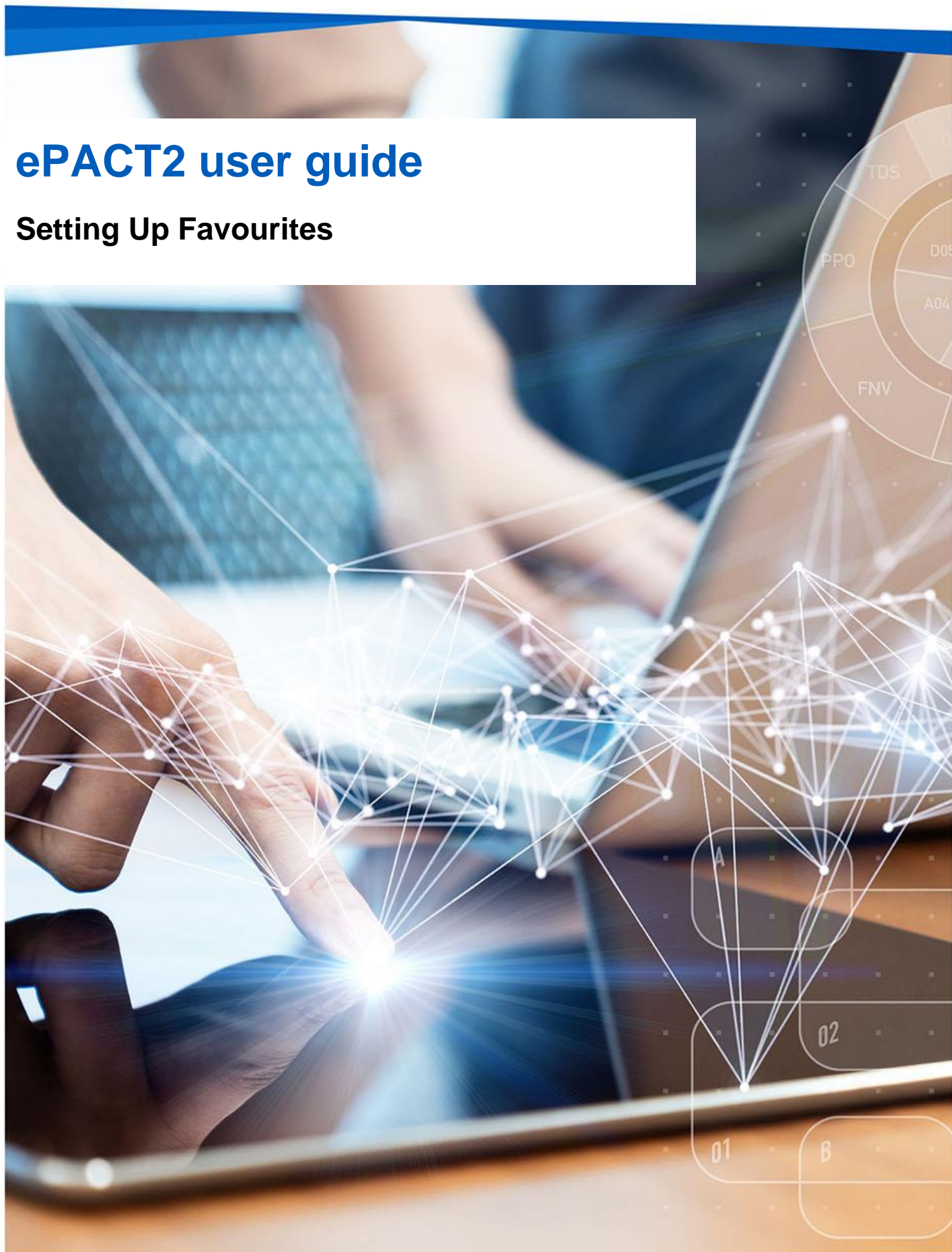


# ePACT2 user guide

## Setting Up Favourites



## **Interactive Contents**

**Use this interactive contents list to jump straight to the content you want to see. Just click the titles below to go directly to that section:**

### **Contents**

### **Setting up your favourites**

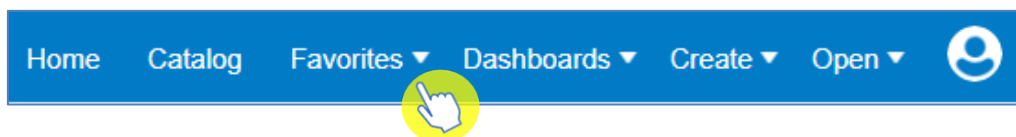
[Analysis – Favourite](#)

[Dashboard – Favourite](#)

### **Getting more help**

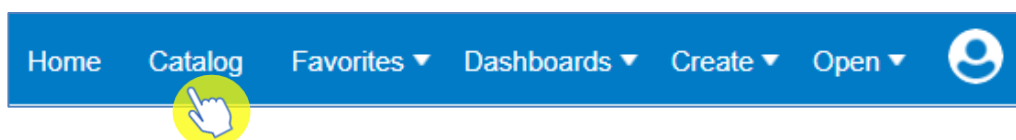
## Setting up your favourites

It is possible to set content of ePACT2 as favourites, this means they will appear under the favourites tab on your account. Favourites can be found via the 'Favorites' icon.

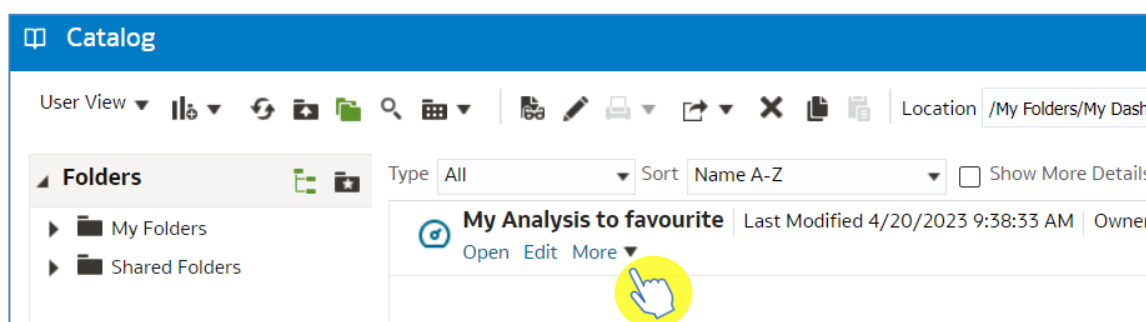


### Analysis – Favourite

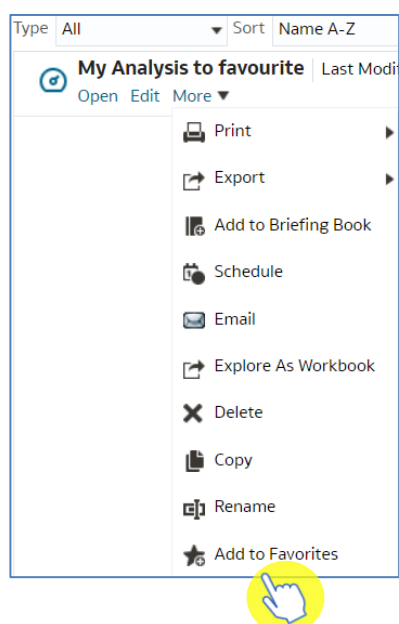
1. To set an analysis as a favourite first navigate to the 'Catalog' via the icon in the toolbar.



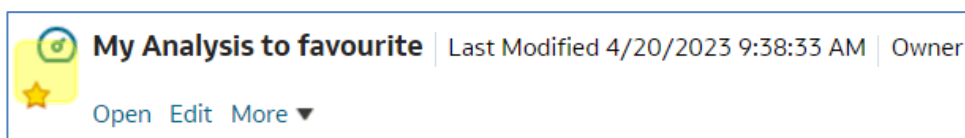
2. Select the 'More' option beneath the analysis title.



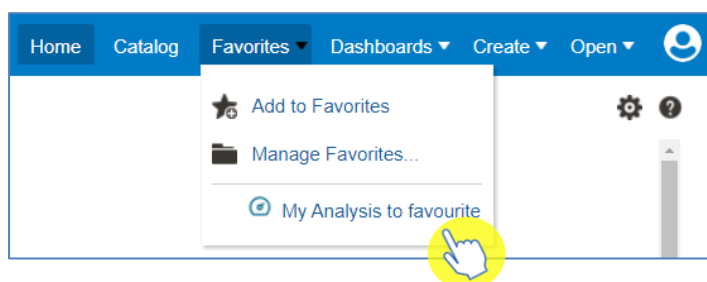
3. From the dropdown select 'Add to Favorites'.



- Your analysis will now show a star in the analysis symbol, this means the analysis is a favourite



- To access the favourite analysis in the future, select the 'Favorites' icon and select the analysis from the dropdown.



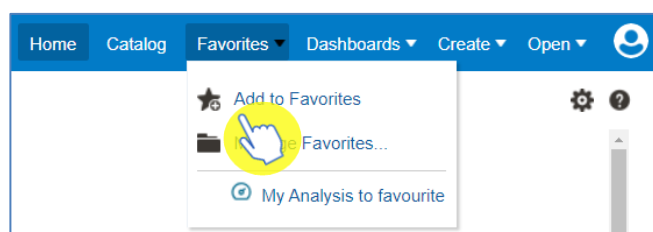
## Dashboard – Favourite

To favourite a page from a dashboard, first open the dashboard you would like to add to your favourites, then navigate to the page you would like to favourite.

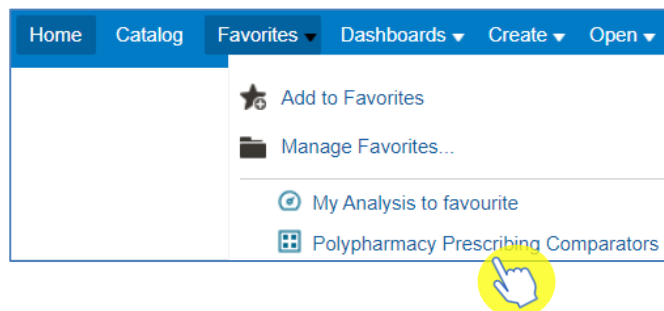
- Select the drop down available for the 'Favorites' tab.



- Select 'Add to Favorites'.



- The page will now appear under the 'Favorites' tab



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## Getting more help

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### **Additional training material and user guides**

The ePACT2 training team has developed several how to guides to help you get the best out of ePACT2. These can be found on our [ePACT2 user guides page](#)

### **Webinar sessions**

We offer a free webinar training service to all our users and you can book as many sessions as you need.

Our webinar sessions are booked as 1hour slots and we offer a number of different sessions covering a range of topics.

We also offer bespoke sessions which are delivered just to you or your invited colleagues. You can let us know if you have any specific topics or reports you'd like to cover or if you would prefer an introductory tour of the system.

Our experienced trainers deliver these sessions using MS Teams and you can take part wherever you are as long as you can get online.

You can find our more and book your webinar by going to our [ePACT2 training page](#)