

Using Favorites and Starred Items

Starring your favorite events, locations, resources, organizations, and contacts gives you quick access to the objects you work with most often.

	Name	—
★	Brown Bag Art History Lecture Series	
★	Lunch-N-Learn	
★	Officer Elections	
★	Monthly Facilities Meeting	
Image: Starred events.		

- A filled star ★ icon next to an item indicates the item is currently a favorite
- Tap or click the filled star ★ icon to remove that object from your favorites
- Tap or click the empty star ☆ icon to add that object to your favorites

Starred events, locations, resources, organizations, and contacts are available in a default pre-defined group listed in the [Saved Searches](#) choices in the [Search section](#).



Tip: Favoriting Copied Searches

New searches created by sharing from other users are created as unstarred/unfavorited searches. If the user who receives the copied search wants to use it with a report, they must first mark the search as starred.

[Contacts](#) may be starred and unstarred, but only during event creation/editing. You may also star event types as favorites.



Security Note

The ability to star items of interest is available only to users who have signed in and are 25Live schedulers/users.