How to Add Folders to Favorites Menu

- 1. Log in on i21
- 2. Click the username on menu header then select Manage Favorites menu



3. Click the **New Folder** button to insert a new line on the grid.



- 4. Enter a name for the folder
- 5. Click the **Save** button to save the folders.

6. Click the Favorites button on menu panel to check for the folders.



- Log in on i21
 Click Favorites button on the user's menu panel to show the Favorites Panel.



3. Click Manage Favorites button to open the Favorites Menu screen

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4. Click the New button to insert a new line on the grid.



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7. Click the Favorites button on menu panel to check for the folders.

