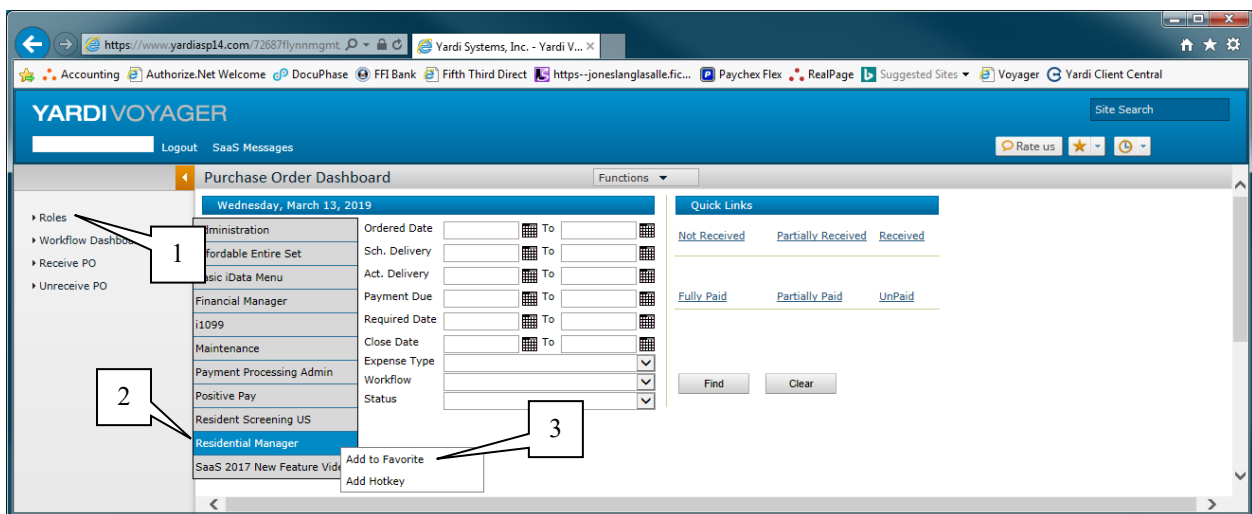


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Adding a shortcut to access another menu; Add to your favorites

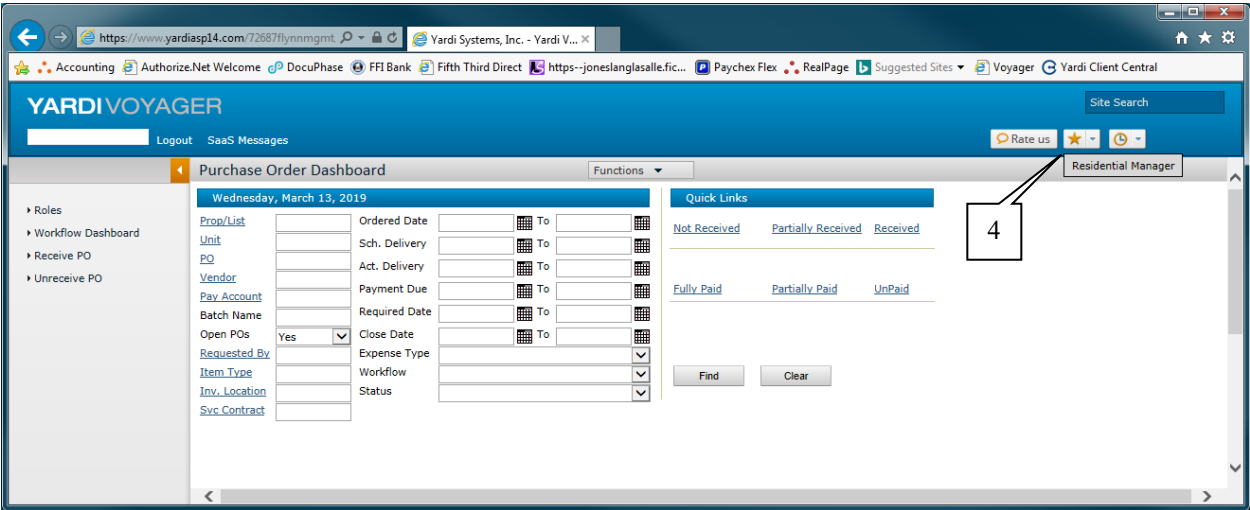
This functionality is available throughout Voyager. This is just one example of how to create a shortcut.



While on the Purchase Order Dashboard

- (1) - Click on Roles.
- (2) – Go down the menu until you reach Residential Manager.
- (3) – Right Click on the word Residential Manager and select Add to Favorites.

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(4) – Click the drop-down arrow of your favorites. The shortcut to get back to the Residential Manager screen is now available.