

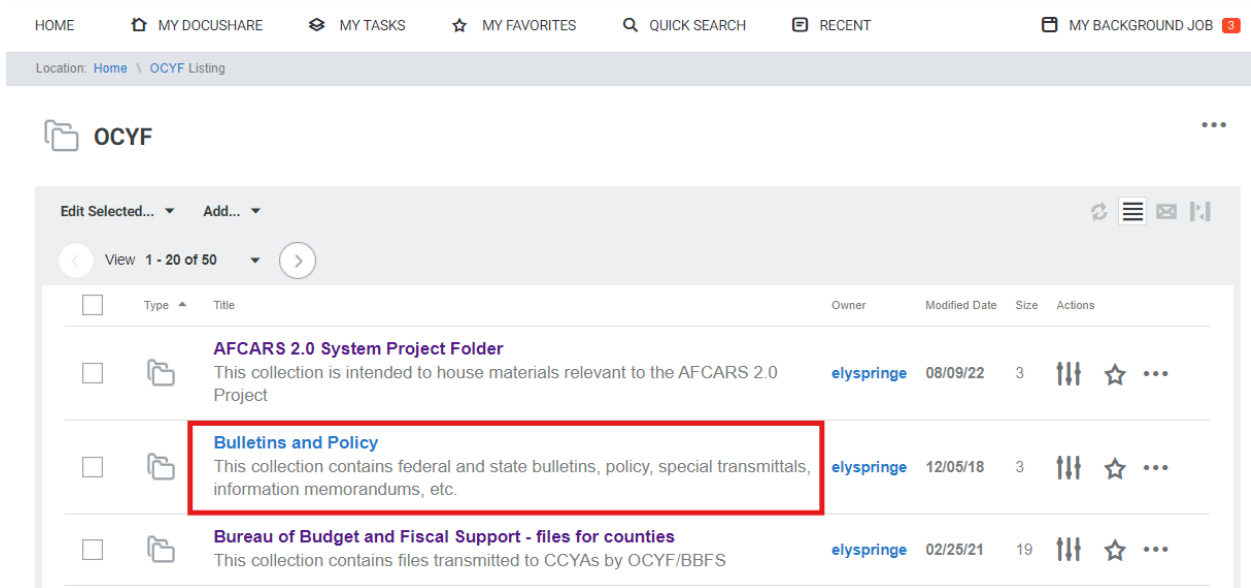
# DocuShare Favorites

## Overview:

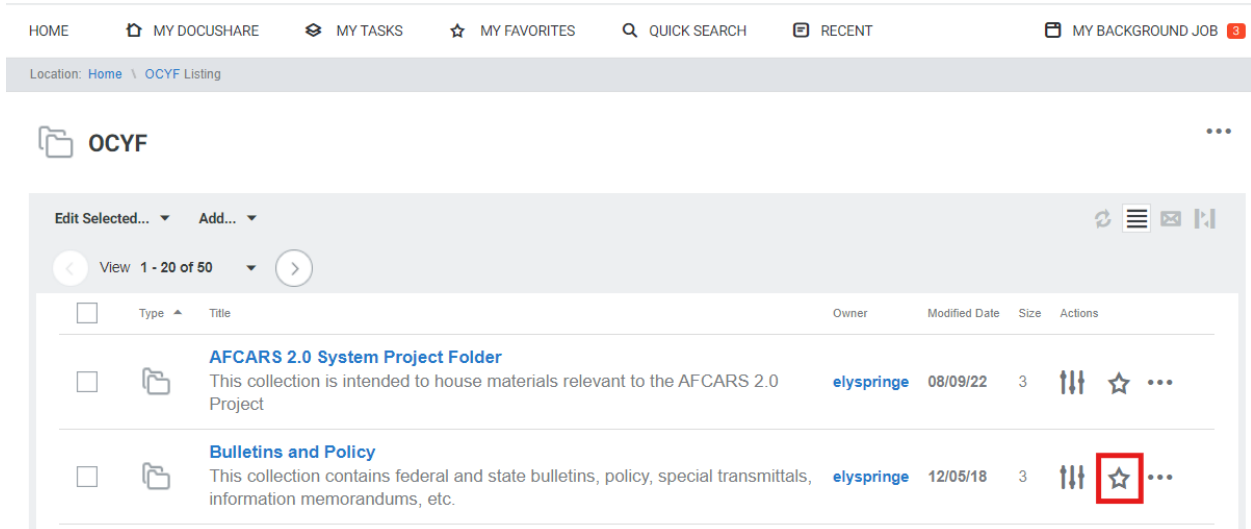
To conveniently access frequently used DocuShare objects, such as collections, folders, or a document, from a single location, add the object to your DocuShare Favorites. Any object you add as a favorite is a link to the original object, not a copy. If the original object is deleted, it will no longer appear in your Favorites. This document outlines creating, accessing, and removing objects from your DocuShare Favorites.

## Creating Favorites:

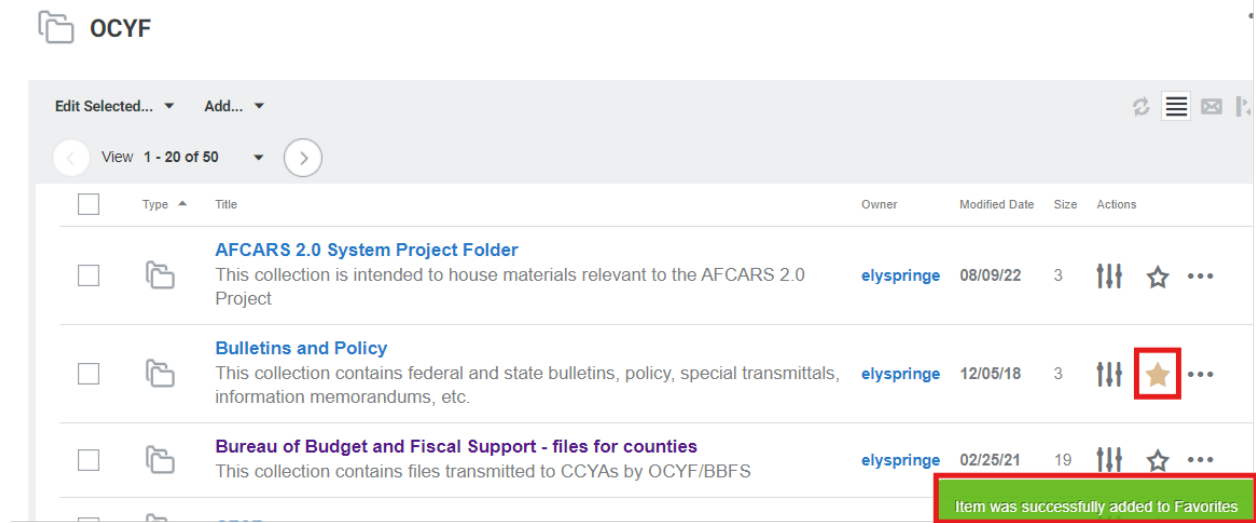
1. Locate the resource (This can be a specific collection or document) that you want to add to your Favorites.



2. In the row of the resource you want to save as a favorite, find the **star icon**.



3. Click the **star icon** to save the resource to your Favorites. When an item is successfully added to your Favorites, a green message stating, **“Item was successfully added to Favorites”** will slide out from the bottom, right hand side of your screen.



## Accessing Favorite

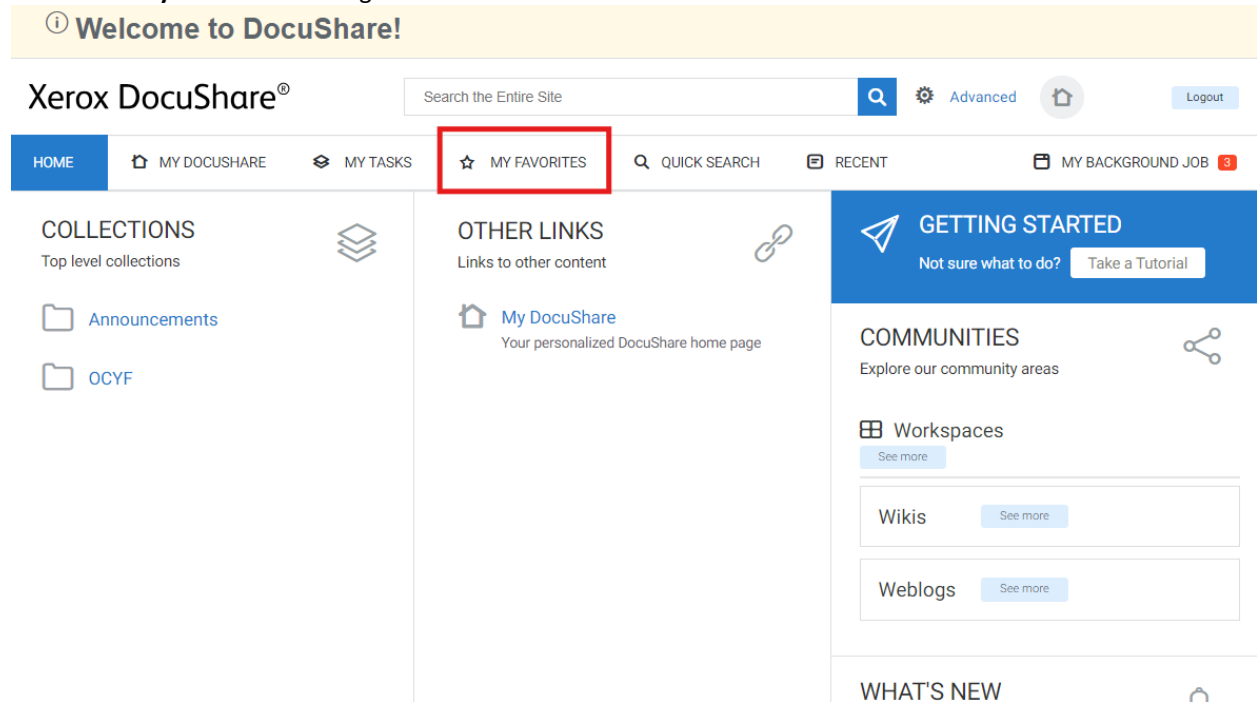
At any time, click the **My Favorites** heading to display your Favorites.

The screenshot shows the Xerox DocuShare homepage. At the top, there is a yellow banner that says "Welcome to DocuShare!". Below this is the Xerox DocuShare logo and a search bar. The navigation menu includes "HOME", "MY DOCUSHARE", "MY TASKS", "MY FAVORITES" (highlighted with a red box), "QUICK SEARCH", "RECENT", and "MY BACKGROUND JOB". The main content area is divided into three columns: "COLLECTIONS" (with sub-items "Announcements" and "OCYF"), "OTHER LINKS" (with "My DocuShare"), and "GETTING STARTED" (with a "Take a Tutorial" button). Below "GETTING STARTED" are sections for "COMMUNITIES" (with "Workspaces", "Wikis", and "Weblogs") and "WHAT'S NEW".

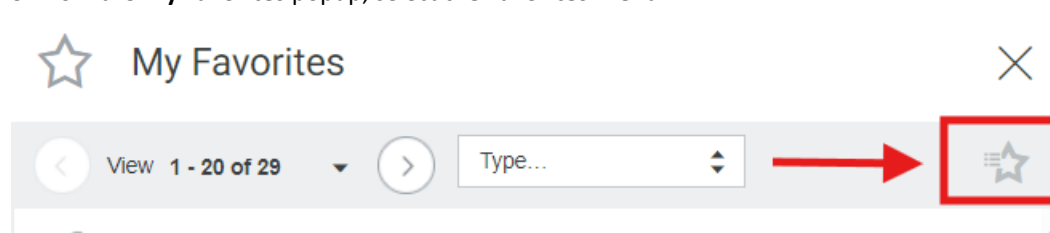
The screenshot shows a window titled "My Favorites" overlaid on the DocuShare interface. The window displays a list of favorite items, including "Bulletins and Policy", "Bureau of Policy, Programs and Operations", "Bureau of Policy, Programs, and Operations\_OCYF", and "Business Analyst". The window also shows a search bar and a "View 1 - 20 of 31" indicator.

## Removing Favorites:

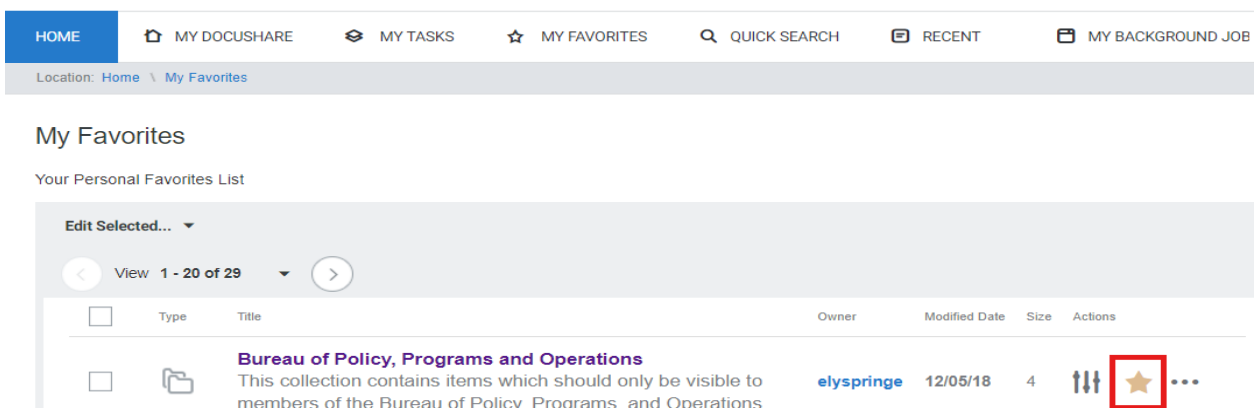
1. Log in to DocuShare – Navigate to **Home** if you are not automatically directed here.
2. Click the **My Favorites** heading.



3. From the **My Favorites** popup, select the **Favorites Menu**



4. You will be navigated to your My Favorites menu. Locate the star on the row of the resource you would like to remove from your Favorites.



5. Click the **star** to unselect the resource as a favorite

HOME MY DOCUSHARE MY TASKS MY FAVORITES QUICK SEARCH RECENT MY BACKGROUND JOB 3

Location: Home \ My Favorites

### My Favorites

Your Personal Favorites List

Edit Selected... ▾

View 1 - 20 of 29

<input type="checkbox"/>	Type	Title	Owner	Modified Date	Size	Actions
<input type="checkbox"/>		<b>Bureau of Policy, Programs and Operations</b> This collection contains items which should only be visible to members of the Bureau of Policy, Programs, and Operations	elyspringe	12/05/18	4	
<input type="checkbox"/>		<b>Bureau of Policy, Programs, and Operations_OCYF</b> Equipment log for all pc/workstation/mobile devices assigned to the BPPO Staff	elyspringe	10/01/19	4	
<input type="checkbox"/>		<b>Business Analyst</b> Resource Library for informed use by Systems and Data				

Item was successfully removed from Favorites

The object no longer appears in Favorites. However, the object still appears in its original location(s).