Adding Favourites

Advanced Costing, Costing Dashboard, Project setup wizard shortcuts

Select ‘Costing and pricing’ and open the costing folder at the top of the menu.

Double click the page that you would like to add and the page will open on the screen.

To add this as a favourite click the small heart shaped icon. Once you have selected this, the “heart” will turn red. ❤

The shortcut then appears in the ‘Favourites’ section of your XS home screen.

Repeat until all added.

Adding new favourites

If you require additional shortcuts to be added to your personal menu then click the small heart shaped icon on the right hand side of the screen when you are using the relevant page.