


FAQ – How do I add a list of favourite records to my dashboard?

Users can mark the Views records that they access most frequently as 'Favourites'. This can be done by selecting the  icon in the top-right of any record. To add a list of 'Favourite' records to your Views home screen dashboard:

- From the home screen, select **Customise Dashboard** from the menu on the left-hand side
- Click on the *pencil* icon to the right of the relevant dashboard 
- Select **Favourites** in the **Add a widget** field
- Under **Theme**, select the area of the system that you want to list favourites from, such as **Contacts**
- Under **Theme Module**, select the type of record that you wish to list favourites for, such as **Participants**
- Click **Add**

A new table of Favourite records will be added to your dashboard. This process can be repeated to add other types of Favourites to your dashboard if required.