

Manage Favorites in MedHub

MedHub Favorites

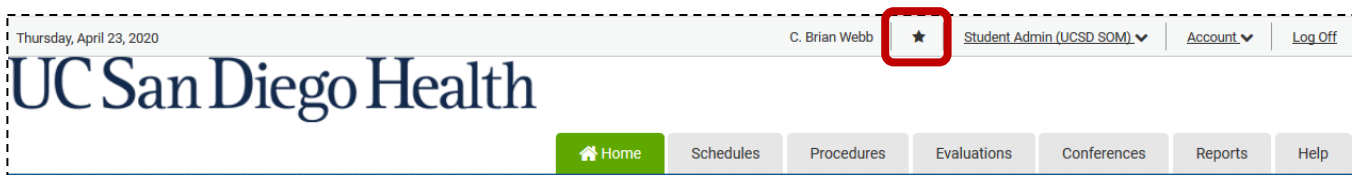
Establishing “Favorites” [★] create shortcuts to desired MedHub pages/functions without repeating a series of menu selections. The Favorite option is available in most screens throughout MedHub.

The Favorites function needs to be activated first and then favorites can be added and updated.

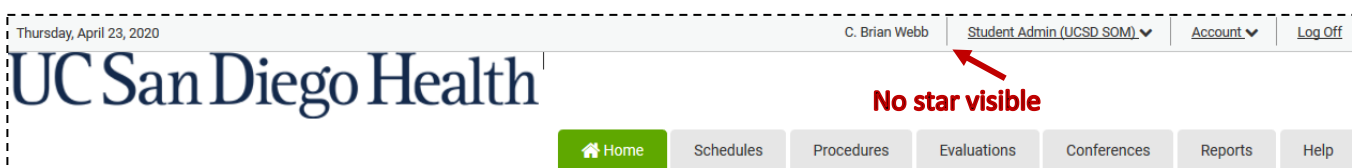
Turning on Favorites

If you see a star [★] to the right of your name in the top right corner of MedHub, then Favorites is activated already.

Favorites active



Favorites inactive

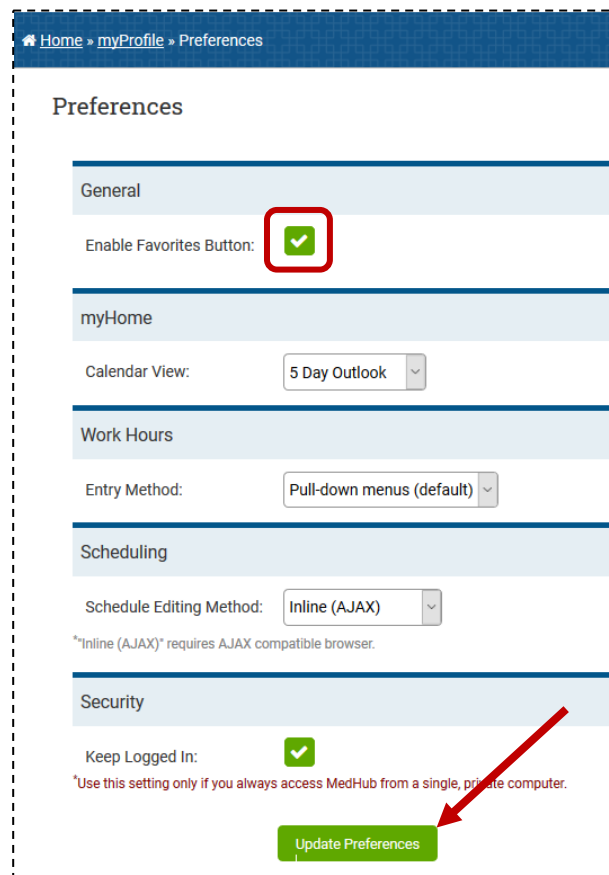


If you do not see the star [★], then Favorites need to be activated.

Follow these steps to turn on Favorites:

- From the top menu bar, select:
 - Account > User Preferences
- Under the ‘General’ section, check the box to “Enable Favorites Button: ”.
- At the bottom of the screen, click on the green button to **[Update Preferences]**.

You should now see the Favorites Star [★] next to your name on the menu bar.



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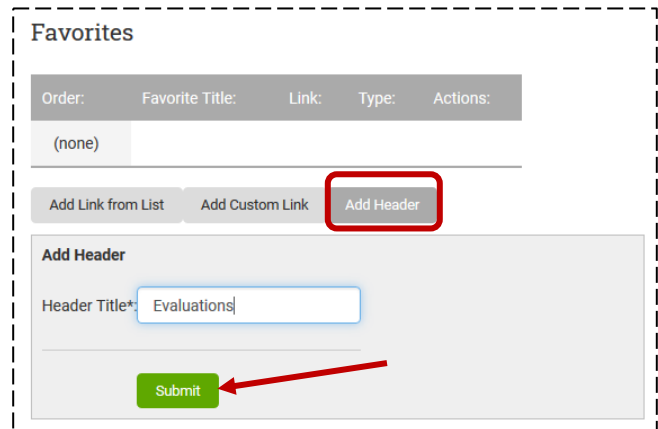
Creating and Managing Favorites

Headers

When setting up favorites, “Headers” can be created to organize, group, or categorize the shortcuts.

Create a Header

- Put your cursor over the star [★] and select “Manage Favorites”.
- Click on Add Header at the bottom.
- Enter a Header title.
- Click the **Submit** button.
- Repeat previous step to add additional headers.
- Order doesn’t matter at this point, as Favorites – including Headers – can be reordered as desired.

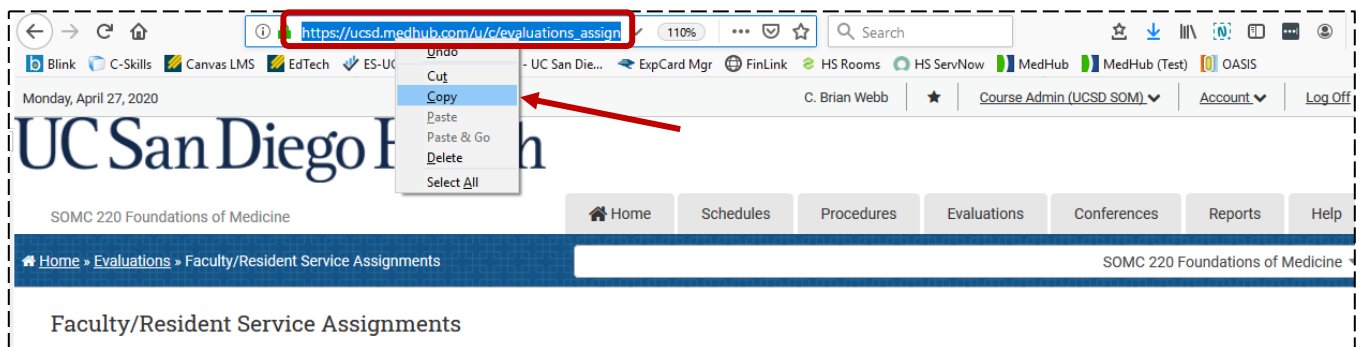


Favorites

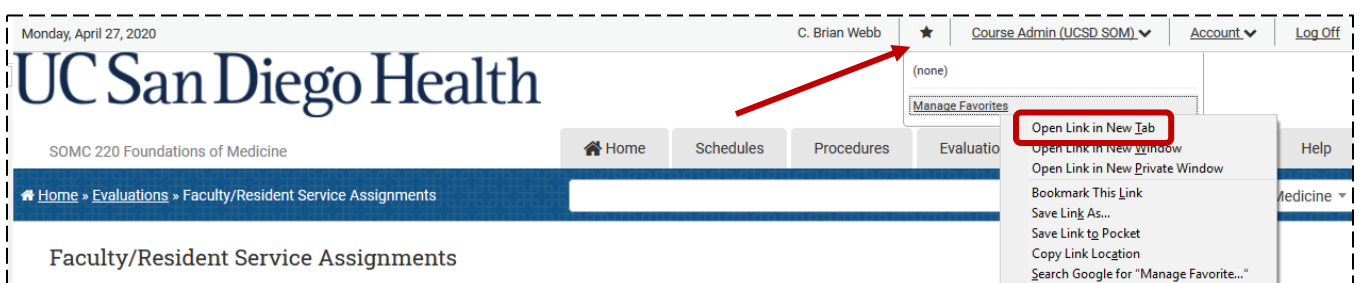
Clicking – or right-clicking (to open in a new tab or window) on the star [★] is how to create, manage and use your Favorites.

Create a Favorite

- Make sure you are at the MedHub screen for which you want to add a Favorite.
- Copy the URL to the current MedHub page (‘right-click copy’ method shown).

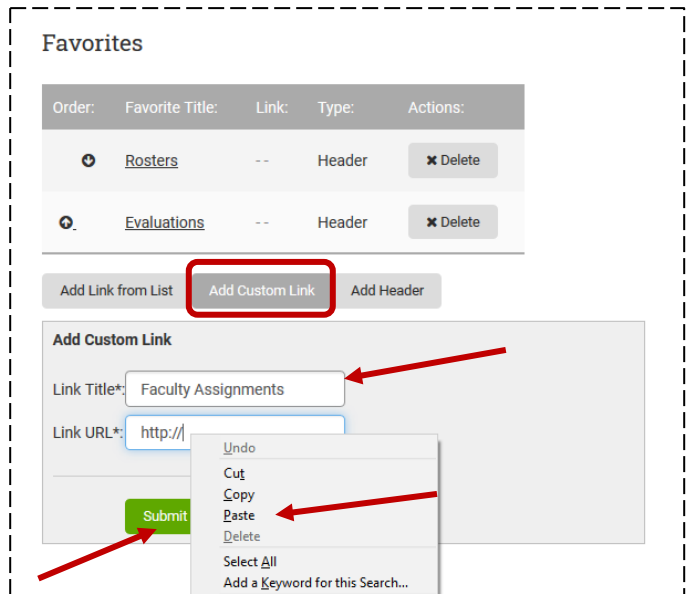


- Hover your cursor over the star [★] and right click on Manage Favorites.
- Select “Open in New Tab”.



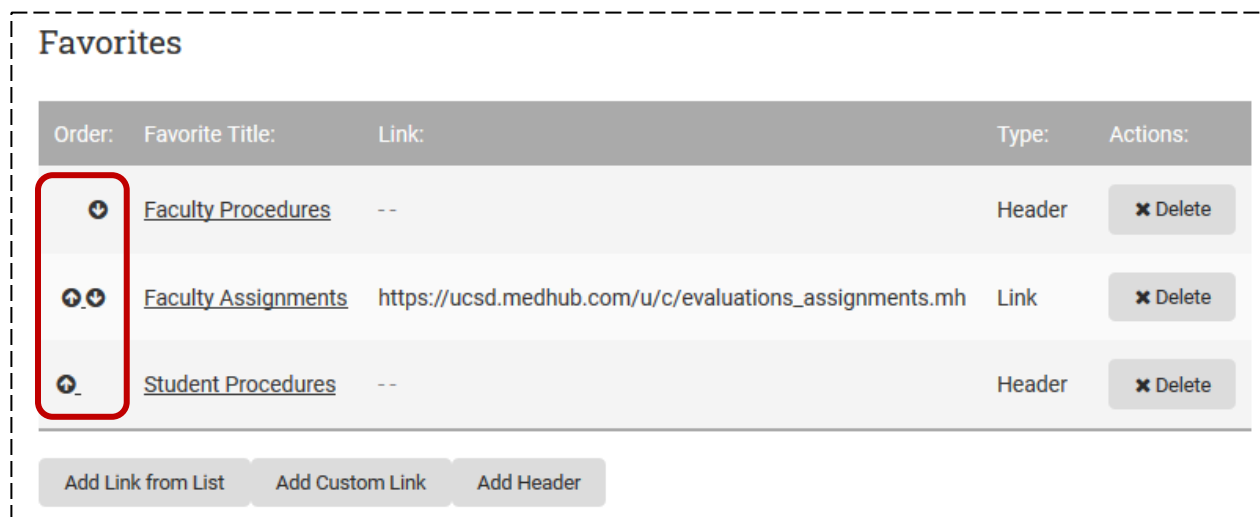
Manage Favorites in MedHub

- Click on the new tab for ‘Favorites’.
- Click on “Add Custom Link”.
- Add a name for your favorite (i.e., Faculty Assignments, Faculty Search, Student Search, etc.) in the “Link Title” field.
- Paste the URL in the “Link URL” field (‘right-click paste’ method shown).
- Click the **Submit** button.



Reorder Favorites

- Move the position of any favorite by clicking the up and down arrows to the left of the favorite.



View Favorites

Click the star [★] from anywhere in MedHub to view your favorites.

- Click on the desired favorite link to launch that page in MedHub.

