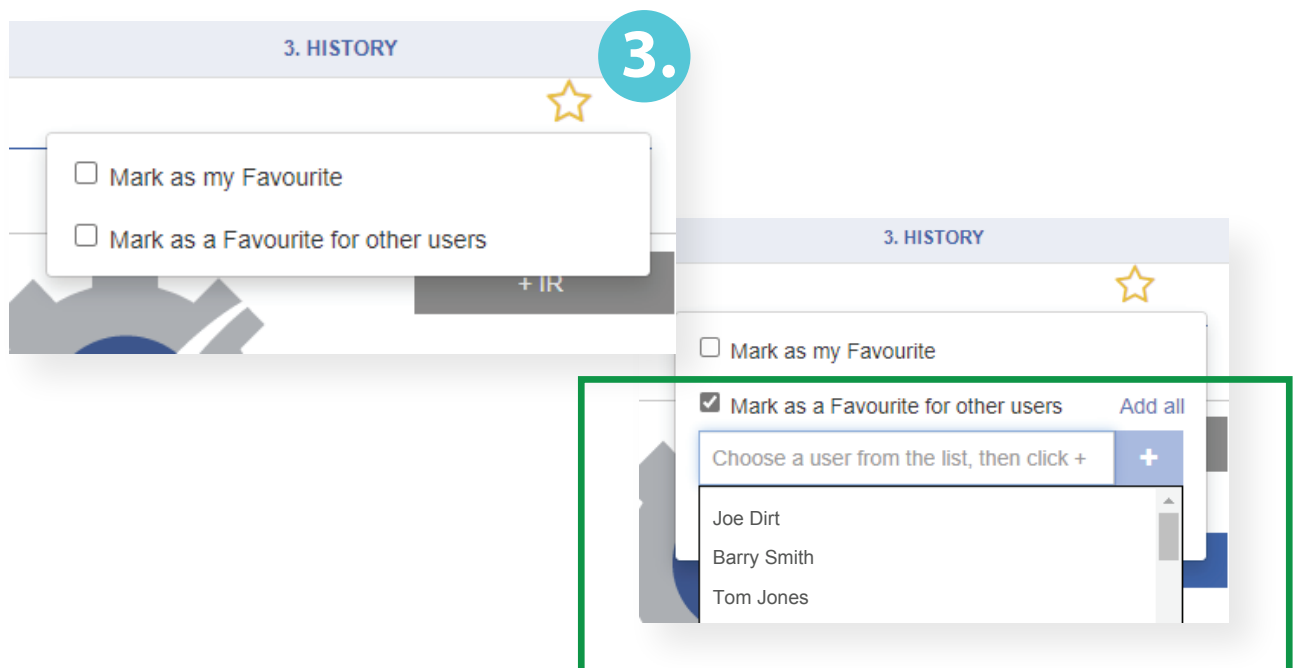


Assigning Favourites to a User(s)

1. Find Machine
2. Edit Machine - Tab 1. Machine Details:
3. Administrator clicks on the Favourites star: Options listed in dropdown checkboxes;
 - a. Mark as Favourite for yourself (Clicking checkbox "Mark as my Favourite" adds to your favourites just as today)
 - b. Mark as Favourite for another user
 - i. Clicking checkbox "Mark as a Favourite for other user(s)" provides a list of users in your membership
 - ii. From this list you can select 1 or more users
 - iii. Once selection is made admin user clicks save

Machines are now visible in Pre-Start Plus and Plant Assessor as Favourites for the selected users



Removing Favourites

1. Machine is already assigned as a favourite.
2. Edit Machine – Tab 1. Machine Details:
3. Admin user clicks on the Favourites star: Two Options listed in dropdown checkboxes
 - a. Mark as Favourite for yourself (Clicking checkbox “Mark as my Favourite” removes from your Favourites)
 - b. Mark as Favourite for another user
 - i. Clicking checkbox “Mark as a Favourite for other user(s)” provides a list of users in your membership
 - ii. Click red X next to user to remove machine from that user’s Favourites
 - iii. Once selection is made admin users clicks save

Machines are now removed as favourites for the selected users

