



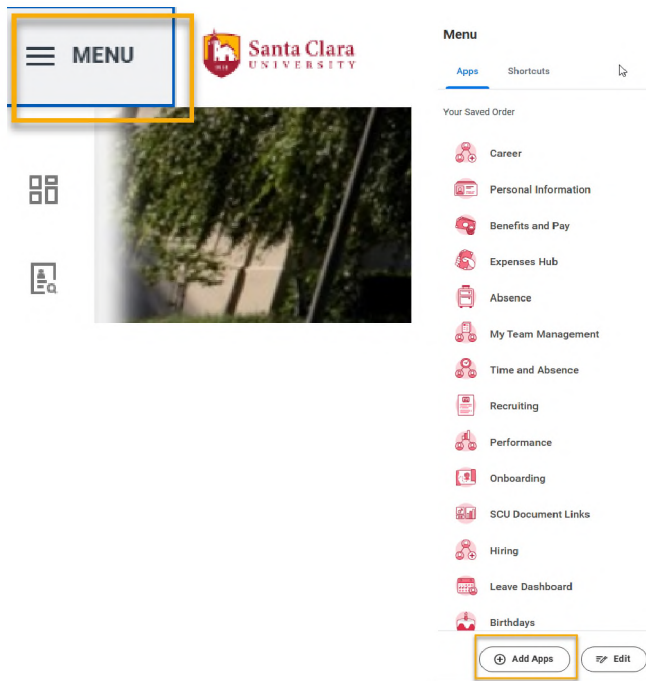
Adding Tasks / Reports to Favorites App

Overview

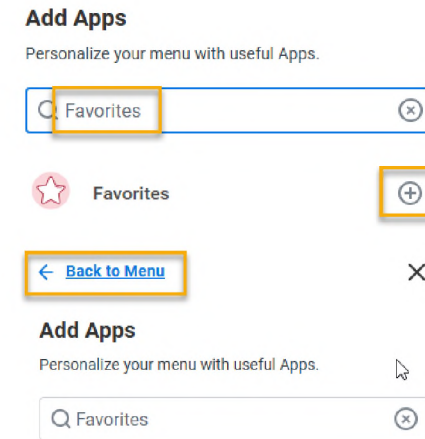
This quick reference guide will cover how to add tasks and reports to the **Favorites App**.

Process

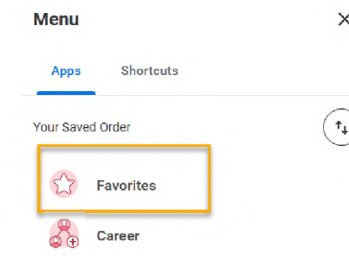
1. Click on **Menu** in the top left corner and click on **Add Apps** at the bottom.



2. Type 'Favorites' in the search and click on the '+' symbol to add the app. Then click on 'Back to Menu'.



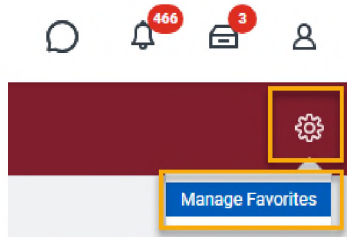
3. **Favorites App** is now showing in the Menu. Click on it.



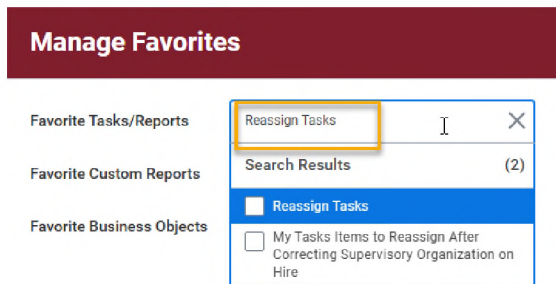


Adding Tasks / Reports to Favorites App

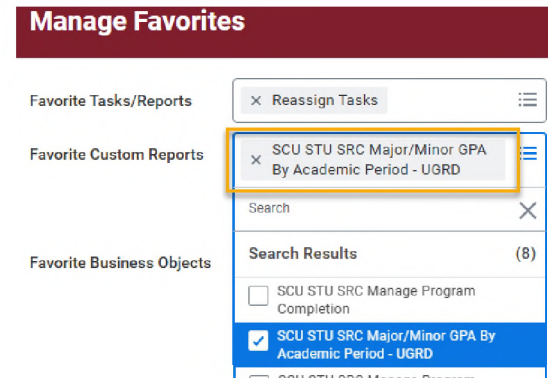
- To add tasks or reports to your **Favorites** App, click on the gear icon in the top right corner and then **Manage Favorites**.



- To add tasks, enter it in the search and check the box for the tasks you want to add.



- To add reports, enter it in the search and check the box for the reports you want to add.



- When done, click on OK at the bottom. Then click Done on the next page. You will then see your newly added Task and Report.

