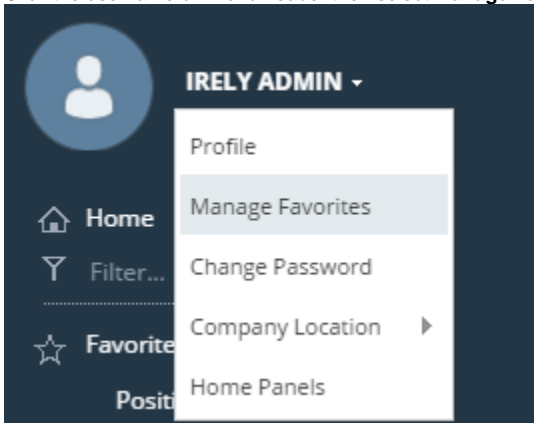
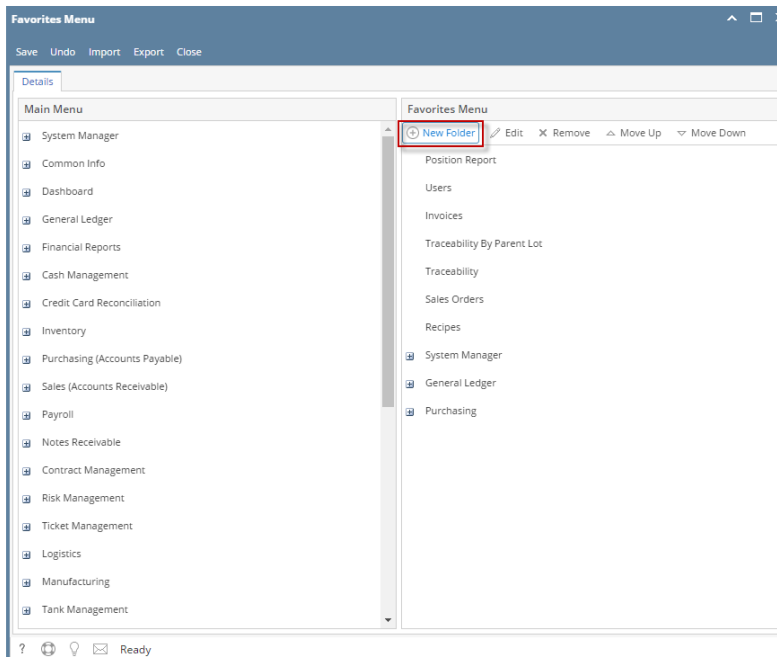


# How to Add Folders to Favorites Menu

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

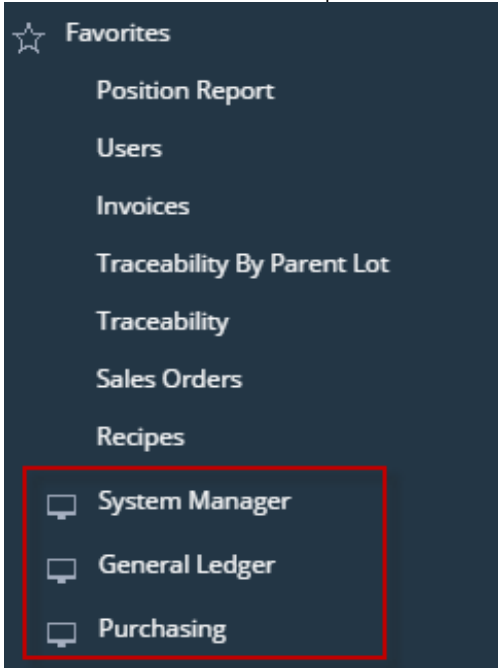


3. Click the **New Folder** button to insert a new line on the grid.

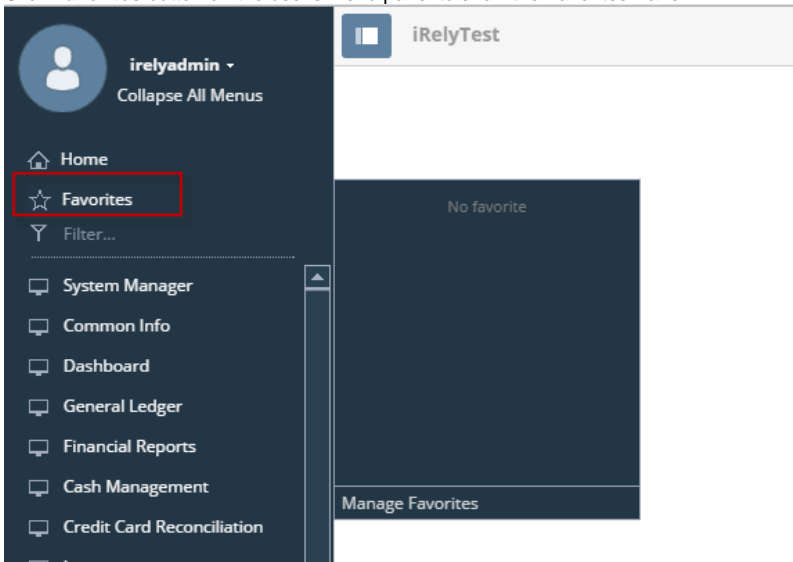


4. Enter a name for the folder
5. Click the **Save** button to save the folders.

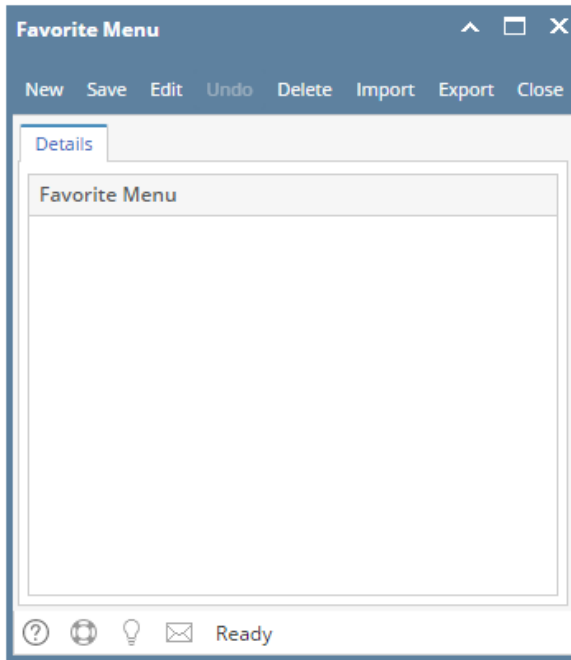
6. Click the **Favorites** button on menu panel to check for the folders.



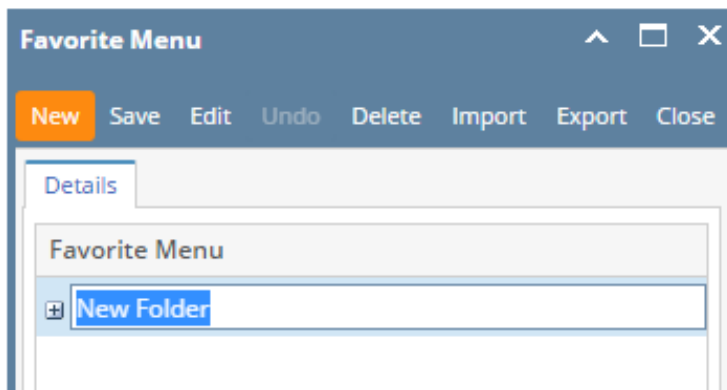
1. Log in on i21
2. Click **Favorites** button on the user's menu panel to show the Favorites Panel.



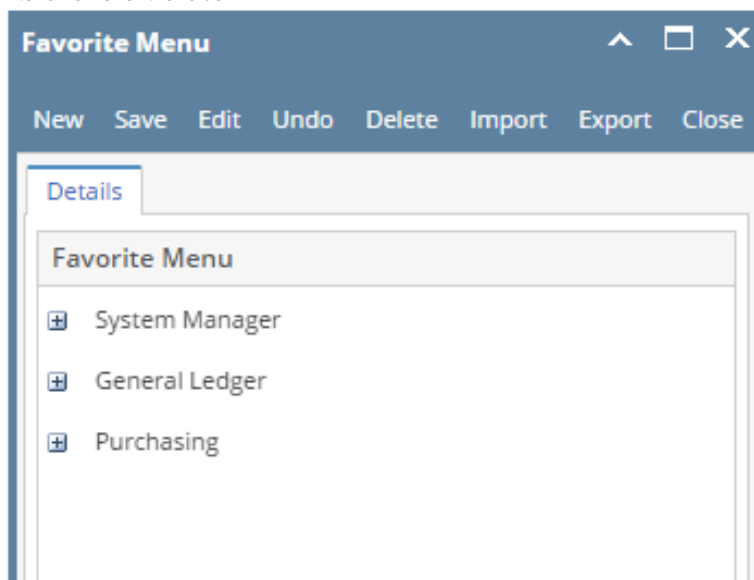
3. Click **Manage Favorites** button to open the **Favorites Menu** screen



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



5. Enter a name for the folder



6. Click the **Save** button to save the folders.

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

