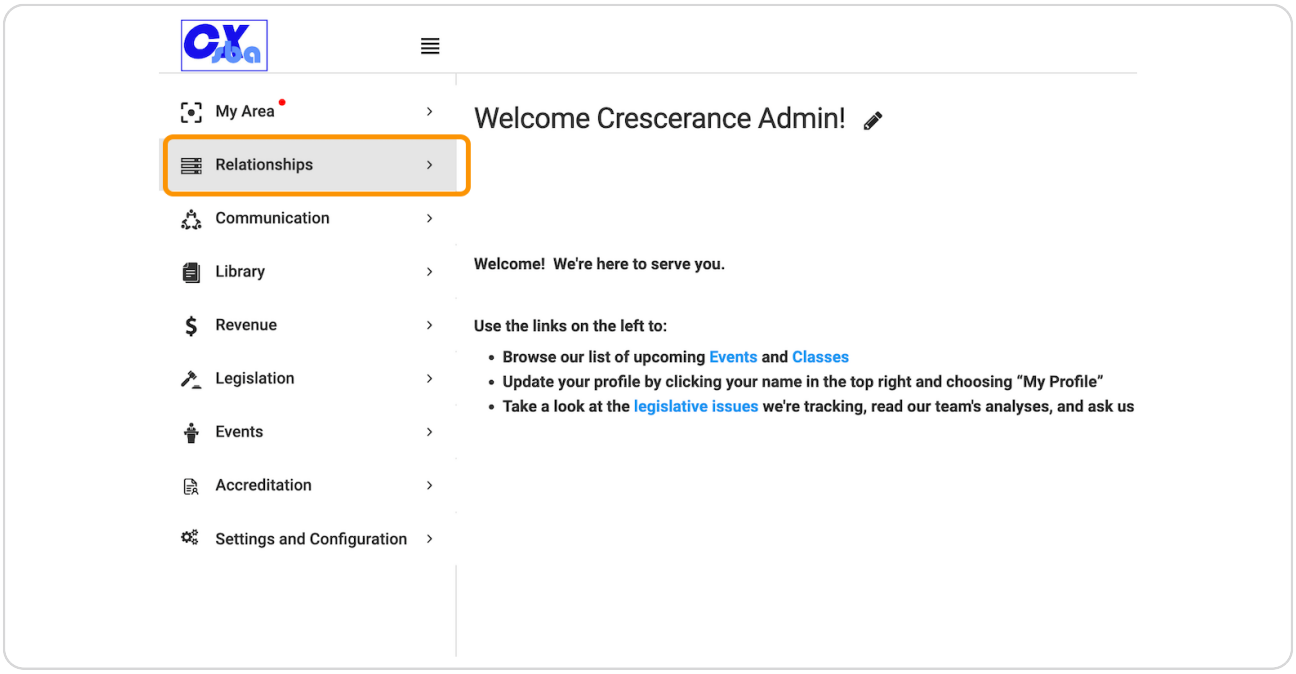
Marking and Finding Favorites

14 Steps View most recent version

Created by	Creation Date	Last Updated
Engagifii Inc.	November 13, 2023	November 21, 2023

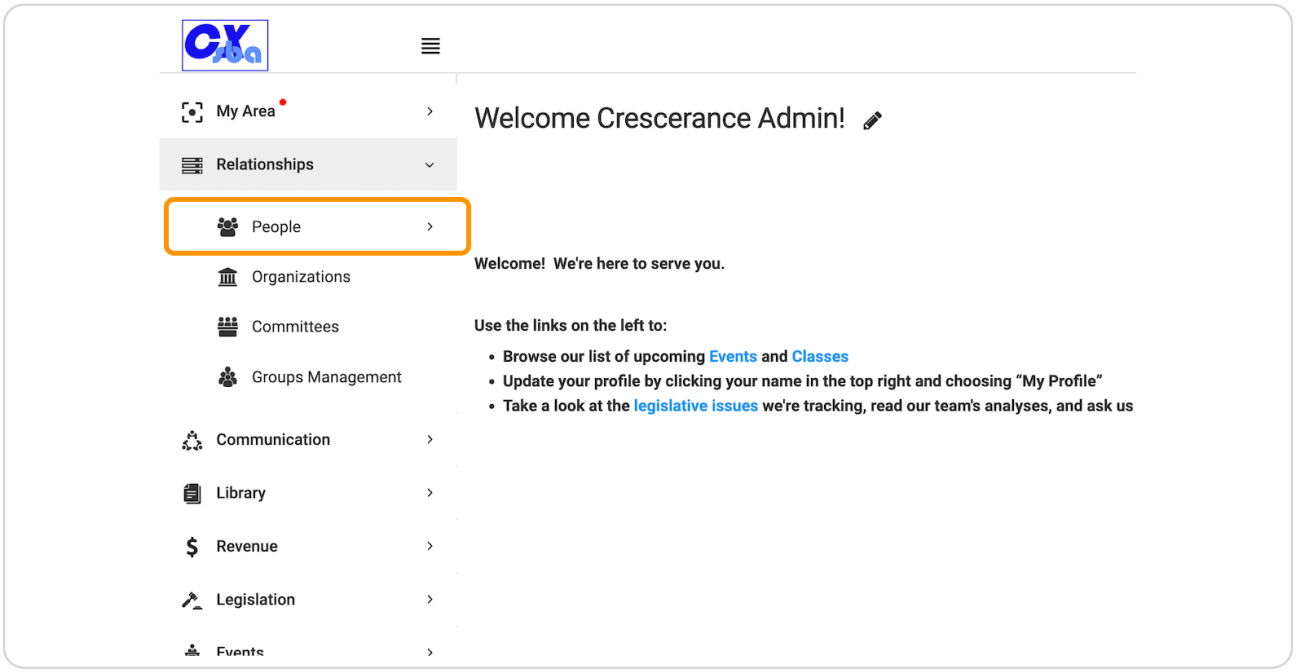
STEP 1

Click on Relationships



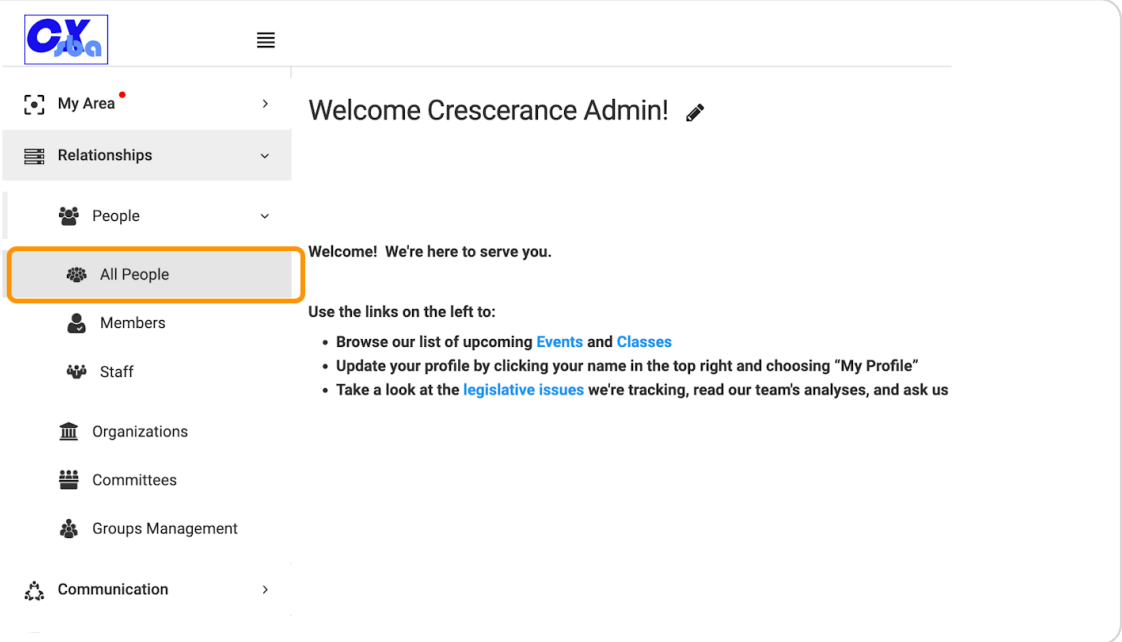
STEP 2

Click on People



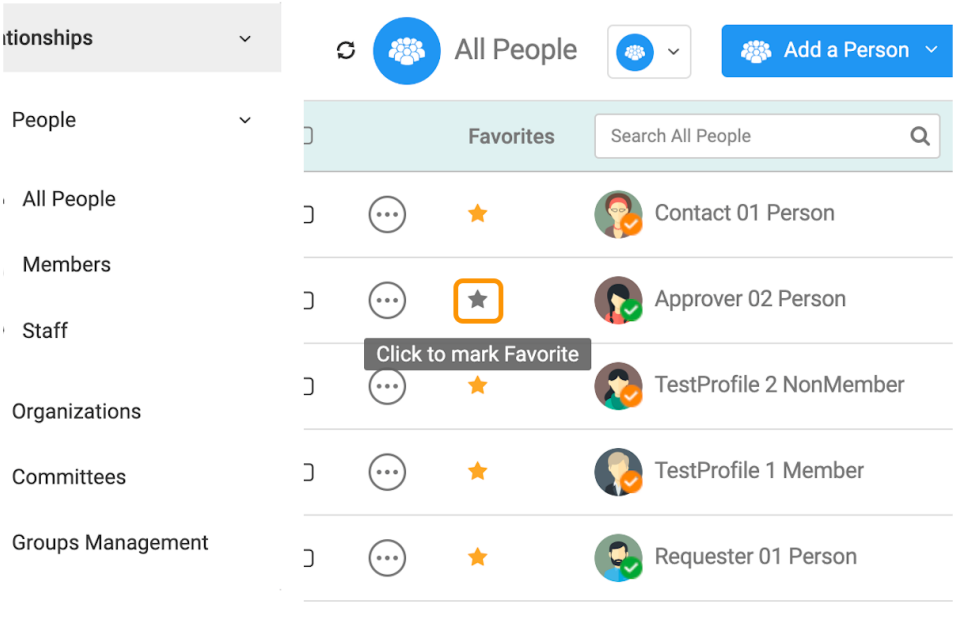
STEP 3

Click on All People



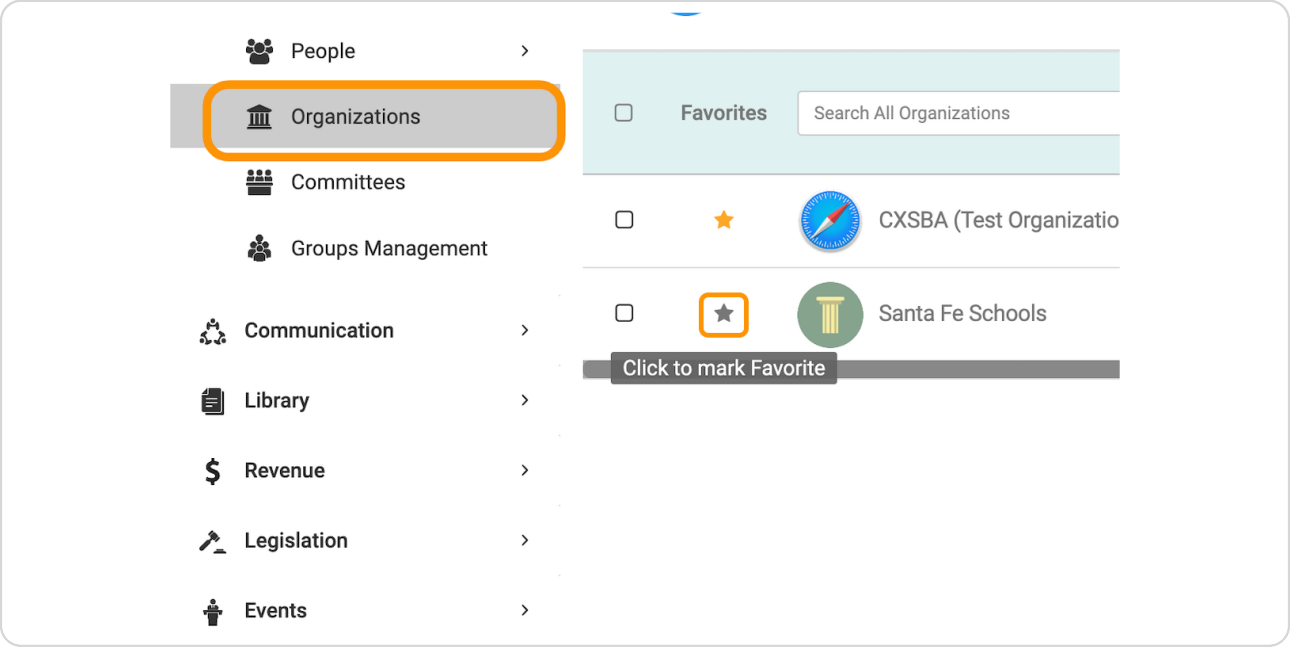
STEP 4

Click on the star to specify the individual you wish to be part of the favorite list



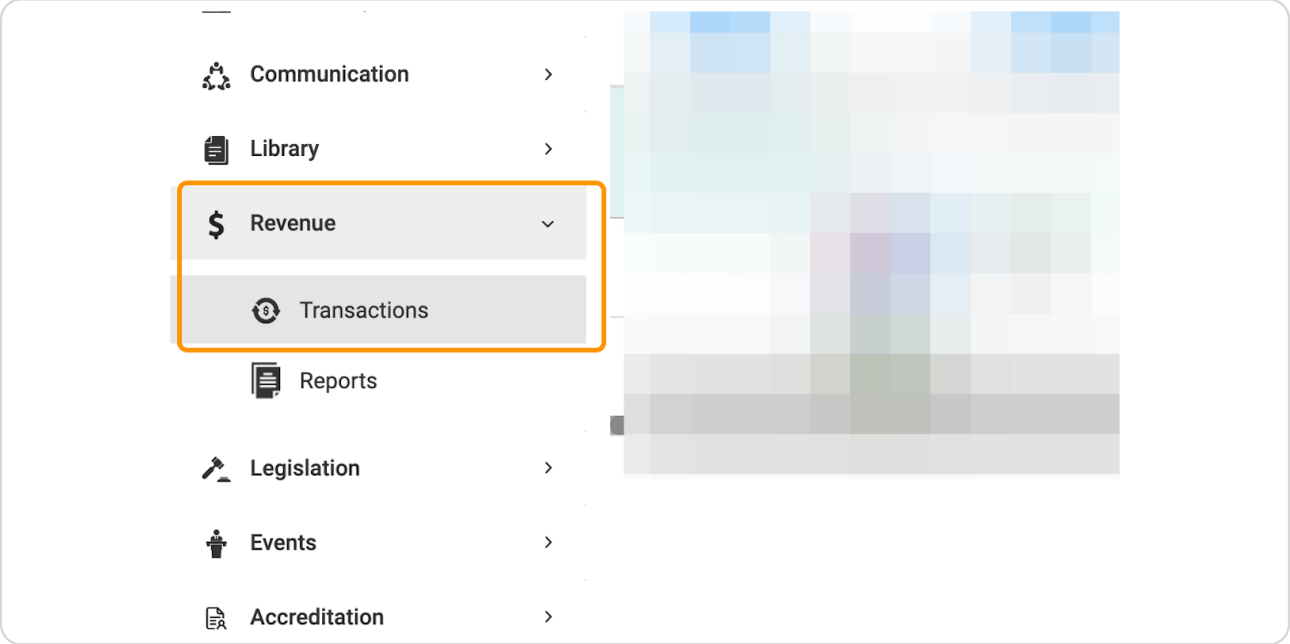
STEP 5

Click on Organizations and the star to specify the organization you wish to be part of the favorite list



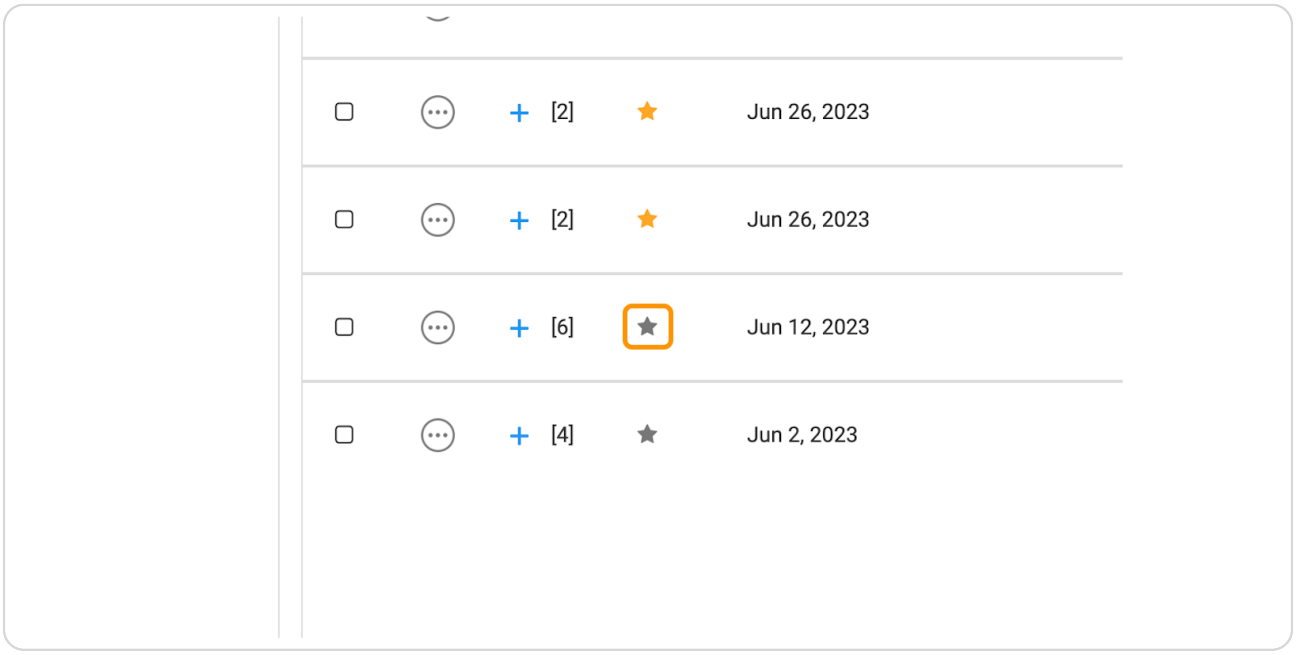
STEP 6

To favorite financial transactions, click on Revenue and then Transactions



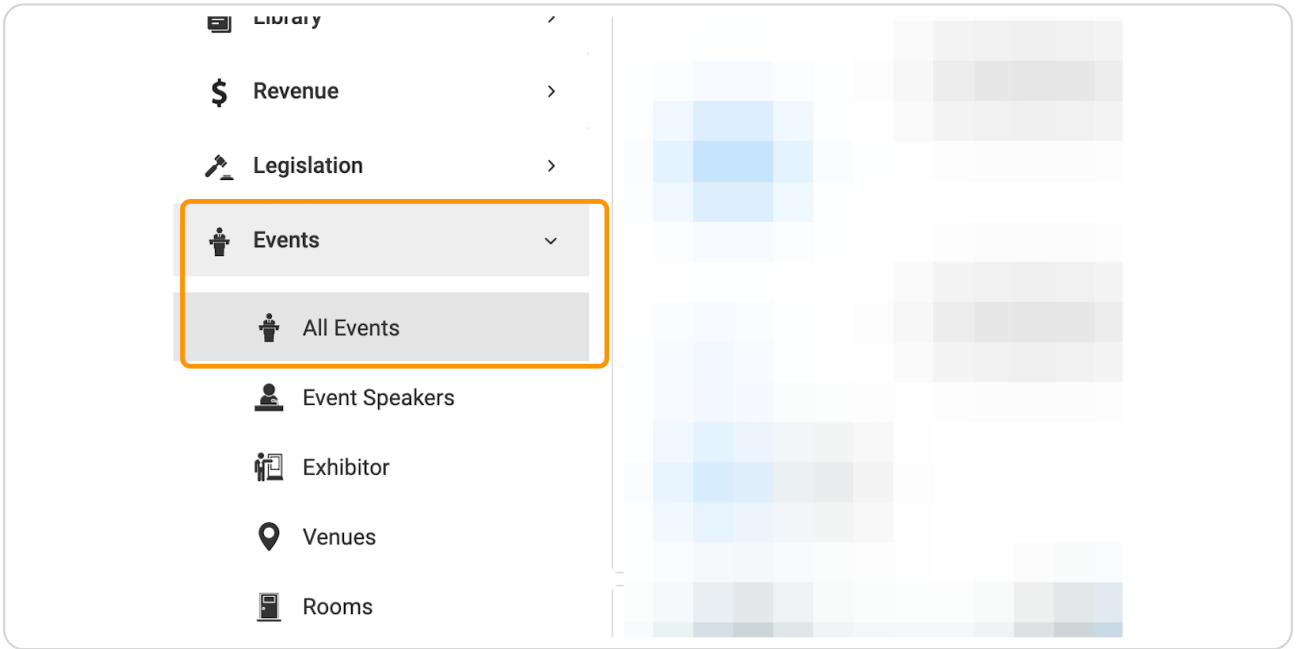
STEP 7

Click on the star to specify the transaction you wish to be part of the favorite list



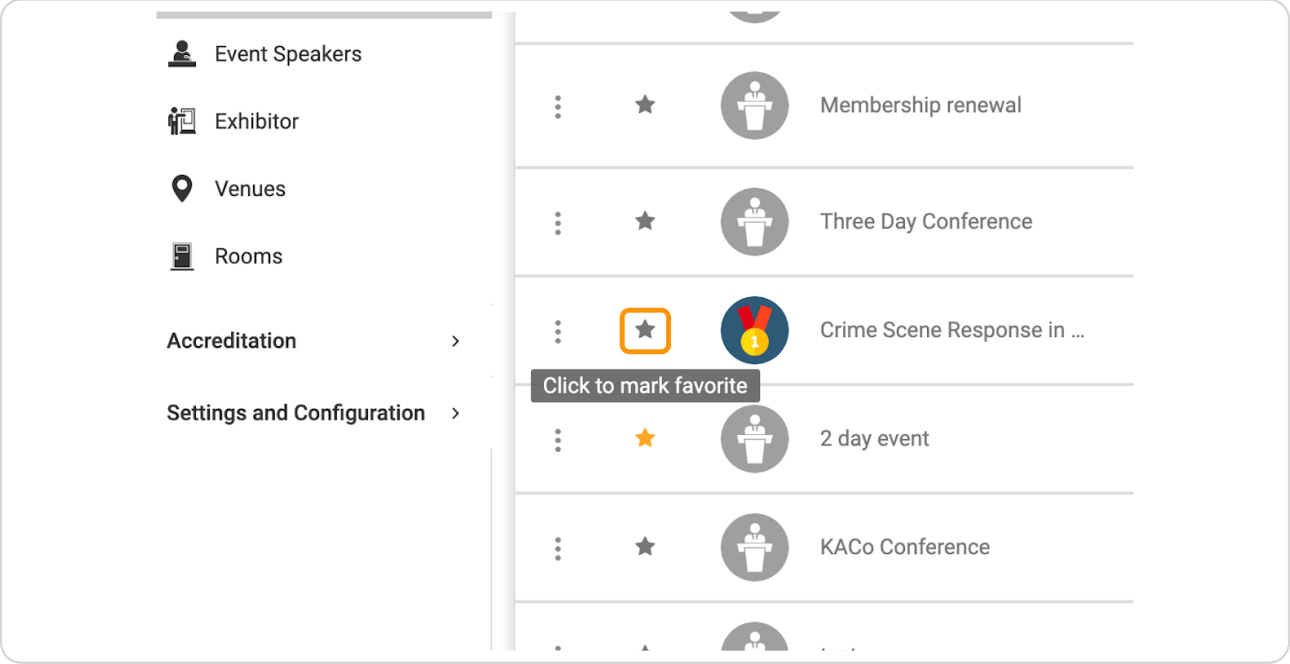
STEP 8

Click on All Events, and then All Events to mark events as Favorites



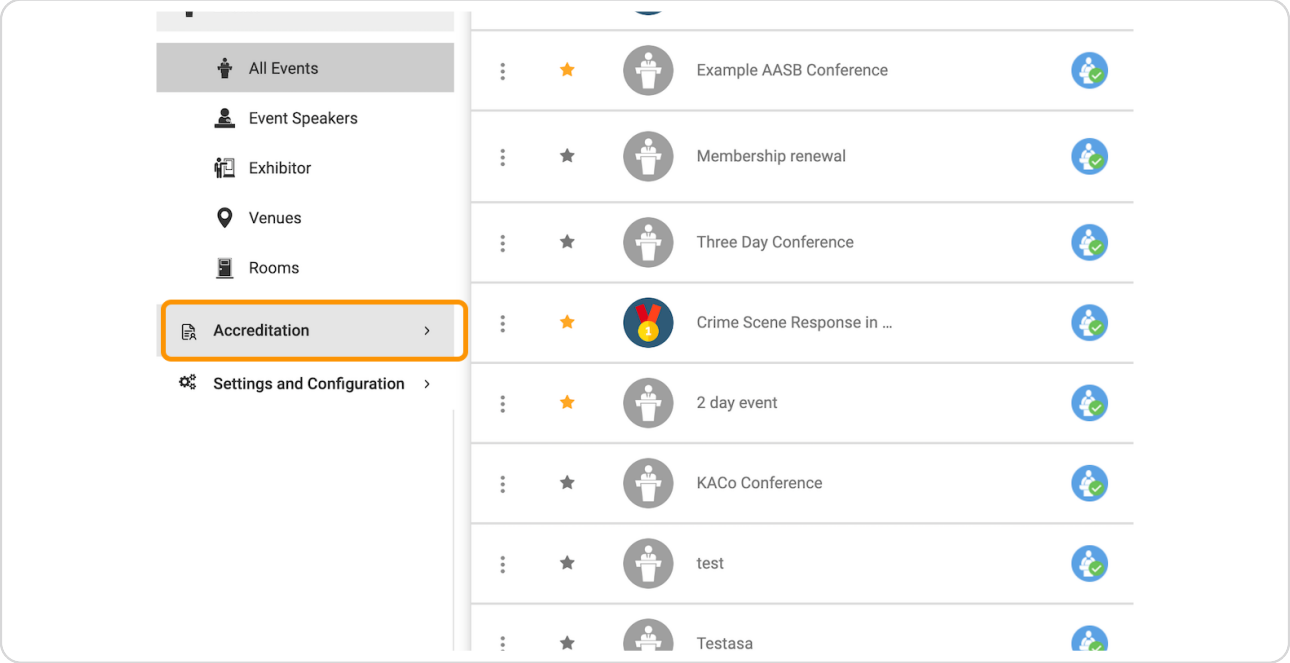
STEP 9

Click on the star to specify the event you wish to be part of the favorite list



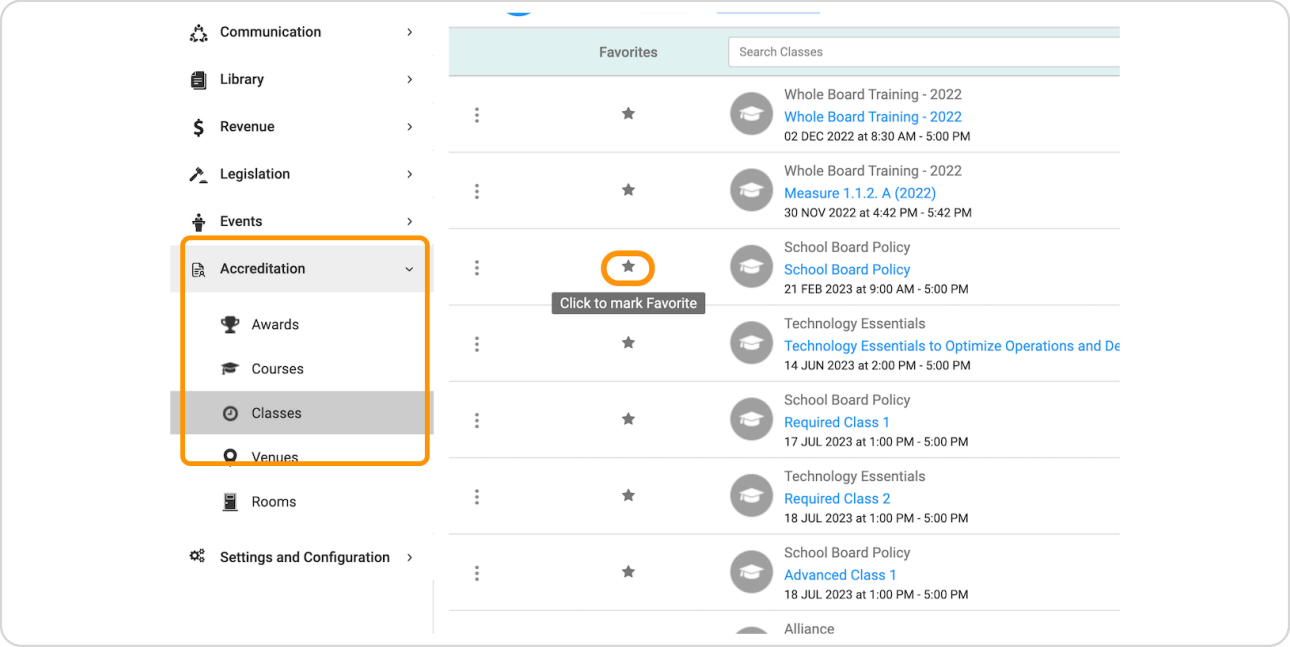
STEP 10

Click on Accreditation



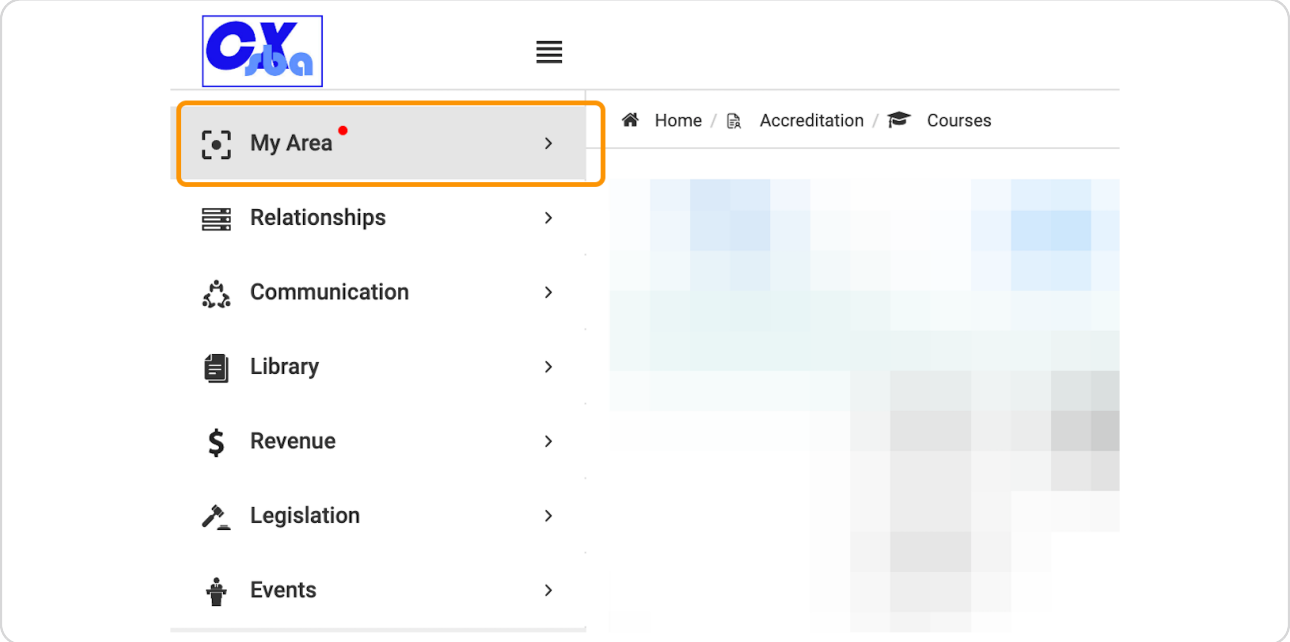
STEP 11

Click Accreditation and select your favorite on the star to specify the Award, Course, Class or Venue you wish to be part of the favorite list



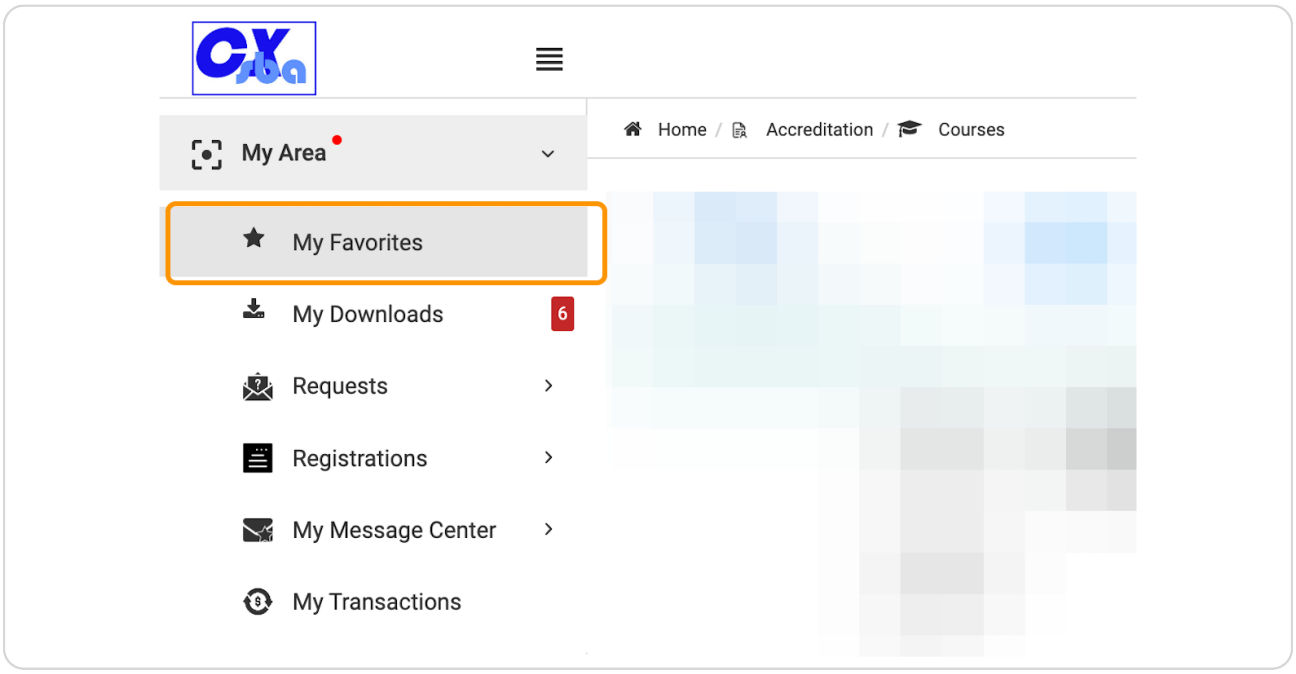
STEP 12

Click on My Area to view your favorite items



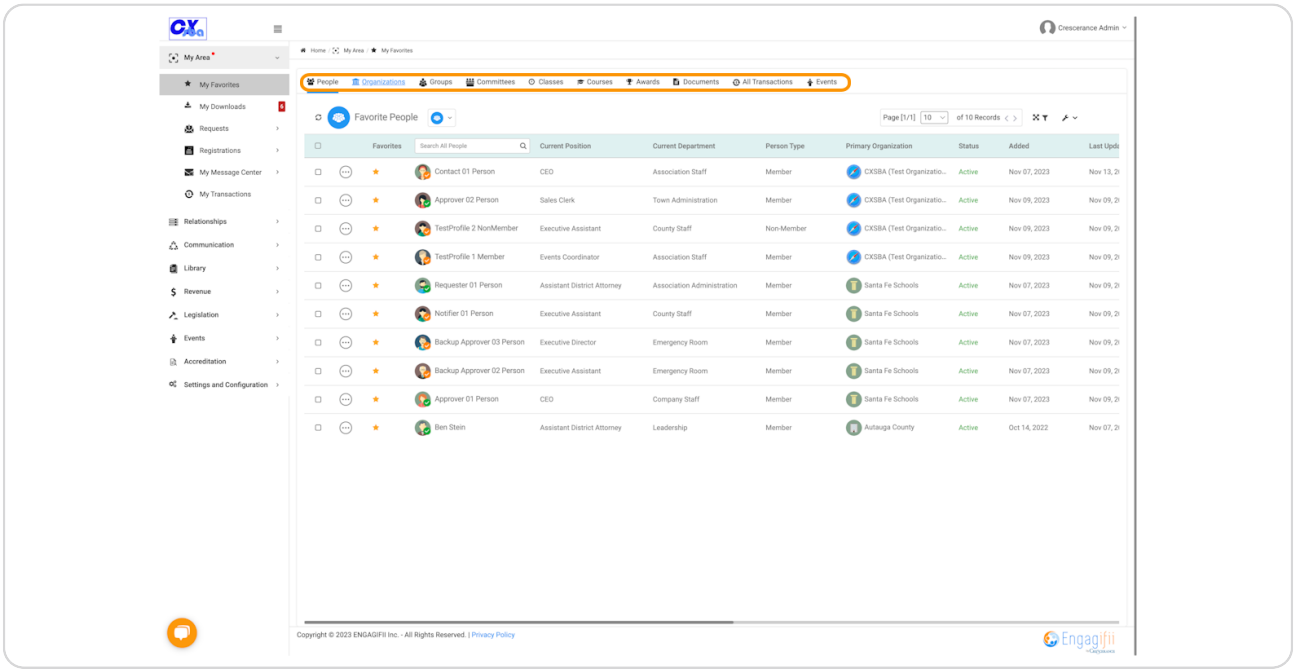
STEP 13

Click on My Favorites



STEP 14

Click on the module to specify the favorite list you wish to view



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