How to Favourite a Session Group

If a Session Group needs to be accessed regularly, this process can be made more efficient by adding the record as a 'Favourite'. To do this:

- Hover over Work and select **Session Groups**

- Search for the record using the search box

- Click on the name of the record

- Select the **Star** icon to add the record as a favourite

The favourite record can now be accessed quickly by selecting the **Favourites** tab at the top of the Session Group database.