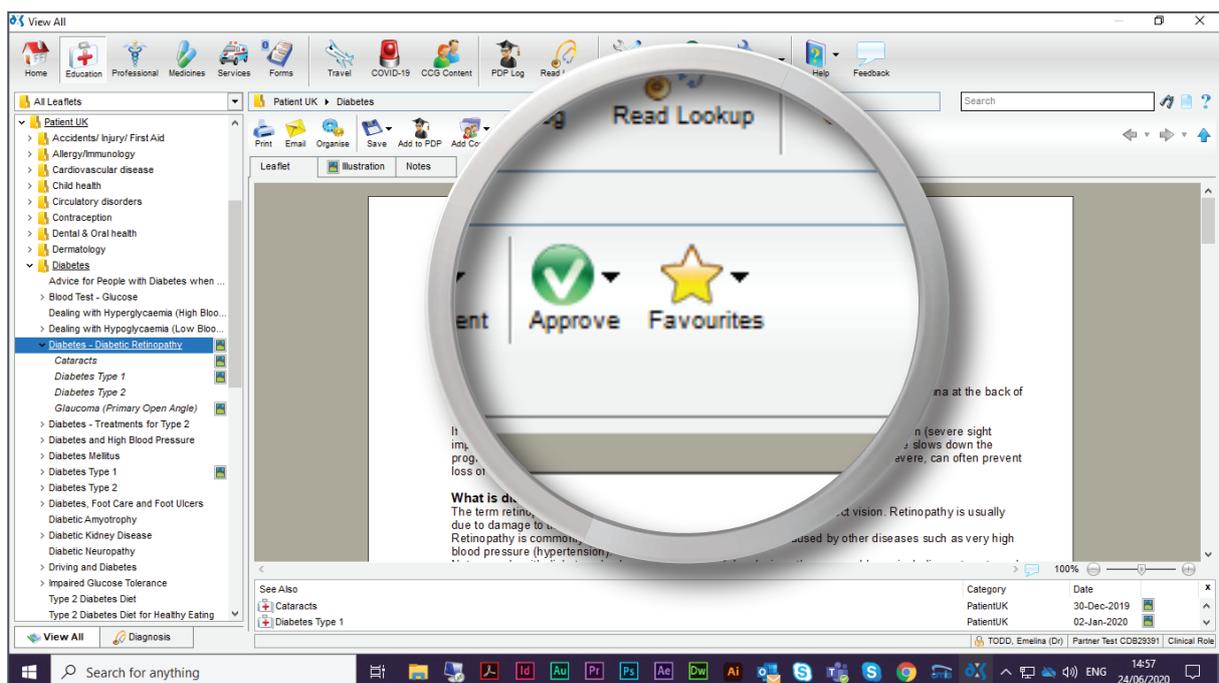# Point-of-Care

User Guide
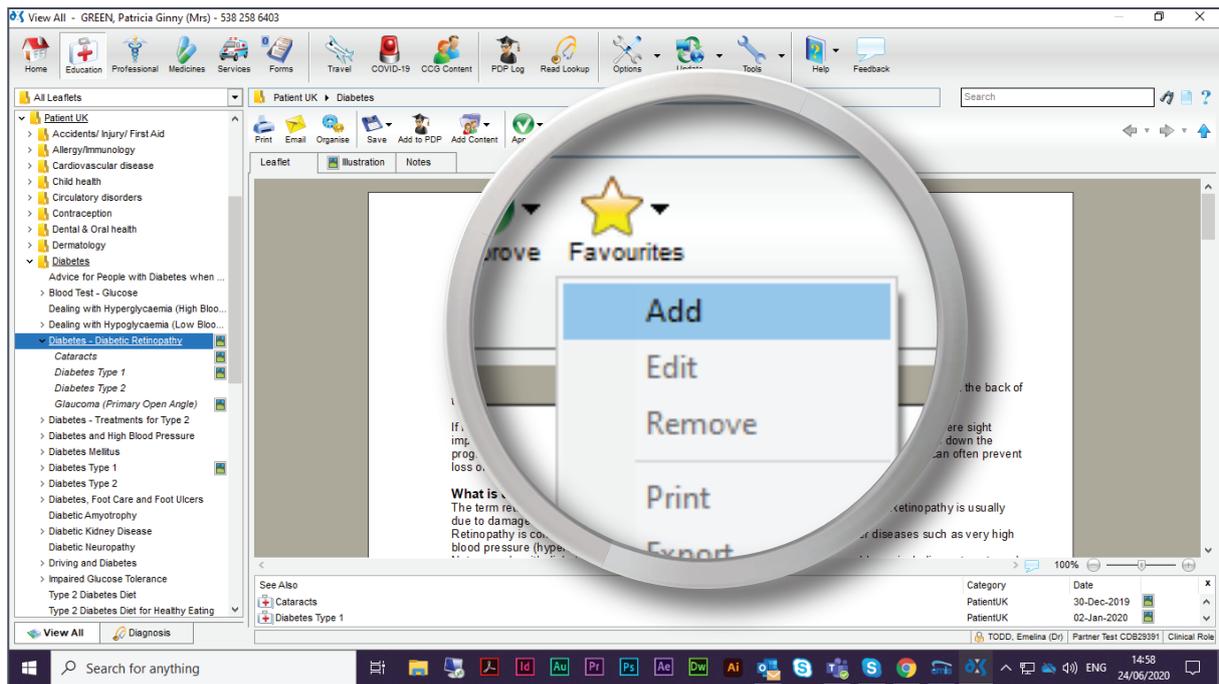
How to Use the Favourites
Functionality

Introduction

Important content can be bookmarked as a 'Favourite' and added to your 'My Favourites' folder. This guide will show you how to use the 'Favourites' functionality.
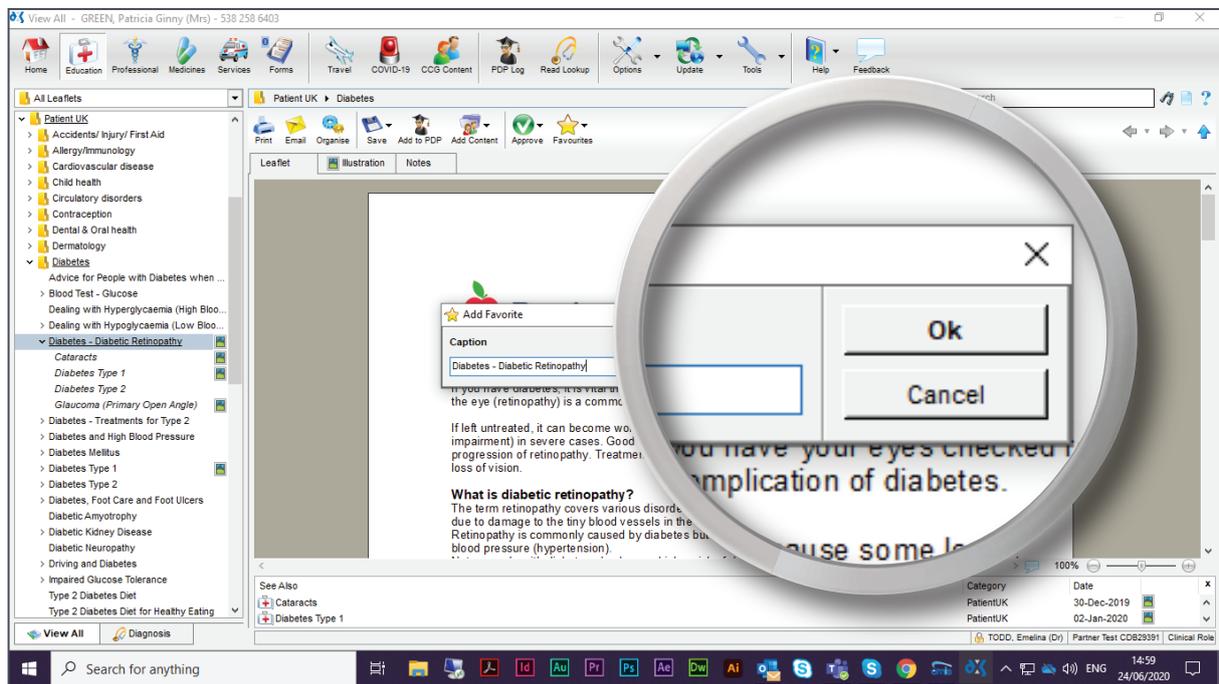
Instructions

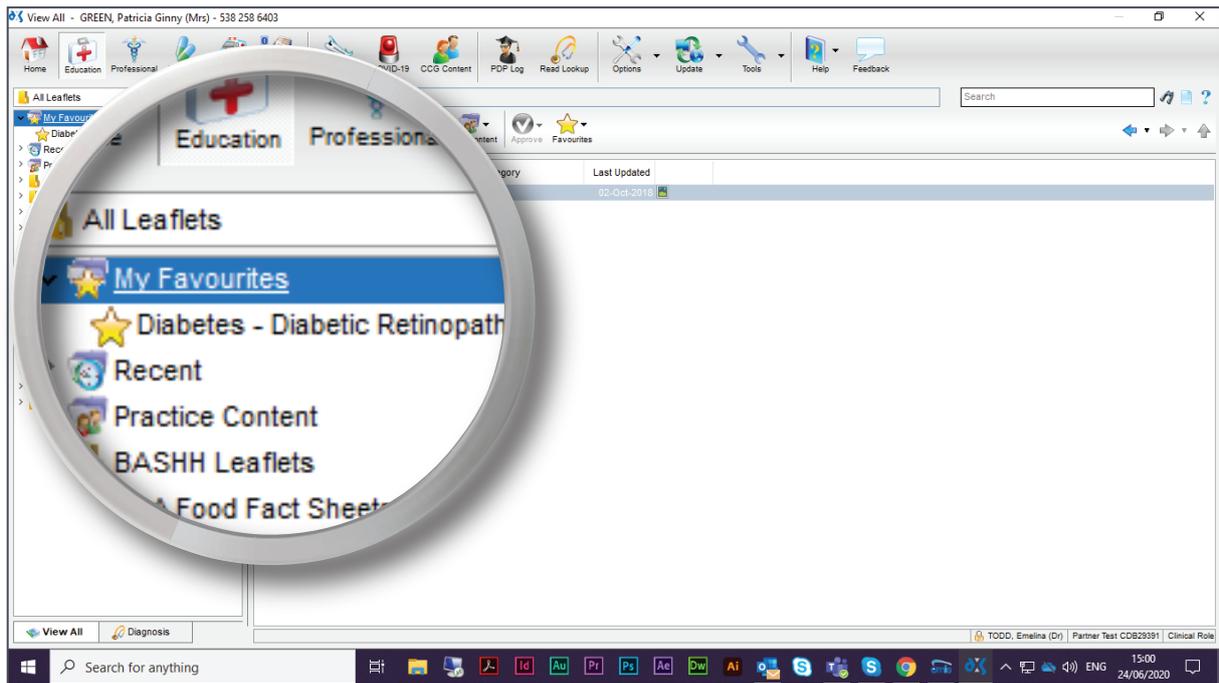1.   Open the relevant document and click on the 'Favourites' button.

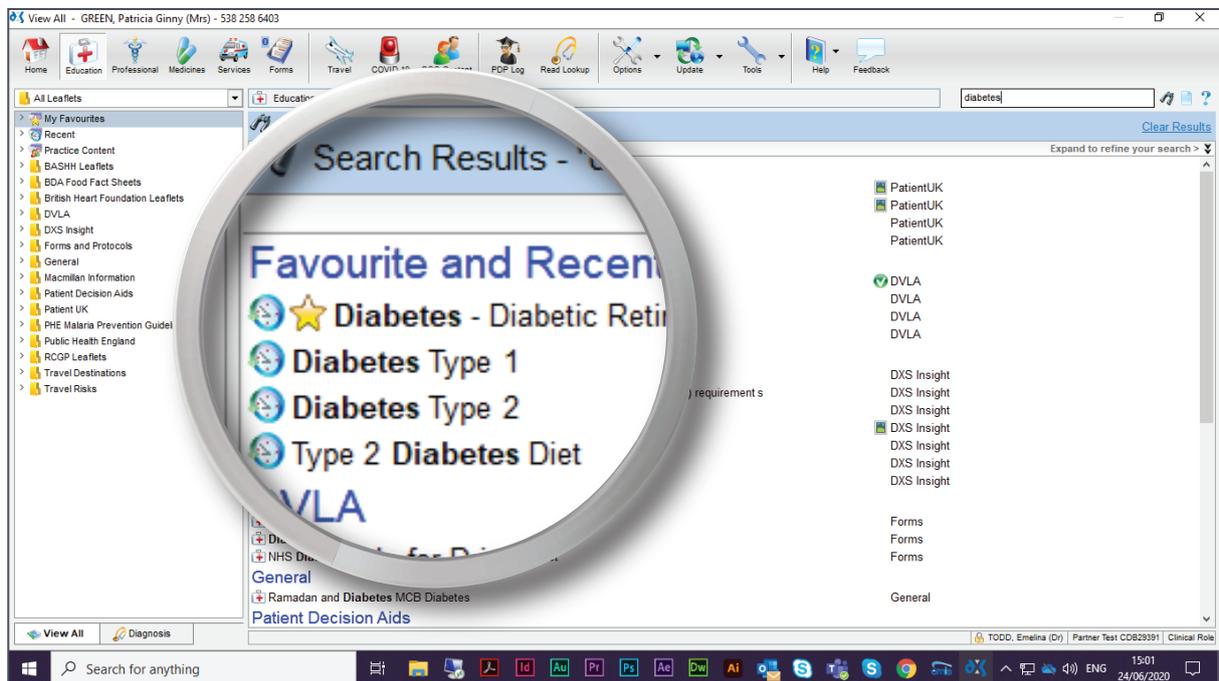2. Select 'Add' from the drop-down menu.
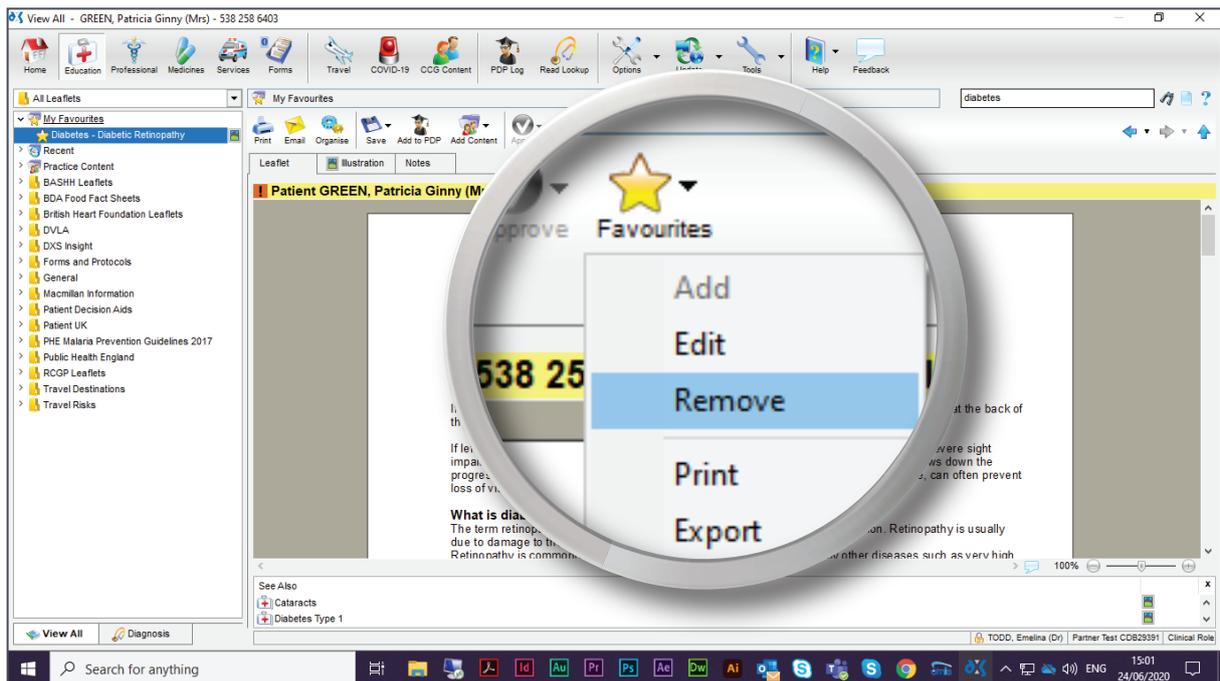

3. Enter a caption and click 'Ok'.

4.   The document will now be available in your 'My Favourites' folder.

5.   The document will be easily identifiable when searching for content.

6. If you wish to remove the document from your 'My Favourites' folder, click on the 'Favourites' button and select 'Remove'.

Support

🎧 0800 028 0004 (option 1)

✉ support-uk@dxs-systems.com

👆 dxs-systems.co.uk

Training

🎧 0800 028 0004 (option 2)

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