

# Marking and Finding Favorites

14 Steps [View most recent version](#) 

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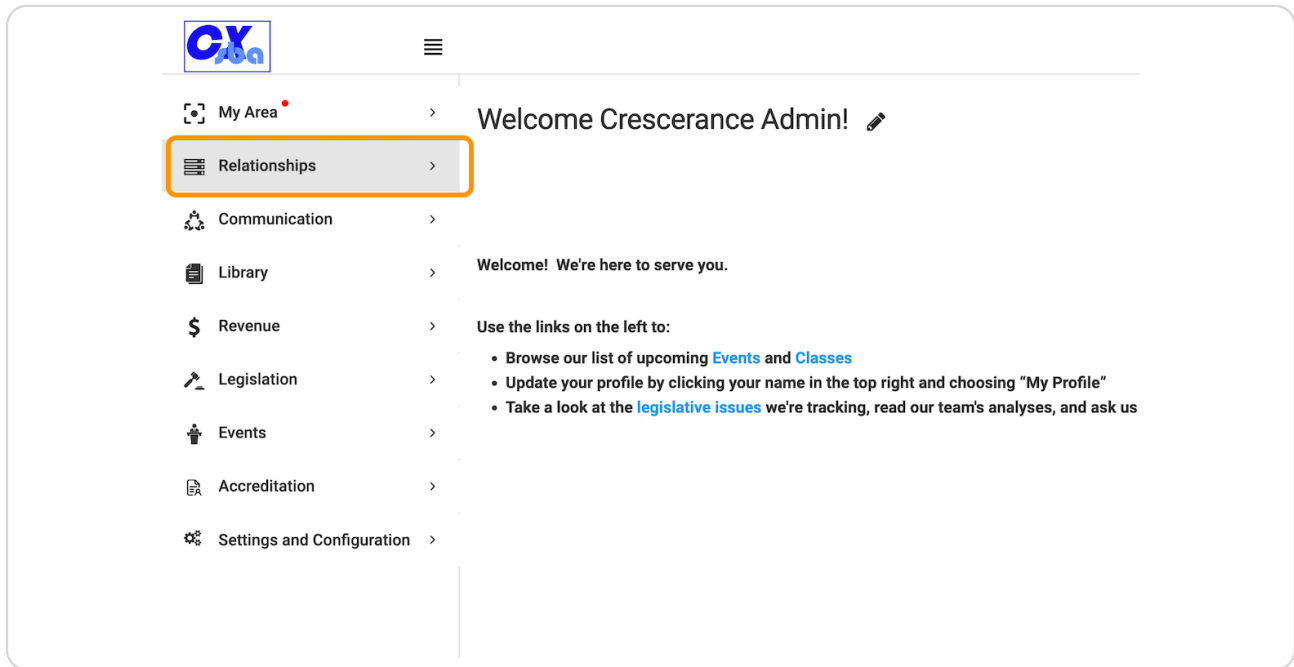
Created by  
Engagifii Inc.

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November 13, 2023

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November 21, 2023

## STEP 1

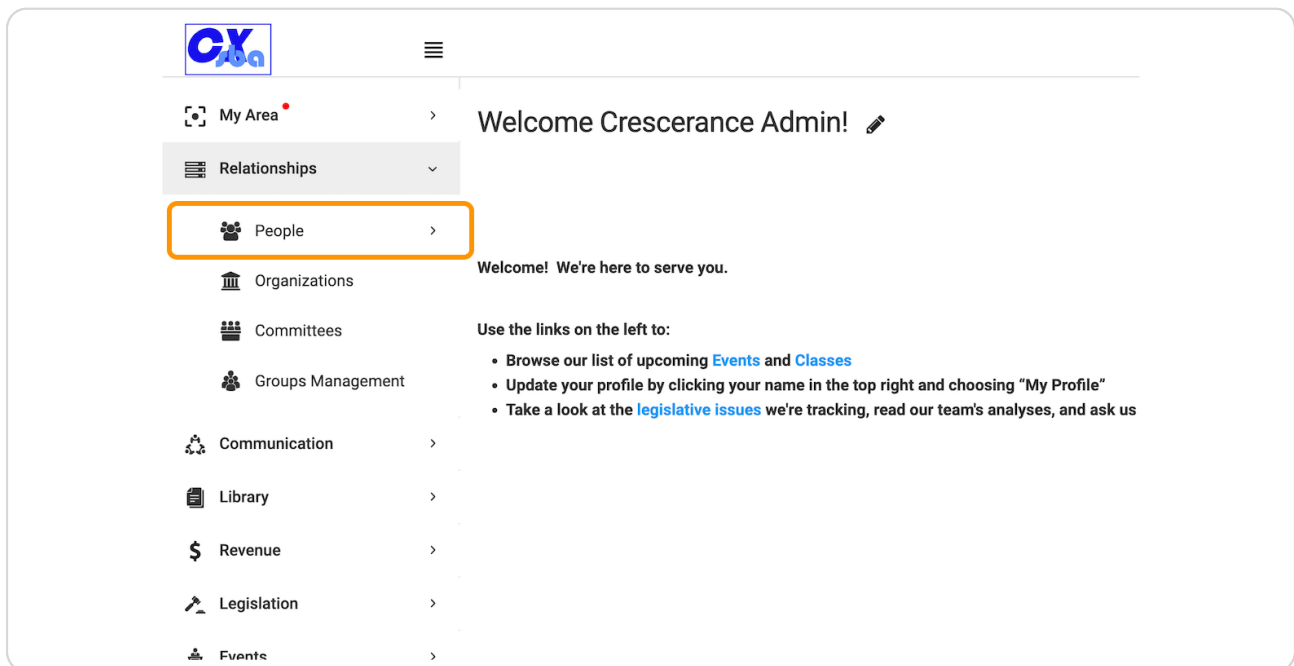
### Click on Relationships



The screenshot shows the CX Admin interface. The top left corner features the CX logo and a hamburger menu icon. Below the logo is a navigation sidebar with the following items: My Area, Relationships, Communication, Library, Revenue, Legislation, Events, Accreditation, and Settings and Configuration. The 'Relationships' item is highlighted with an orange border. The main content area on the right displays a welcome message: 'Welcome Crescerance Admin!' with an edit icon. Below this is another welcome message: 'Welcome! We're here to serve you.' followed by a section titled 'Use the links on the left to:' with three bullet points: 'Browse our list of upcoming Events and Classes', 'Update your profile by clicking your name in the top right and choosing "My Profile"', and 'Take a look at the legislative issues we're tracking, read our team's analyses, and ask us'.

## STEP 2

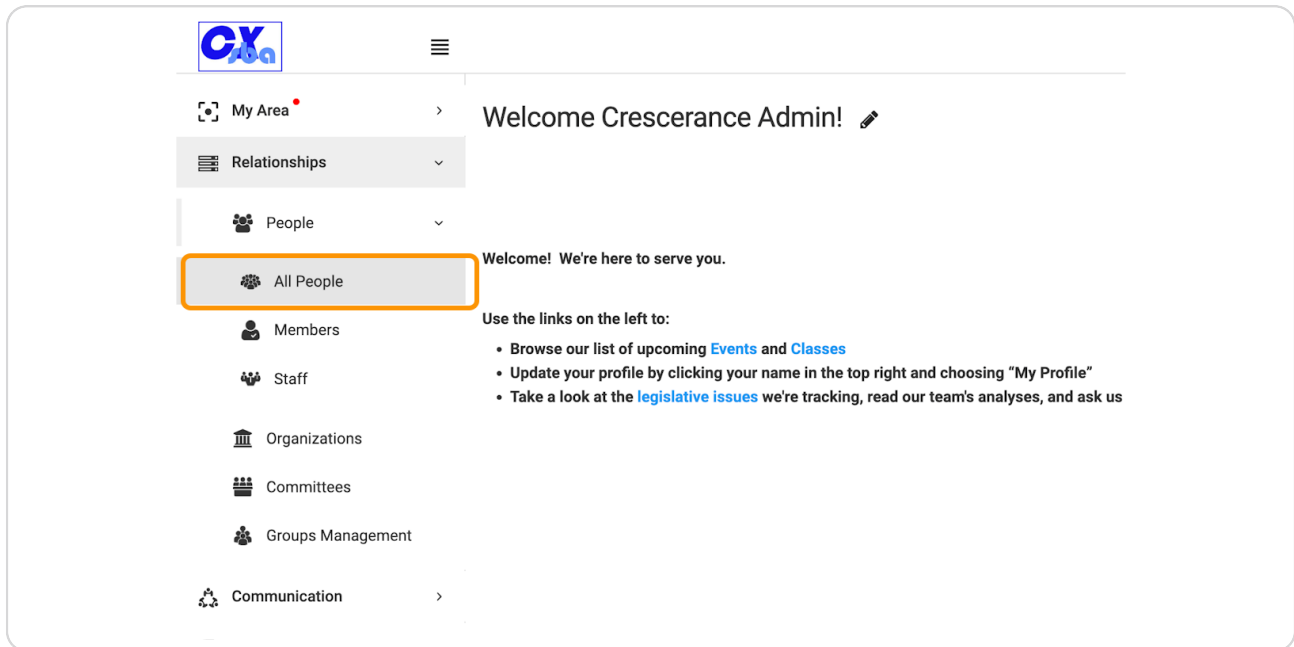
### Click on People



The screenshot shows the CX Admin interface with the 'Relationships' menu item expanded. The 'People' sub-menu item is highlighted with an orange border. The main content area on the right displays a welcome message: 'Welcome Crescerance Admin!' with an edit icon. Below this is another welcome message: 'Welcome! We're here to serve you.' followed by a section titled 'Use the links on the left to:' with three bullet points: 'Browse our list of upcoming Events and Classes', 'Update your profile by clicking your name in the top right and choosing "My Profile"', and 'Take a look at the legislative issues we're tracking, read our team's analyses, and ask us'.

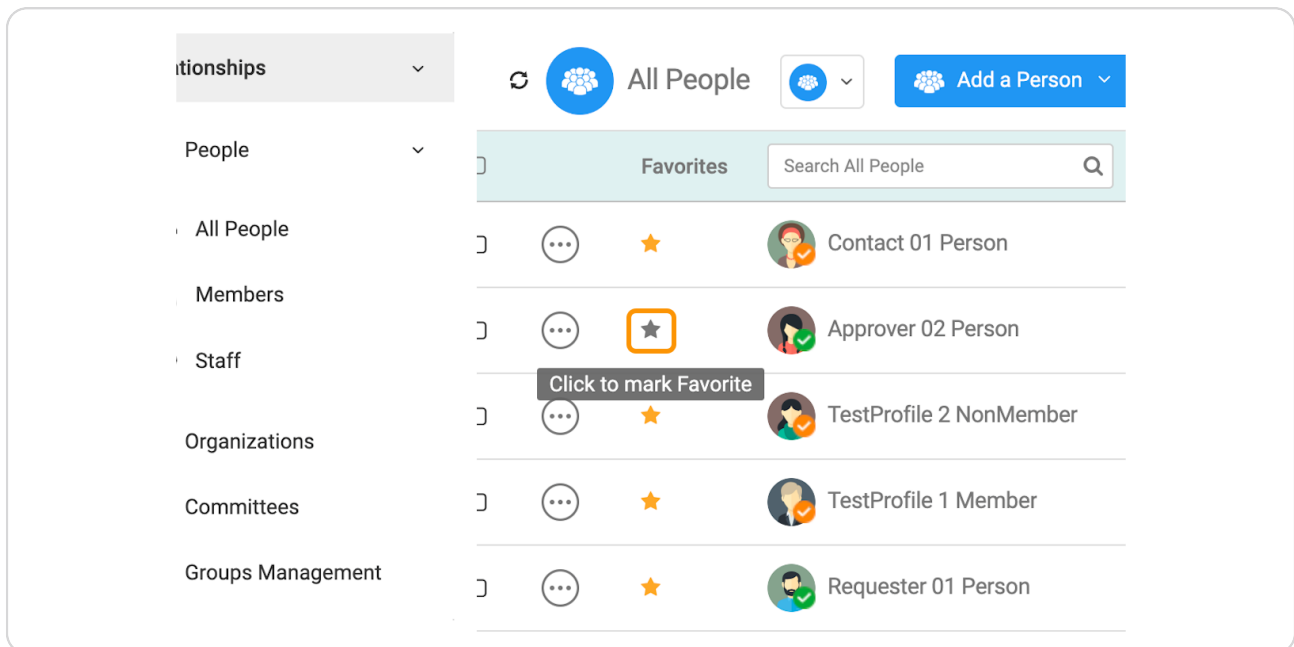
### STEP 3

## Click on All People



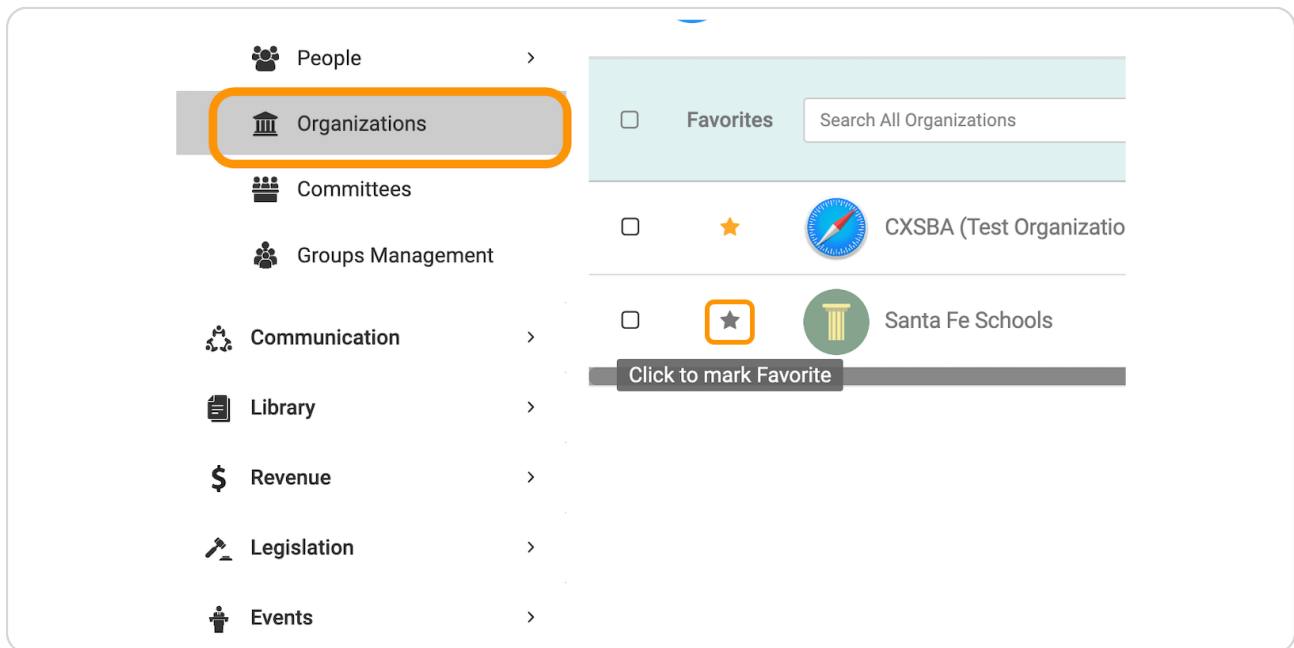
### STEP 4

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



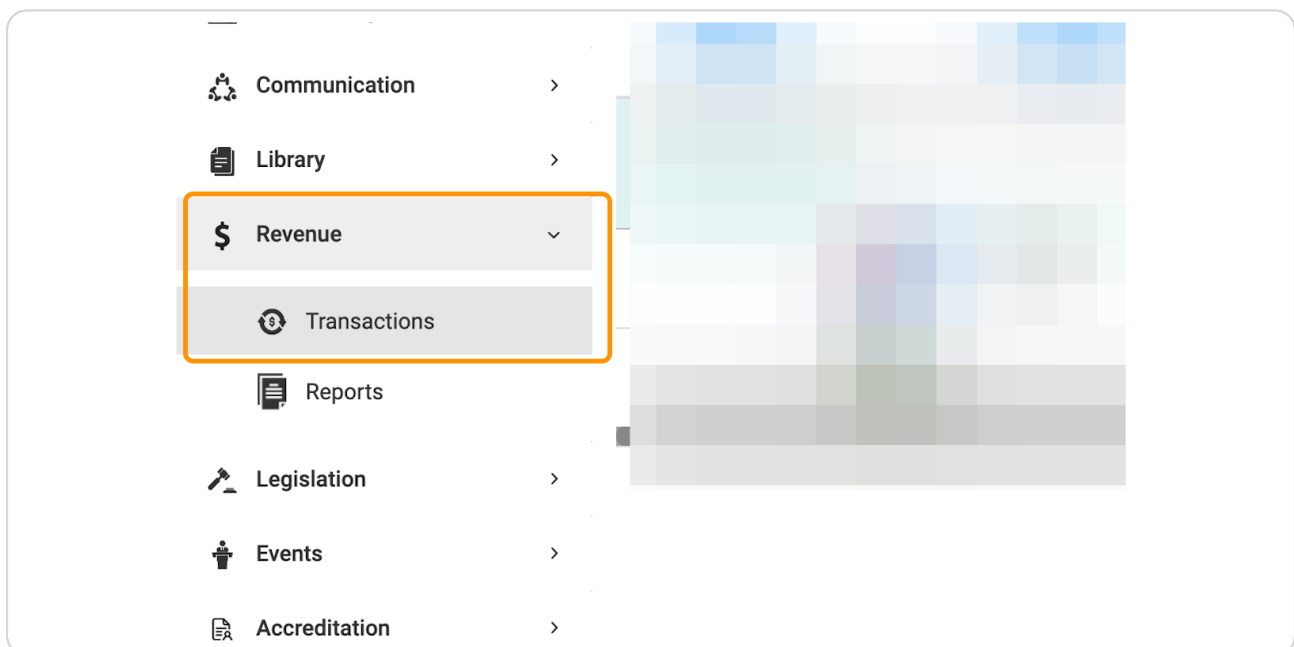
## STEP 5

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



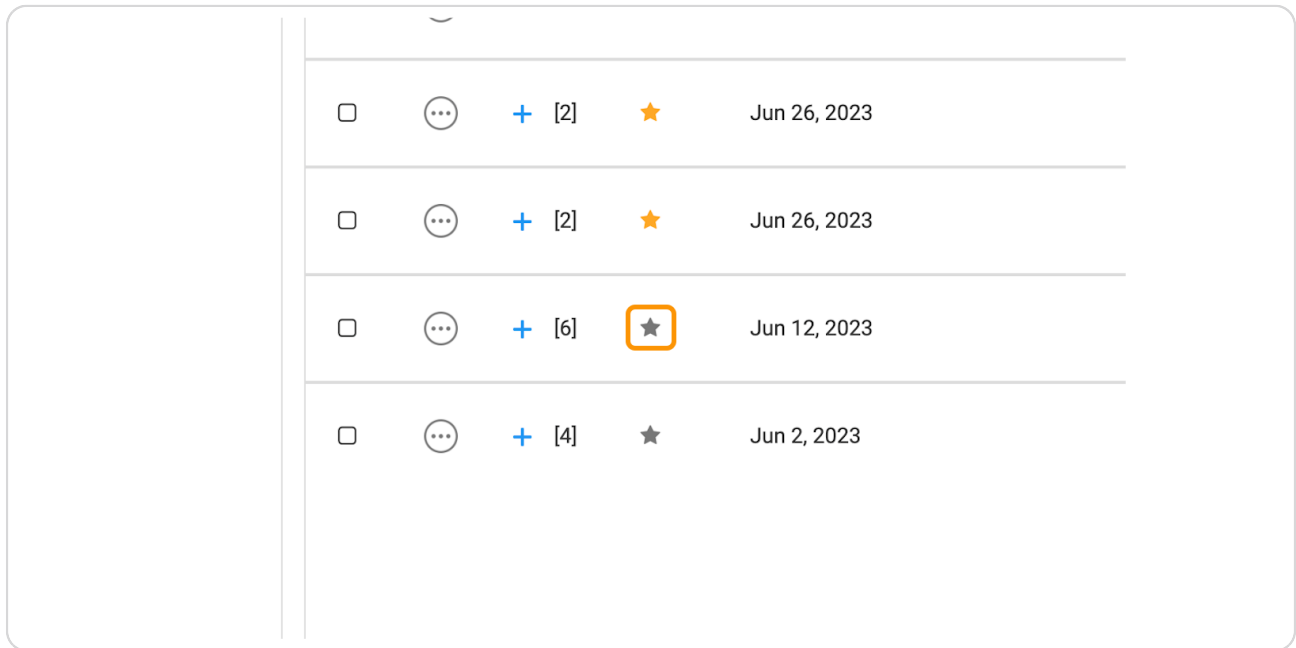
## STEP 6

To favorite financial transactions, click on Revenue and then Transactions



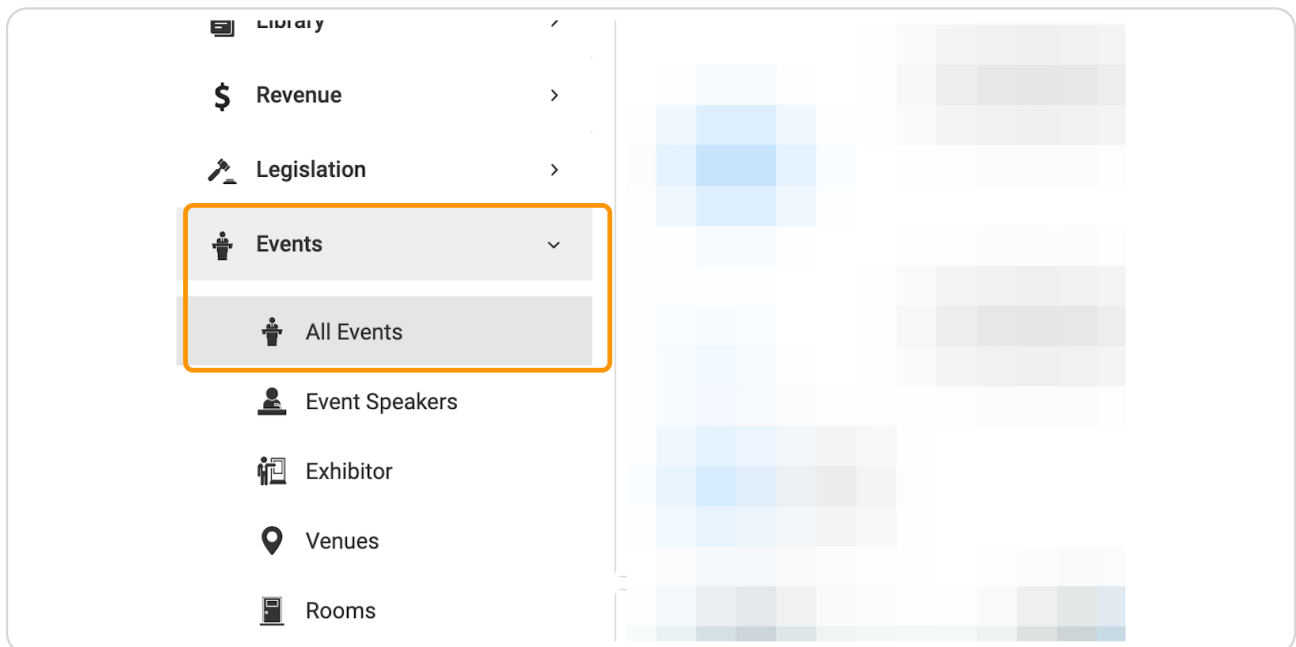
### STEP 7

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



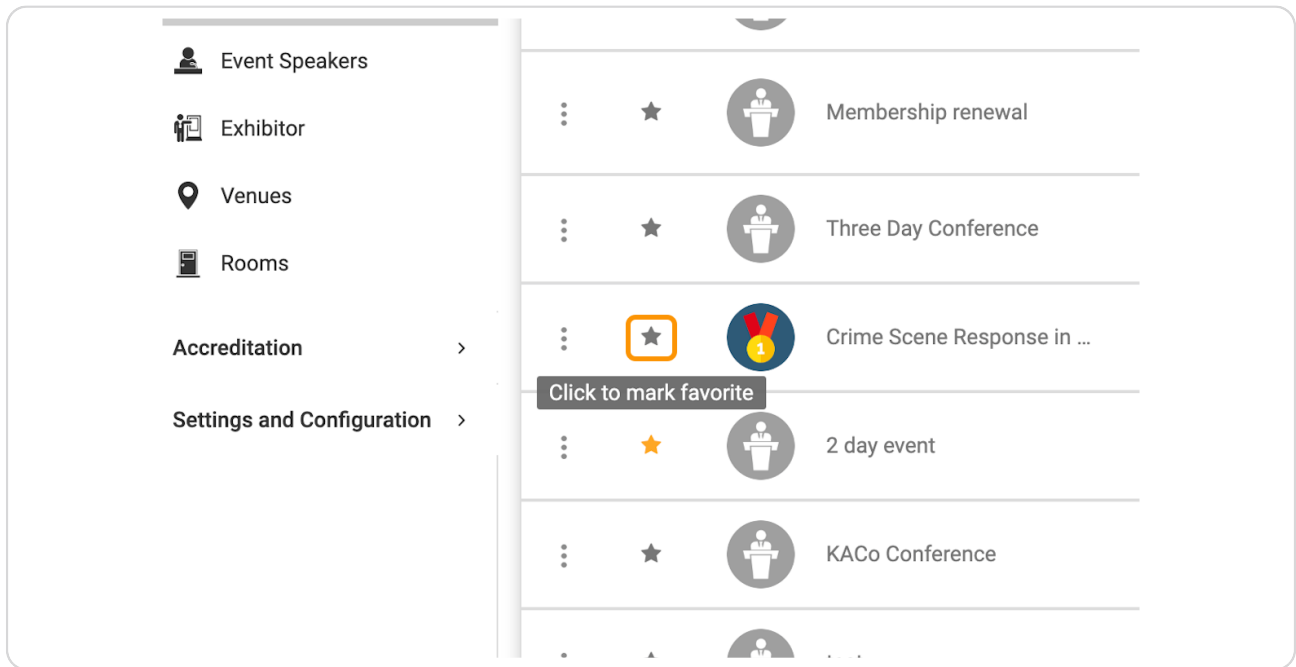
### STEP 8

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



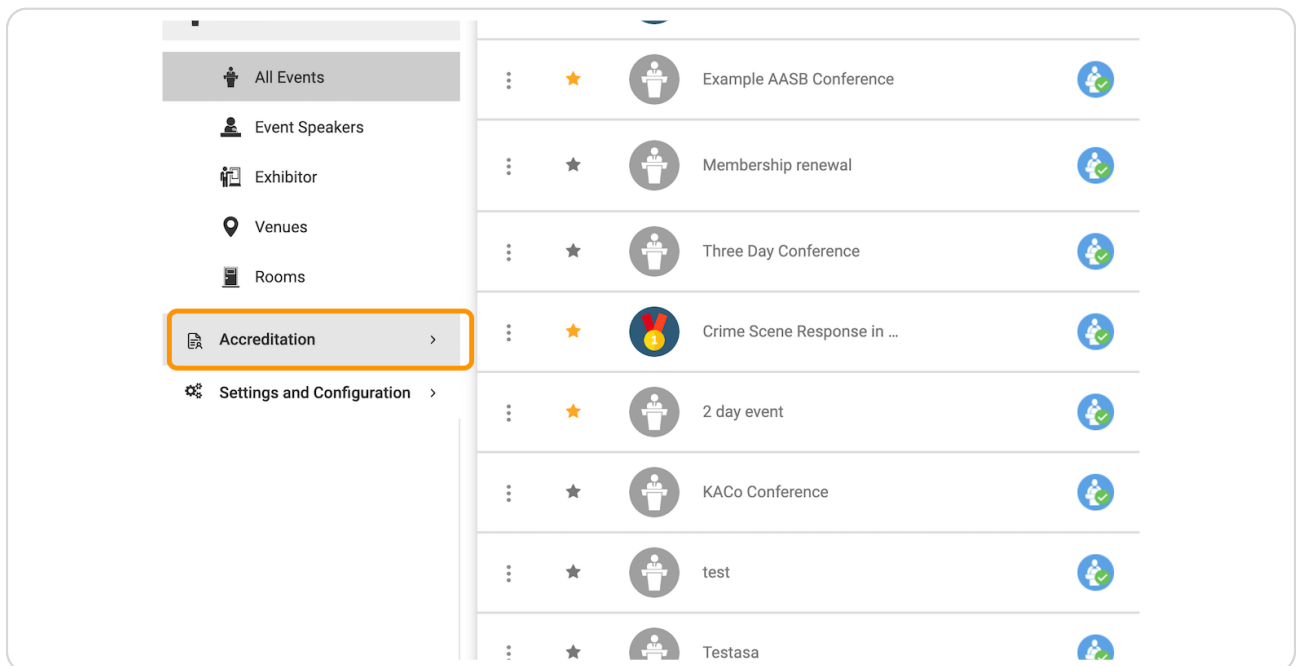
## STEP 9

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



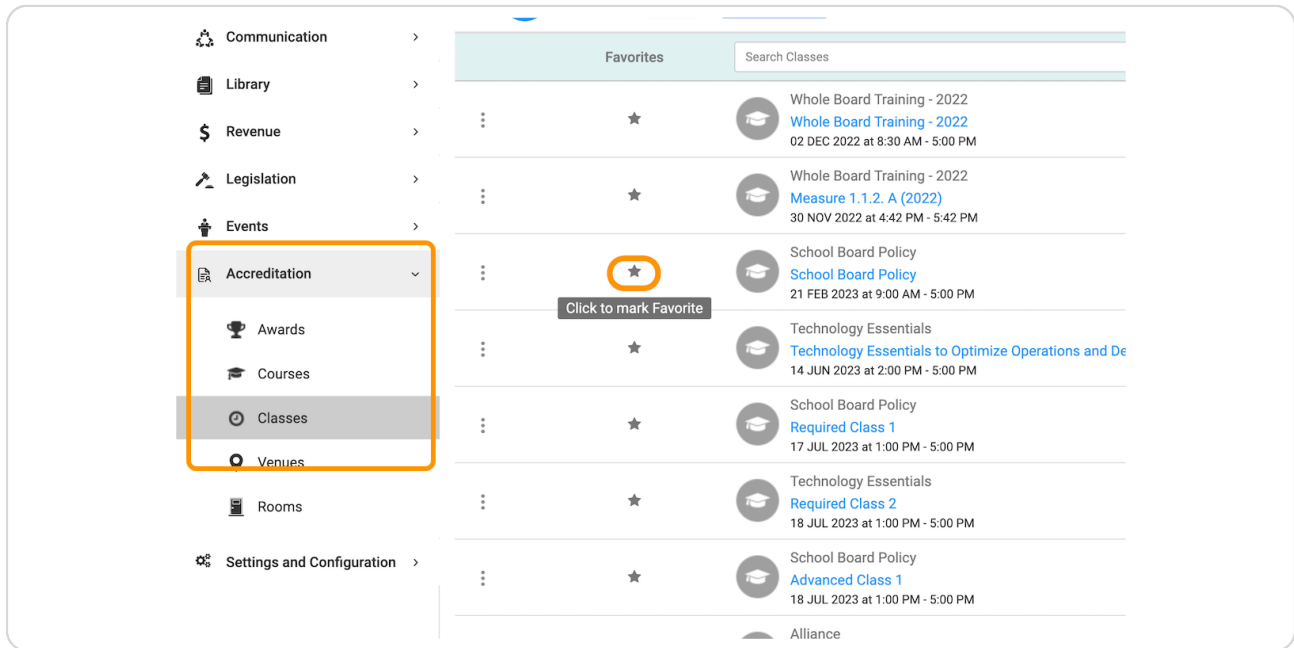
## STEP 10

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

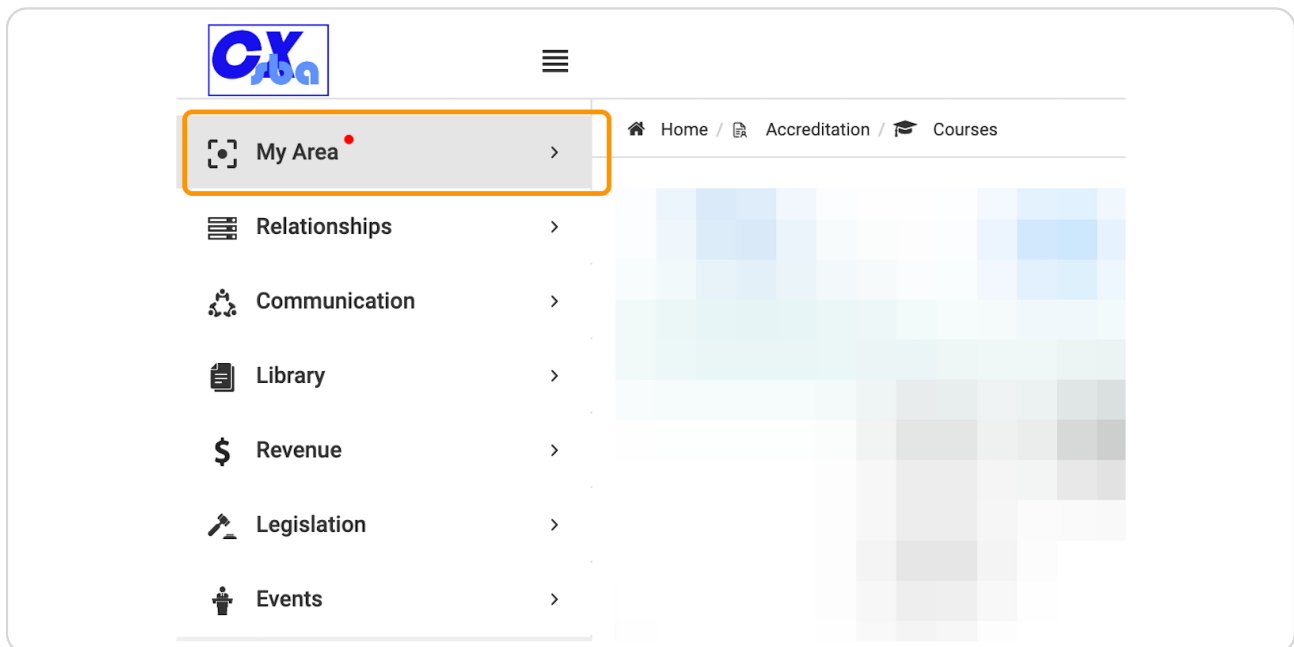


The screenshot shows a sidebar menu on the left with the following items: Communication, Library, Revenue, Legislation, Events, Accreditation (highlighted with an orange box), Awards, Courses, Classes, Venues, Rooms, and Settings and Configuration. The main content area is titled 'Favorites' and contains a search bar and a list of items. The list items are:

- Whole Board Training - 2022  
Whole Board Training - 2022  
02 DEC 2022 at 8:30 AM - 5:00 PM
- Whole Board Training - 2022  
Measure 1.1.2. A (2022)  
30 NOV 2022 at 4:42 PM - 5:42 PM
- School Board Policy  
School Board Policy  
21 FEB 2023 at 9:00 AM - 5:00 PM (Star icon highlighted with an orange circle and tooltip 'Click to mark Favorite')
- Technology Essentials  
Technology Essentials to Optimize Operations and De  
14 JUN 2023 at 2:00 PM - 5:00 PM
- School Board Policy  
Required Class 1  
17 JUL 2023 at 1:00 PM - 5:00 PM
- Technology Essentials  
Required Class 2  
18 JUL 2023 at 1:00 PM - 5:00 PM
- School Board Policy  
Advanced Class 1  
18 JUL 2023 at 1:00 PM - 5:00 PM
- Alliance

## STEP 12

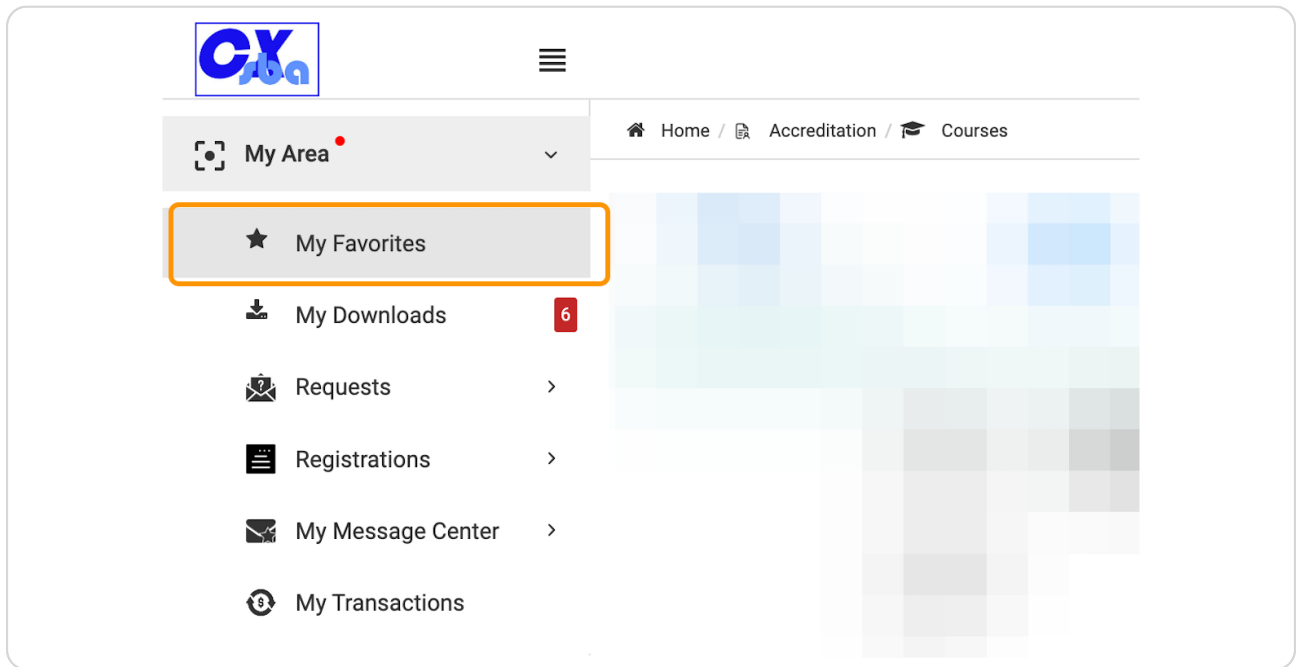
Click on My Area to view your favorite items



The screenshot shows a sidebar menu on the left with the following items: My Area (highlighted with an orange box), Relationships, Communication, Library, Revenue, Legislation, and Events. The main content area shows a breadcrumb trail: Home / Accreditation / Courses. The background of the main content area is blurred.

### STEP 13

## Click on My Favorites



### STEP 14

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

