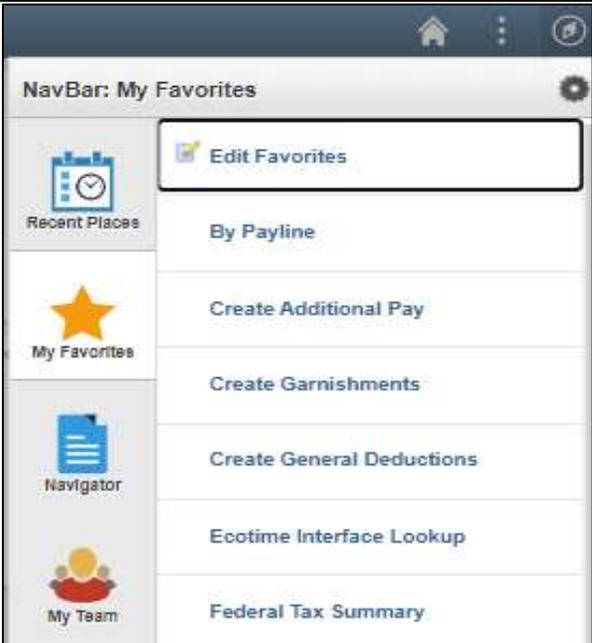


Step	How to view Main Menu
1	In this document we will review how to view, add and edit My Favorites.
2	<p>Click the NavBar icon in the upper right of the screen.</p> 
3	<p>Click My Favorites under the NavBar.</p> 
4	<p>Your saved My Favorites will appear.</p> 

5	<p>Edit Favorites: Under My Favorites click Edit Favorites to remove or rename your previously saved favorite.</p> <p>To remove a favorite check the box next to the favorite you wish to remove, then click Delete Selected. Save.</p> <p>To rename a favorite type in the field name of the favorite you wish. Save.</p> 
6	<p>Add to Favorites: Navigate to the Process, Report or Page you wish to add to Favorites.</p> <p>Example: Navigation: Main Menu > Reporting Tools > Query > Query Viewer</p> <p>Click on the Actions icon in the corner, then select Add to Favorites.</p> 
7	<p>Click Add, the page is saved to My Favorites.</p> 