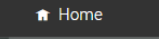


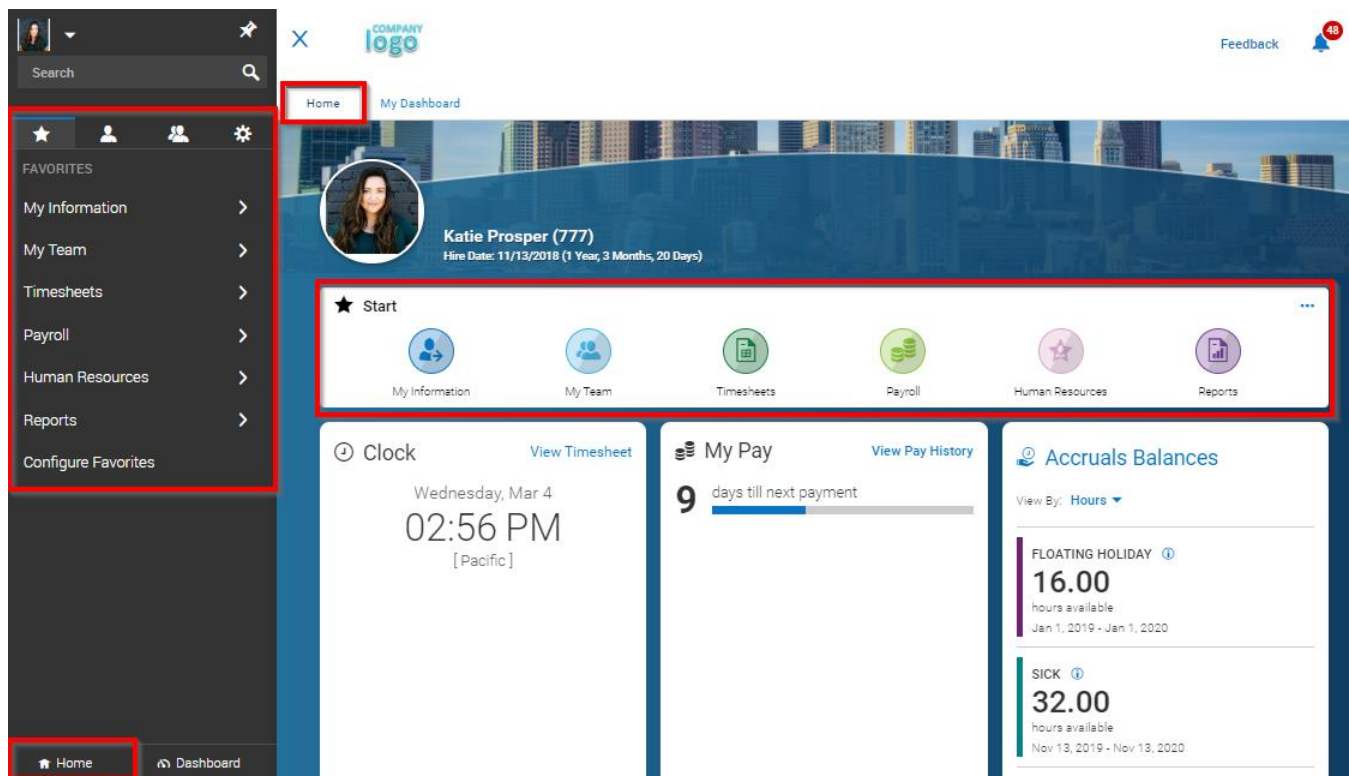
# Start/Favorites Configuration

Use these instructions to configure the start/favorites menu. **Please note that these configurations are inherently linked together, so any change to one will also change the other.**

Navigate to

**Option 1:** Open The Favorites Menu  and Click Configure Favorites at the bottom 

**Option 2:** Go to the Home Dashboard  and select the ellipses  in the upper right corner of the Start Widget.




1. You should now see the Start Widget Configuration Page with the following fields:
  - a. Name: Use this to change the name of the configuration
  - b. Categories: Choose up to 10 categories to add additional category options
  - c. Each category starts with a name (I.e. My Information)
  - d. Choose an Icon, color or upload a photo

2. Within each category you can have up to 10 links each with their own label that are either external or internal links
  - a. **External Links** are for links that will open in a new window of the browser to redirect users to another site.

- b. **Internal Links** are for shortcuts within the system. Type in the keyword to bring up related link options and select the desired link.

3. You can also relabel the link to your preferred label

LABEL		RESOURCE
	<input type="text" value="My Current Timesheet"/>	<input type="button" value="SET AS EXTERNAL LINK"/> <input type="button" value="SET AS INTERNAL LINK"/> Timesheet

4. Click **Save** to save your changes.
5. Click **the back arrow** to leave the configuration settings.

Important Notes: Look and Feel settings on the right are not currently supported in the new user interface.