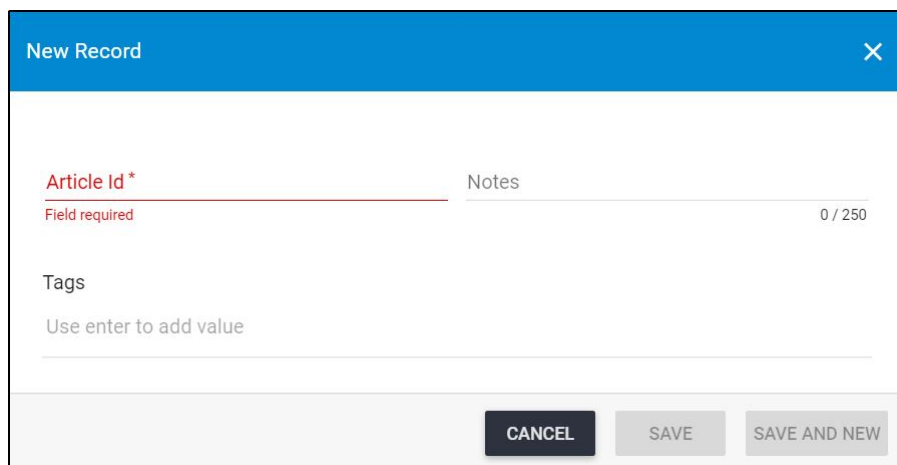


## Add favorite

To add a favorite, follow these steps:

1. Click the **Add** button, the following window appears:



The screenshot shows a 'New Record' dialog box with a blue header bar containing a close button (X). The main area has two input fields: 'Article Id \*' with a red asterisk and 'Field required' error text below it, and 'Notes' with a character count '0 / 250'. Below these is a 'Tags' section with the placeholder text 'Use enter to add value'. At the bottom, there are three buttons: 'CANCEL' (dark blue), 'SAVE' (light gray), and 'SAVE AND NEW' (light gray).

2. Click the "Article Id" field and select the article you want,
3. Enter a note, if you want,
4. Enter the tag name then press Enter,
5. Click **Save** to add the favorite article and close the window or **Save and New** to add it and open a new window. The favorite article is added to the list.