

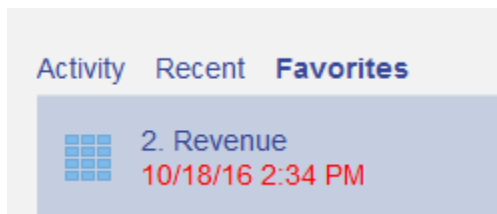
If you frequent a particular form for data entry, you can save it under Favorites on your Planning Cloud home page.

To add items to **Favorites**:

1. Click or tap Recent to view your recent user activity
2. Click or tap the star to the right of the item



The form will now appear under **Favorites**.



You can remove a form from favorite by clicking or tapping the same star under **Recent**. For now, Favorites currently works for forms, not reports. We hope this feature will be extended to reports in a future update.