My Favorites
This functionality provides quick access to links you frequently use. Two options for interacting with My Favorites:

1. **Heart** icon - appears when you hover over a document in the menu.
   a. Select the heart icon to mark the document as a favorite

   ![Heart Icon](image1)

   **Note**: Some options or links in sample images may not be available to you as they are only displayed to specific users based on security permissions.

2. **Configure** checkboxes - Use the configure menu to mark multiple favorites at one time.
   a. Click the My Favorites link.
   b. Click configure.
   c. Click any drop-down section header and check the box to mark documents as favorites.

   ![Configure Checkbox](image2)

   All changes are automatically saved.