

Adding a Favorite

Favorites allows you to create a shorter list of your most frequently contacted. To add a favorite:

1. Within **Directory**, search for the contact.
2. Click on the **contact** to open the contact's details.
3. Click the **star** icon in the top right corner.
4. To view and contact a Favorite, scroll to the **Favorites** in the Directory tab.

The screenshot shows the PerfectServe Web Console interface. At the top, there are navigation tabs: Messaging, Directory (selected), Patients, On Calls, and More. The user profile 'Wayne Fiscus-Demo' is visible in the top right. The main content area is split into two sections. On the left, the 'Favorites' tab is active, showing a search bar and a list of pinned items. 'Fiscus-Demo, Wayne' is highlighted in the list. On the right, the contact details for Wayne Fiscus-Demo are displayed, including a profile picture, name, title (Hospitalist), and a 'Message' button. Below this, the 'Contact Methods' section lists Pager Number (8442030644), Mobile (8654552405), and Work (wfiscus.demo@perfectserve.net). At the bottom, the 'Group Memberships' section shows 'BCG CODE BLUE' with a 'Message' button.