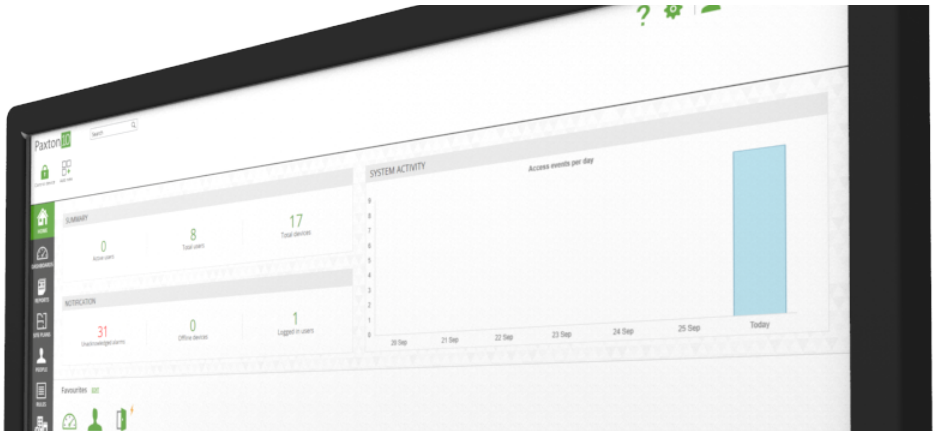


How to setup favourites in Paxton10

Overview

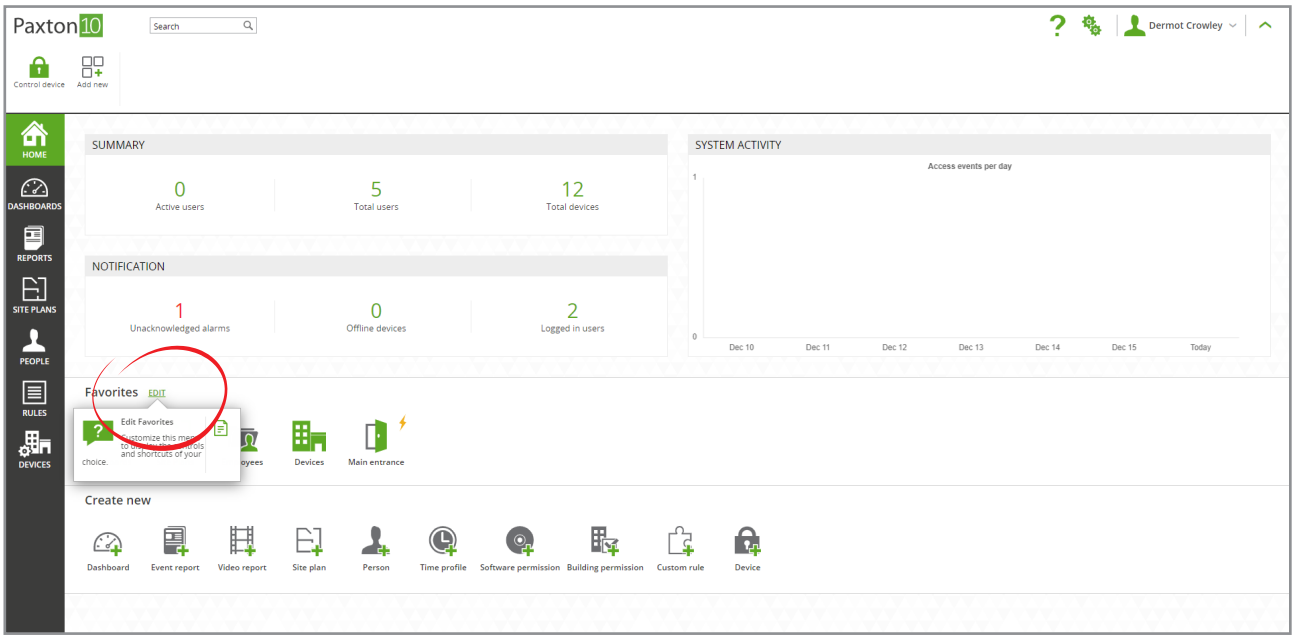
Favourites are a way of having the things you use frequently in a convenient location. Favourites are saved independently for each user so you can configure them to your personal liking. You can pin device actions and software links to the favourites bar.

Add favourites

1. View the '**Home**' page

2. Next to '**Favourites**', click '**Edit**'

The favourites window will appear with the '**Add link**' tab selected.



3. Select an area of the software to create a shortcut to, then click '**Add**'

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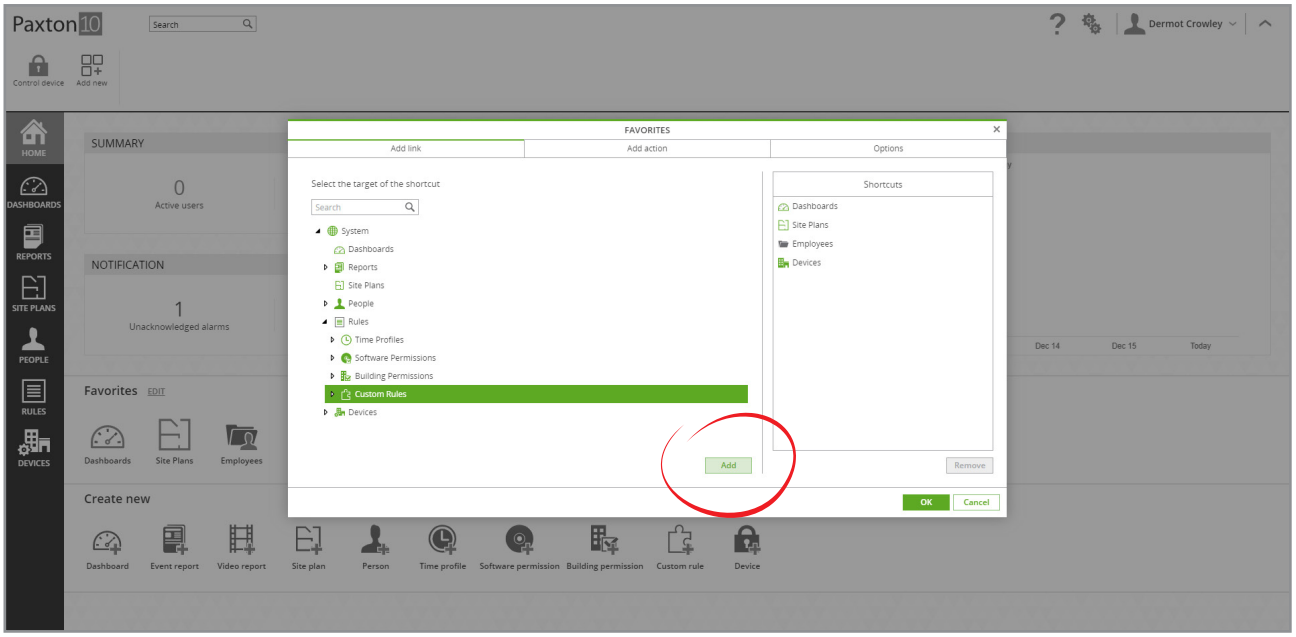
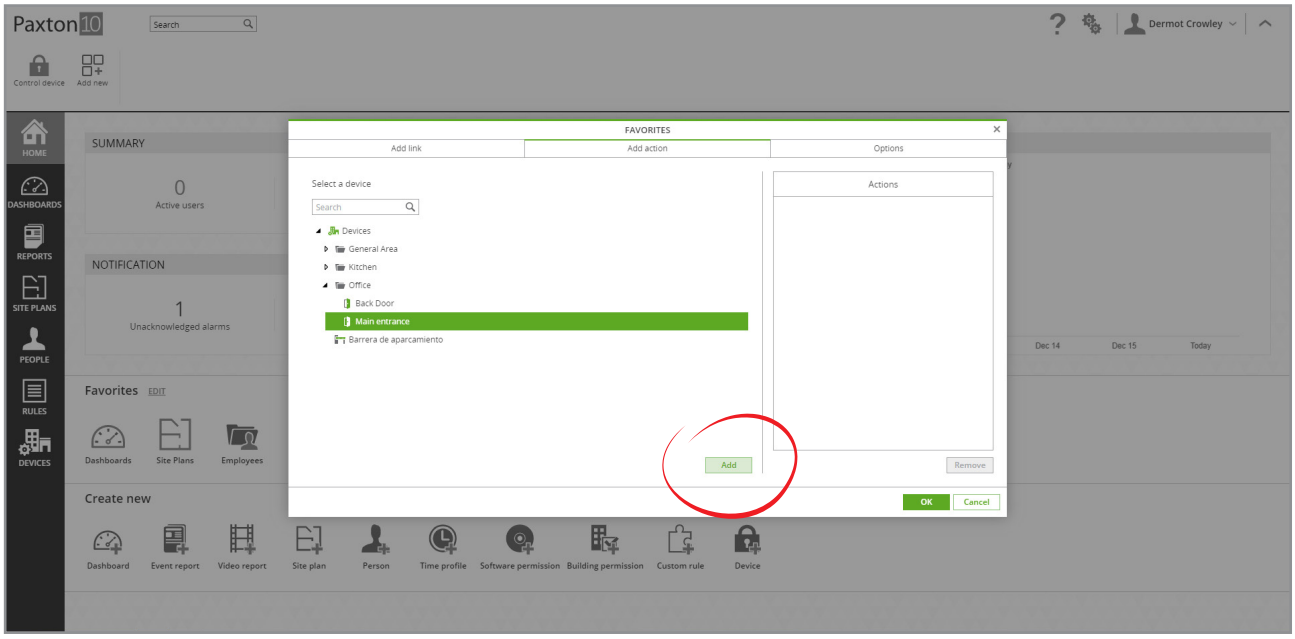


Repeat the above step to add more shortcuts

4. Open the '**Add action**' tab

5. Select a device to add to your favourites, then click '**Add**'

When accessed from your Favourites, actions behave as if you presented your token to the device. E.g. the door will unlock, or the lights will turn on.



Repeat the above step to add more actions

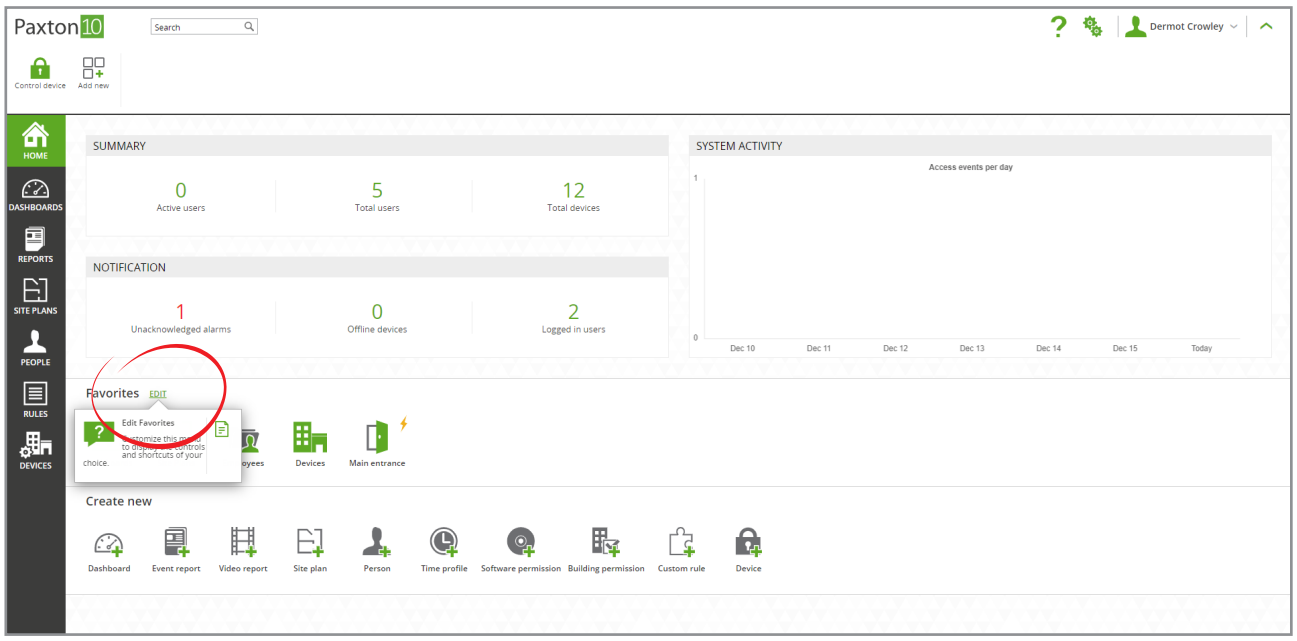
6. Click '**OK**' to close the window

Options

1. View the '**Home**' page

2. Next to 'Favourites', click '**Edit**'

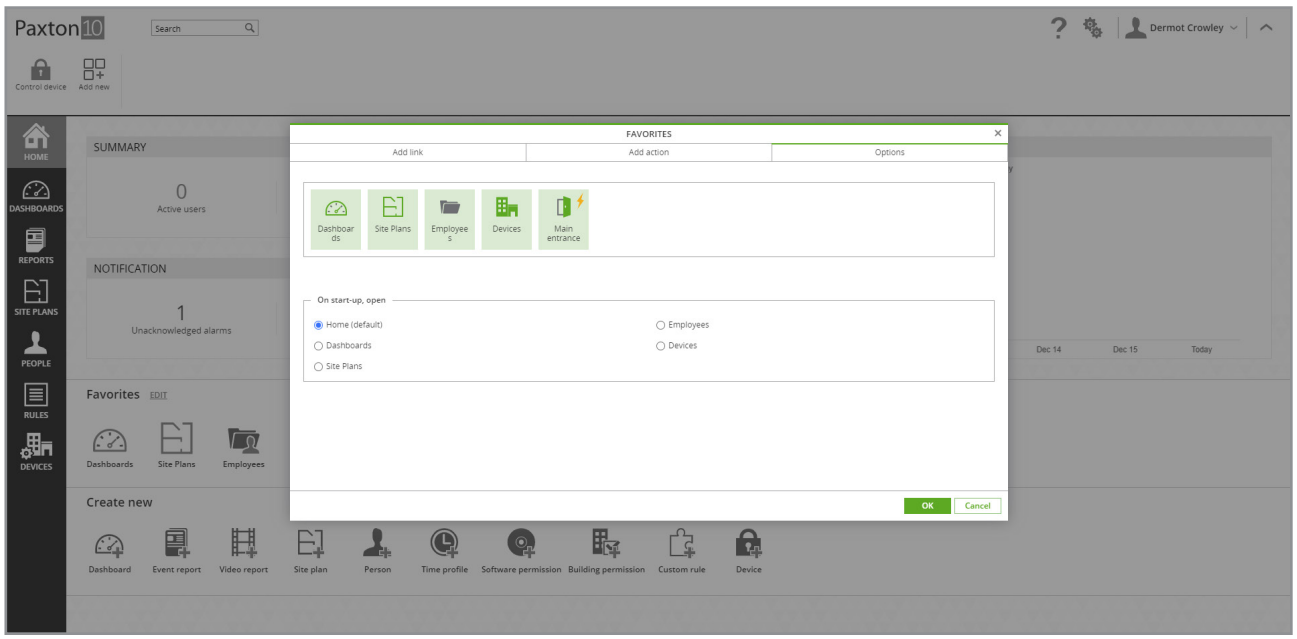
The favourites window will appear with the 'Add link' tab selected.



3. Open the '**Options**' tab – a list of your favourites will be displayed

4. Arrange the order your favourites appear in by clicking on each one and dragging to a new position

5. Next to '**On start-up, open**,' select one of your shortcuts to open automatically each time you log into the software



Frequently asked questions

Why can't I see all devices to select as an action?

It is only possible to select devices that you have Building permissions for, this means if you can't access the device normally, then you won't be able to by using the software either.

Why didn't the action occur when I pressed it in the Favourites bar?

All actions are restricted based on your permissions. If you have been revoked access to that action, or you're currently outside of the valid time profile, the action may not occur.

Who can see my favourites?

The favourites menu is unique to each software user. Any changes you make to your favourites will only ever be viewed by you.

Why can't I arrange my favourites?

To arrange the favourites menu, while in the Options screen, click and drag each link or action to where you'd like it.
Note: Some touchscreen devices don't currently support this.

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