

## Adding a Resource to Your Favorites Tab

As our Community continues to grow, the ability to “re-find” a resource you were interested in becomes more difficult. What community group was it in? What folder? This feature allows you to save it to a separate location, making retrieval an easy-to-use process.

- I. When you find a document you would like to make easy to find at a later date, open it in the View field

The screenshot shows the 'Beta Testing Group' interface. At the top, there's a 'Community Navigator' with tabs for 'Community Home', 'Discussion' (176), 'Library' (25), 'Events' (0), and 'Members' (426). Below this is a 'Back to Library' button. The main content area is titled 'Community Resource - Descriptions' and shows a document by Heather Wendt, uploaded on 05-05-2018. The document description is 'This document goes over each group and how to join'. To the right of the document, there's an 'Actions' menu with options: 'Statistics' (0 Favorited, 16 Views, 1 Files, 0 Shares, 8 Downloads), 'Add to Favorite', 'Permalink', 'Edit', 'Pin entry to top', and 'Delete'. The 'Add to Favorite' option is highlighted in yellow.

### Tags and Keywords

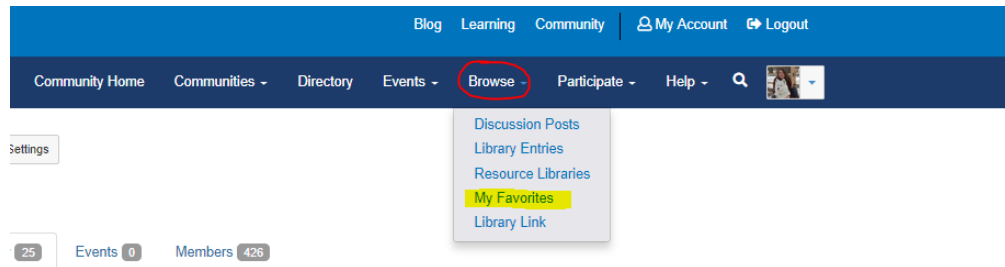
- a. Click on the blue Actions button and click Add to Favorite

This screenshot is similar to the previous one, but the 'Add to Favorite' option in the 'Actions' menu is now highlighted in blue, indicating it has been selected. The 'Add to Favorite' option is circled in red.

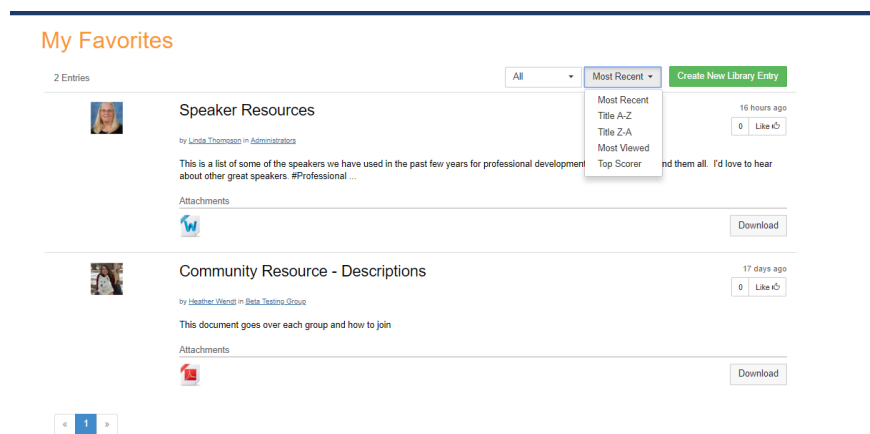
- b. The count under Statistics now shows 1 Favorited

This screenshot shows the same document page, but now the 'Statistics' section in the 'Actions' menu shows '1 Favorited' instead of '0 Favorited'. The '1 Favorited' text is circled in red.

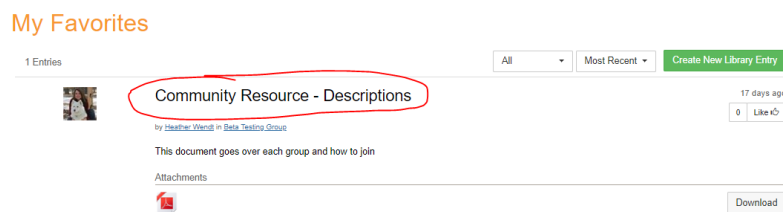
- c. To access your favorited items, click on the Browse tab and select My Favorites



- d. The document is added to a list with sorting features



- e. To remove a document from your Favorites, open the document view by clicking on the title



- i. Click the blue Action button and select Remove Favorite

