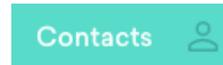


How to Add a Contact Record as a Favourite

Some Contact records may need to be accessed more often than others. These records can be added as 'Favourites', making it easier to locate them quickly. To add a record as a Favourite:

- Hover over **Contacts** and select the relevant database, such as **Participants**



- Search for the record using the **Search** box

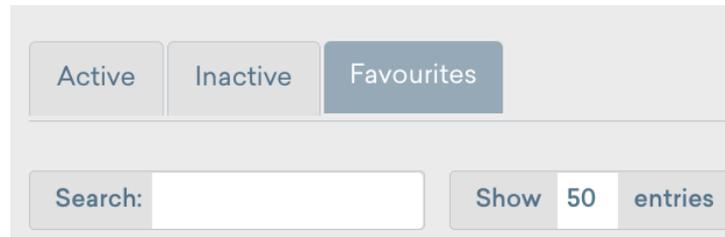
- Click on the **Eye** icon to the right of the record



- Click on the **Star** icon



The record will now be added to the Favourites list and can be accessed from the Favourites tab when viewing the Contact database for that record type.



The screenshot shows a user interface with three tabs: 'Active', 'Inactive', and 'Favourites'. The 'Favourites' tab is selected and highlighted. Below the tabs is a search bar with the text 'Search:' and an empty input field. To the right of the search bar is a 'Show' button, followed by a dropdown menu showing '50' and the text 'entries'.