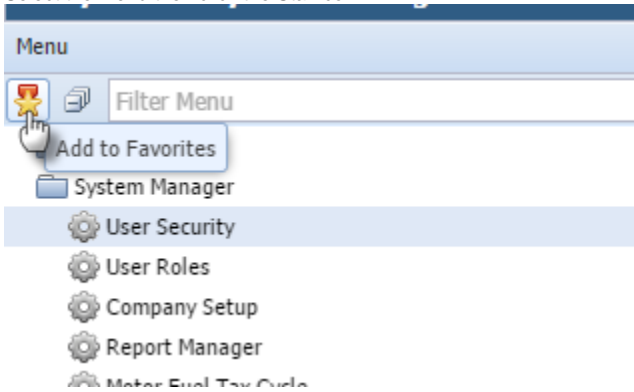
4. Click **Add to Favorites**

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

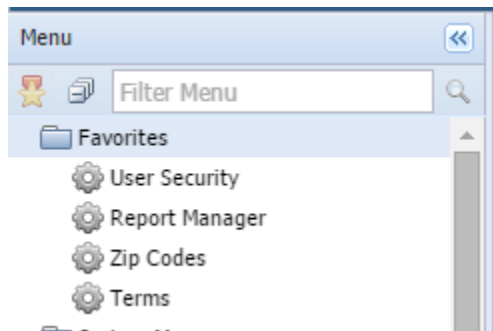
How to add items on Favorites via Favorites icon:

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

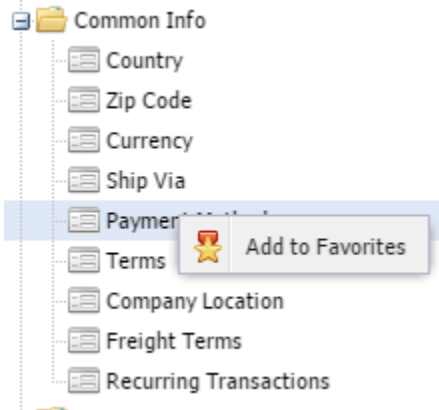


Menu will be added on the **Favorites** folder.



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

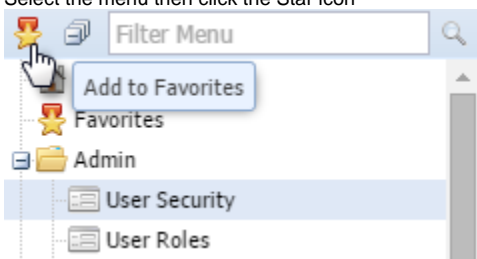


4. Click **Add to Favorites**

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

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