

How to Enable the Favorites Toolbar Icon

1. Open **Settings** → **Favorite**.
2. Find **Toolbar Icon**.
3. Turn the option on.
4. Select **Update**.

The Favorites icon will appear in the top toolbar or title area, giving employees quick access to the favorite grid. If you do not want Favorites available from the toolbar, turn the option off and select Update again.

Turning off the icon hides the shortcut; it does not require you to delete the favorite tiles you already created.

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