

## *Favorites Menu*

The Favorites Menu allows users to pin preferred menu options. Favorited menu options can be managed and customized.

### **Steps to Navigate to the “Favorites Menu”**

**Step 1:** Select the Favorites icon\* sidebar\*\* menu option\*\*\*.

*\* To view a list of icons and buttons used in Client Track HMIS, see Chapter:1: HMIS ClientTrack Basics/Key Terminology and Navigation/Icons and Buttons in the “HMIS Basic User 2025 Manual”.*

*\*\* For terminology regarding HMIS spaces, go to Chapter 1: HMIS Client Track Basics/General Navigation/General Page Anatomy and Page Terminology in the “HMIS Basic User 2025 Manual”.*

*\*\*\* To learn how to navigate to the Home and Client workspaces, see Chapter 2: Navigating in ClientTrack/General Navigation/Workspaces in the “HMIS Basic User 2025 Manual”.*

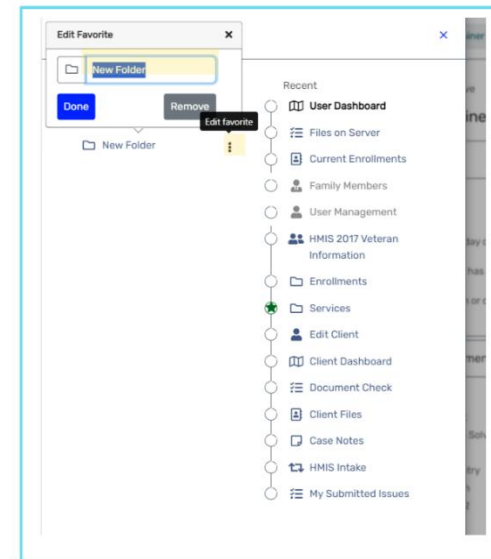
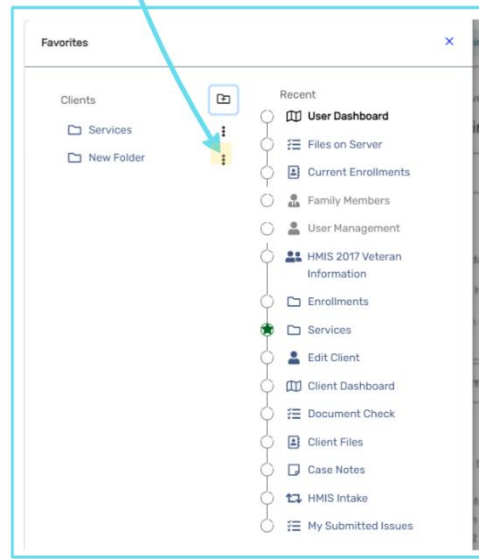
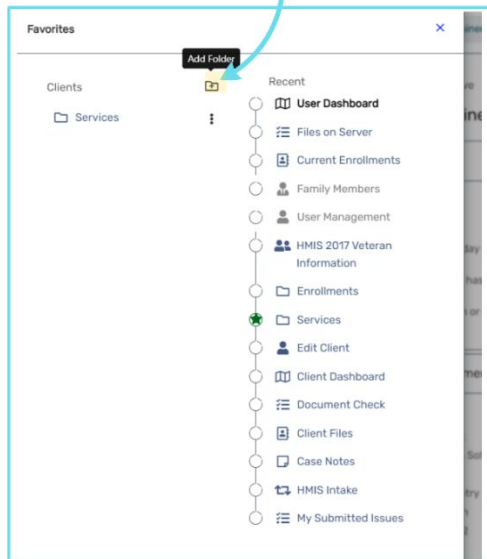
**Step 2:** A pop-out screen will appear.

## Adding Folders

1. Click the "Add Folder"

2. Click the "action" button to customize

3. Repeat "Customizing Icons and Names" steps above



*Tips and Tricks – Adding Folders to Favorites Call Out Menu*

## Tips and Tricks - Customizing Favorite Items



You can customize favorite Items by adding folders, editing favorite titles, and customizing favorite icons.

### Customizing Icons and Names

1. Click the "action" icon to edit favorite.

2. Click the inside the "Edit Favorite text" box or folder icon to customize.

