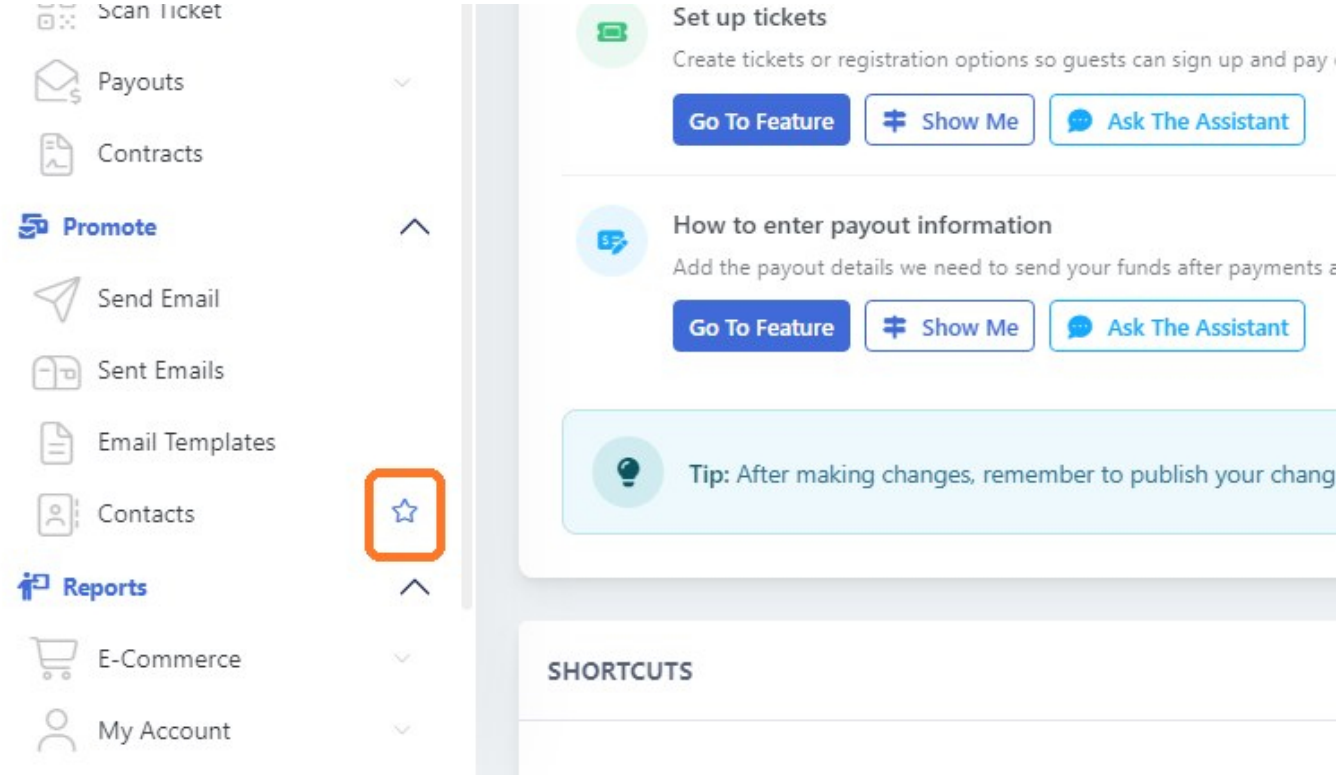
Adding Favorites to Your Dashboard Menu

Category: Settings and Preferences
Published: Oct 27, 2026
Reading Time: 2 min

Favorites let you pin the dashboard pages you use most to the top of the menu, so they're always one click away. Your favorites are personal: each manager has their own list on each site, and other managers don't see it.

Step 1: Star a page in the menu

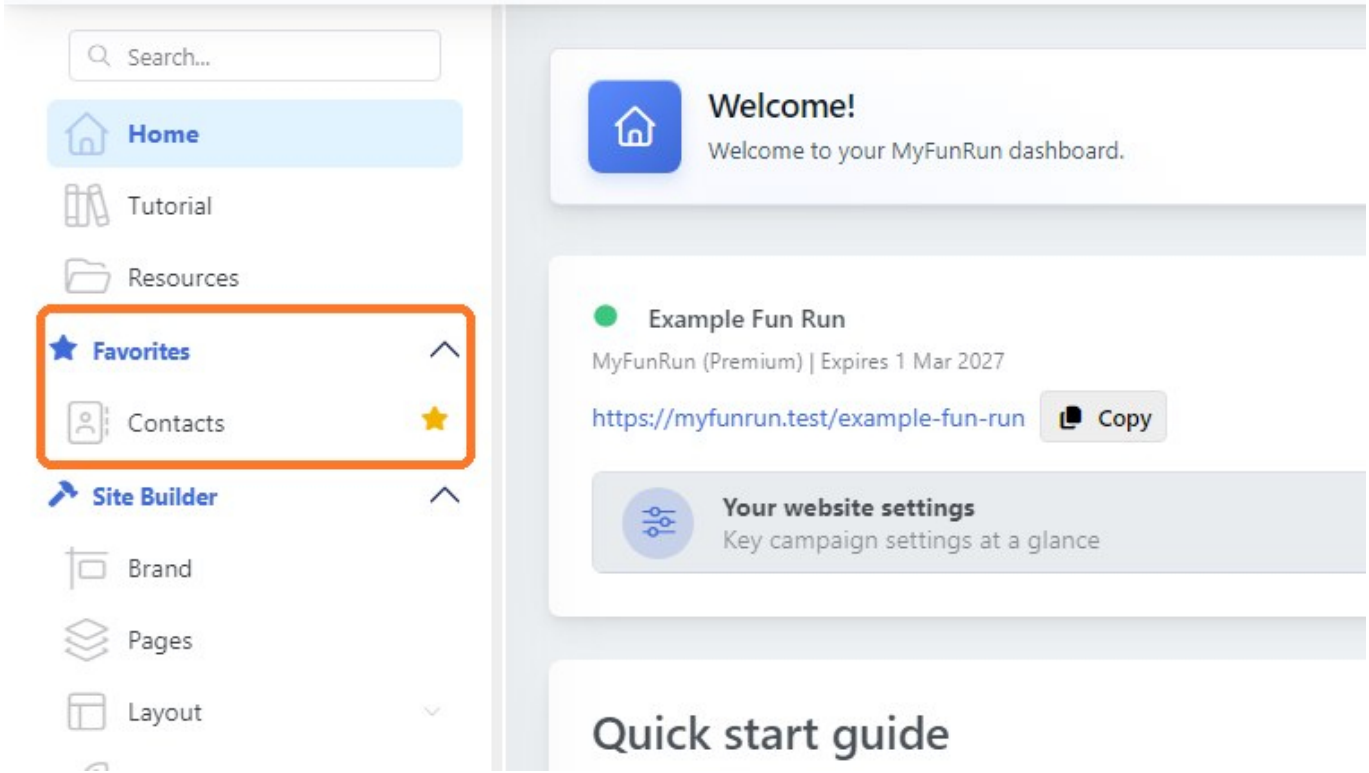
In the menu on the left, point to the page you want to add, for example **Contacts**. A star appears on the right. Click the star (**Add to favorites**).



Point to a page, then click its star.

Step 2: Find it under Favorites

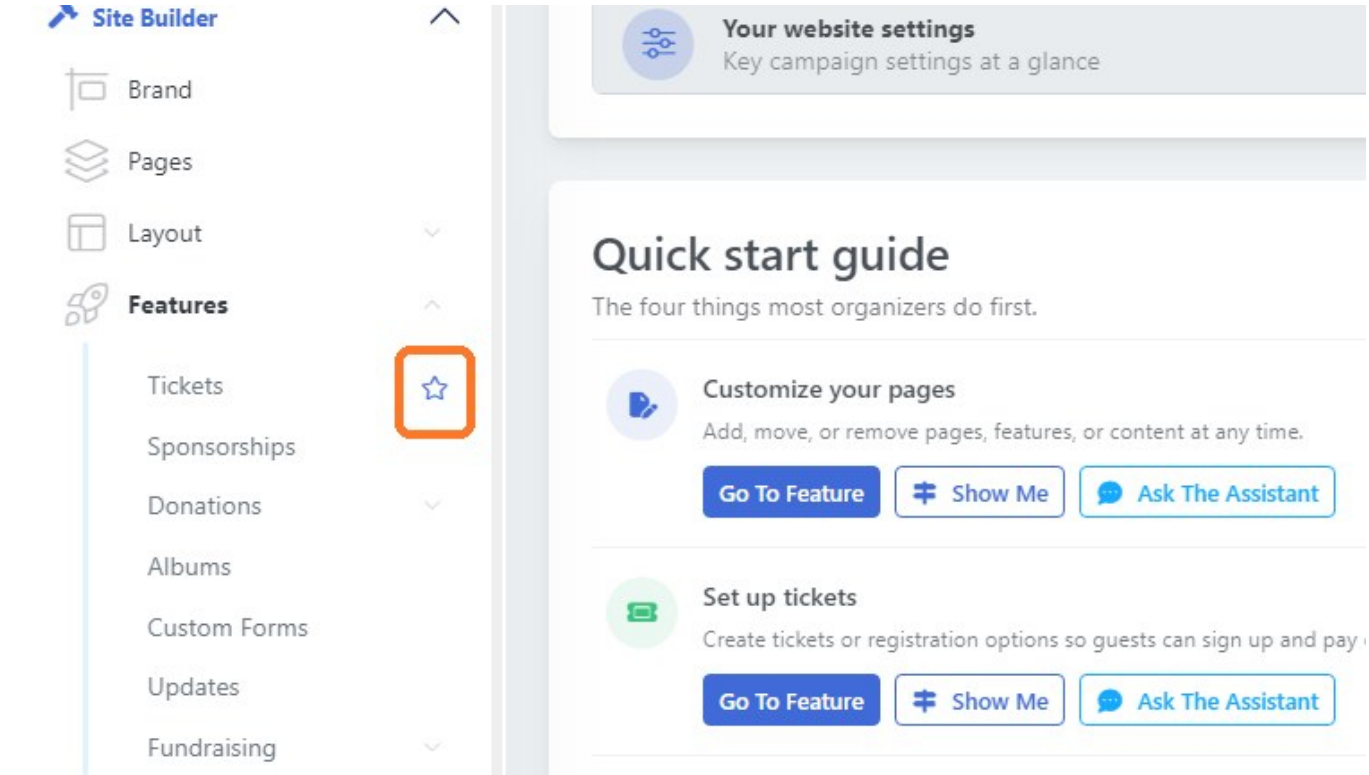
The page now shows in the **Favorites** section, just below Home, Tutorial and Resources, and its star turns yellow. Click it to go straight to that page. Favorites stay in the menu on every page and are saved, so they're still there the next time you sign in.



Your starred pages appear under Favorites.

Step 3: Star pages inside a section

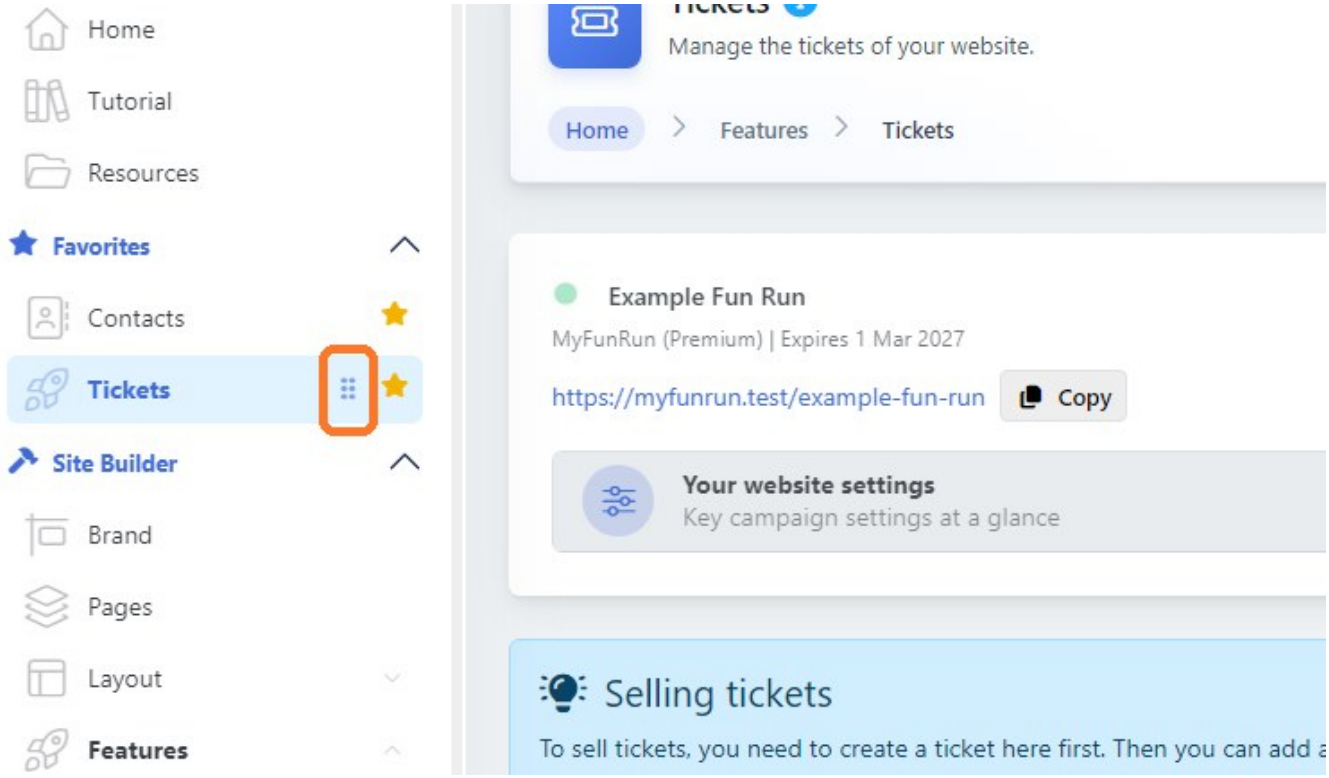
You can also star pages inside a section. For example, click **Features** to open it, point to **Tickets** and click its star. New favorites are added to the end of the list.



Star any page, even inside a section.

Step 4: Change the order

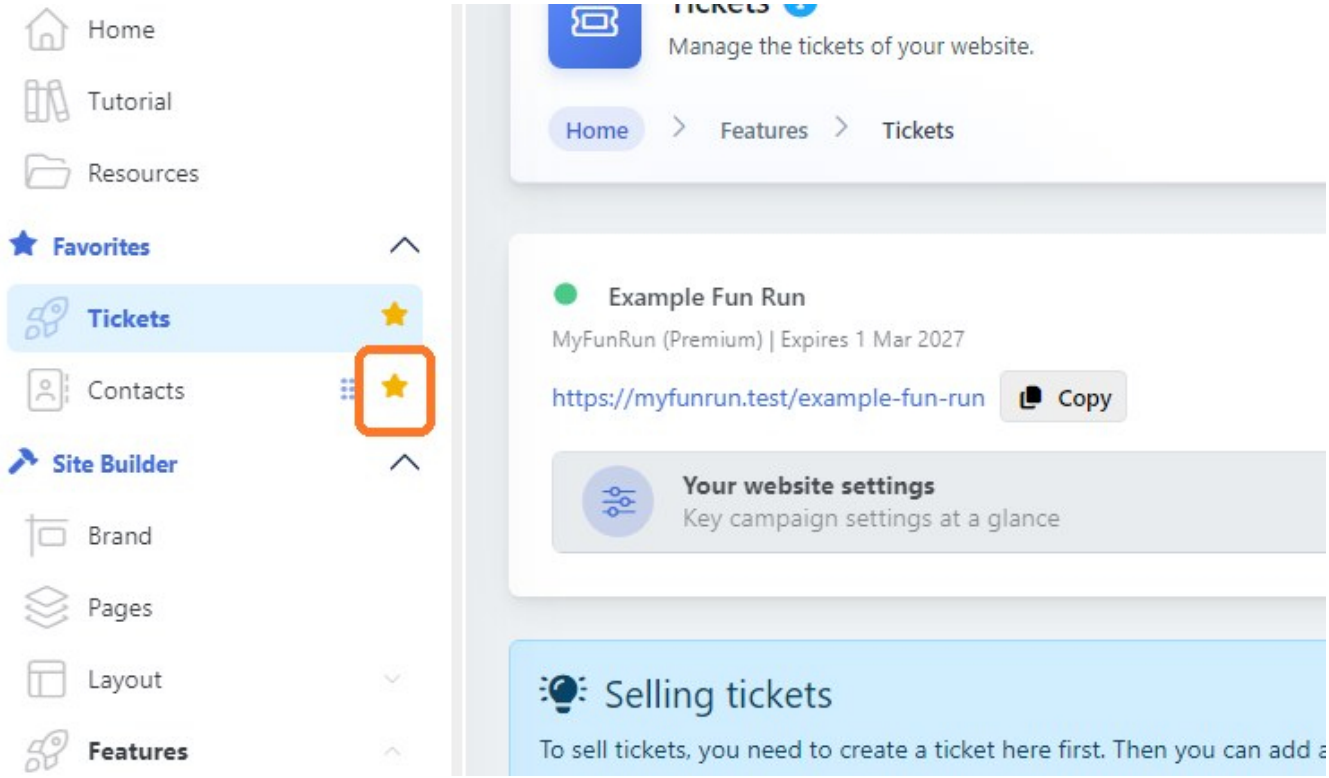
Point to a favorite and drag it up or down by its grip (**Drag to reorder**). The new order is saved right away.



Drag a favorite by its grip to reorder.

Step 5: Remove a favorite

Click the yellow star (**Remove from favorites**) on the favorite, or on the page in its usual place in the menu. The page is removed from Favorites but stays in the menu where it was. When you have no favorites, the Favorites section is hidden.



Click the yellow star to remove a favorite.

Good to know

- You can collapse the **Favorites** section like any other section of the menu.
- If you lose access to a page (for example, your role changes), it no longer shows in your Favorites.
- If you see "Your favorites could not be saved. Please try again.", refresh the page and try again.