

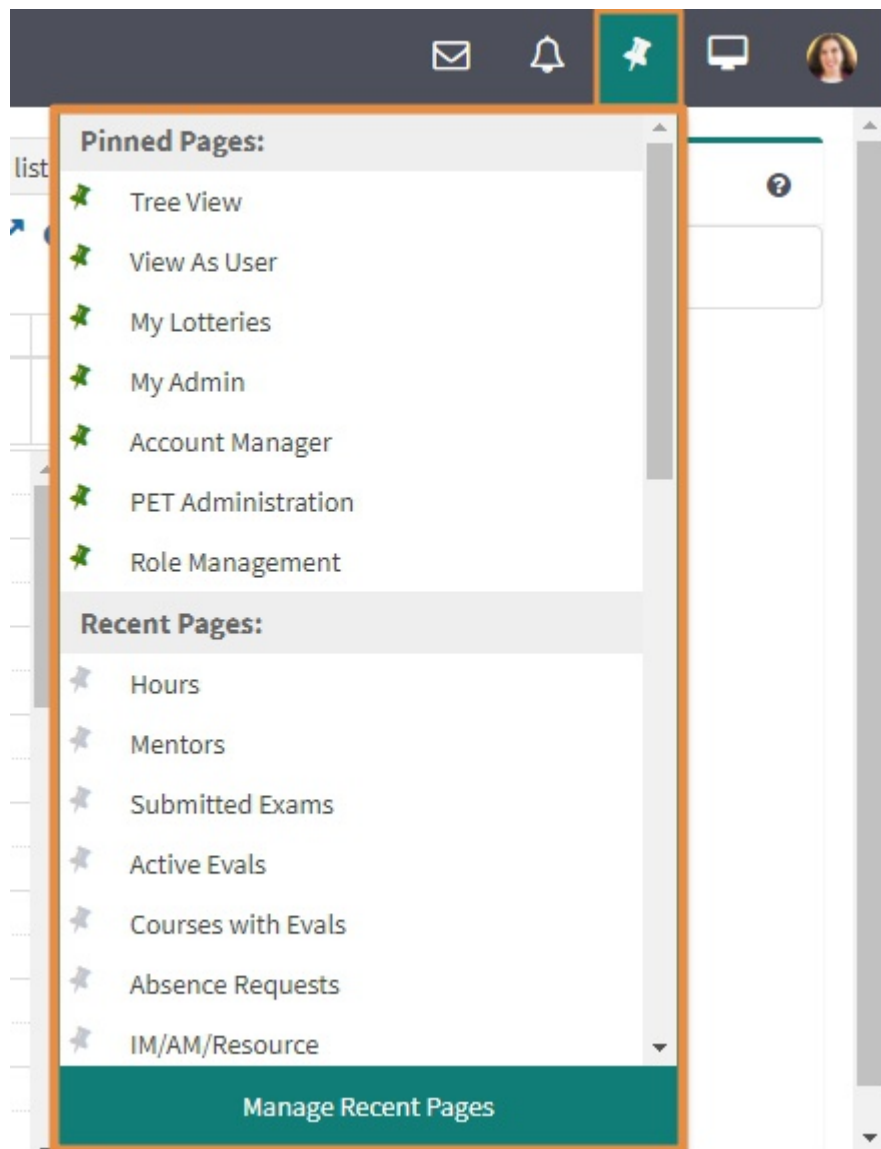


## OwlMed: The Pin (New Feature)

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# The Pin

**The Pin** allows you to bookmark any screen you visit in LCMS+ to access it whenever you need to. This feature allows you to save your spot between sessions and to access quickly the areas in LCMS+ you visit most frequently.



## Understanding the Pin

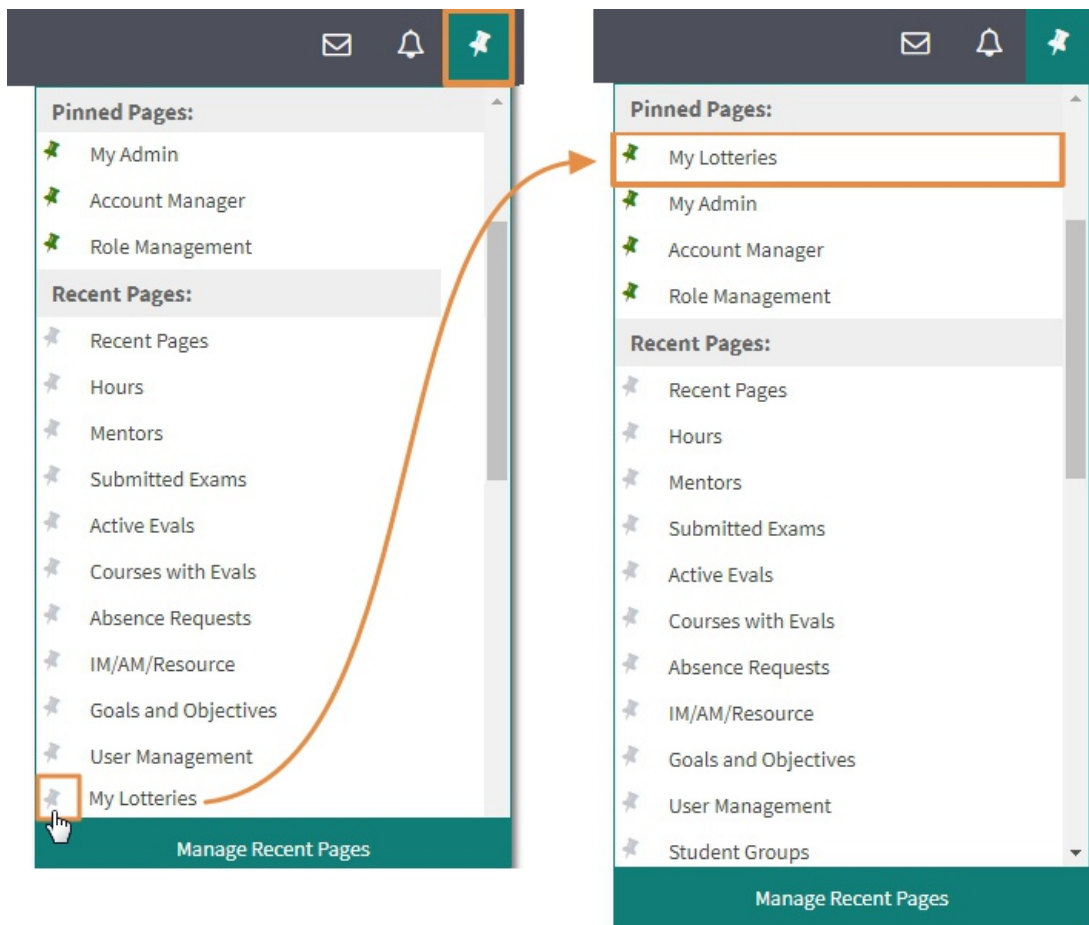
The Pin feature allows you to quickly see where you have been recently in current and past sessions. Unlike the [Session Screen feature](#), - which holds a page in an active state for the current session - the Pin will hold the screen listed in its original inactive state.

Unless you "unpin" a page from the Pinned list, you will be able to access the page every time you log into the system.

## Pinning and "Unpinning" individual Pages

To pin a recent page you have visited, click on the **Pin icon** in the top right hand of your screen and click on the **gray pin icon** in the drop-down under the **Recent Pages** list.

The page will move to the top of the **Pinned Pages** list and will have a **green pin icon**.



To unpin an individual page from your **Pinned Pages** list click on the **green pin icon**.

The page will move to the top of the the **Recent Pages** list and will have a **gray pin icon**.

## Manage Recent Pages

- Should you wish to remove or add pages to the Pin icon in bulk you will be able to do so by selecting **Manage my Pins** on the Pin drop-down screen.
- Once you are on the **Recents Page** you will see a list of all of your Favorite (*frequently visited screens*). On this page you have the option to manually manage your Pins by either move a favorite screen to the top of the list or "unpin" an item listed.
- To *move* a screen up on the list click the **^ Move** button next to the Menu Name.
- To *remove* a screen which is already listed as a Pinned Pages, click the **Remove Pin** button next to the Menu Name.
- To *add* a screen to the Pinned Pages list, click the **Pin It** button next to the Menu Name.
- The Pin drop down will be updated with your recent changes once you click out of the **Recents Page** screen and enter into a different screen.

The screenshot displays the 'Recents' page in the LCMS Plus Admin interface. The page title is 'Recents' and it includes a sub-header 'LCMS Plus Admin Favorites'. Below the header is a table with the following data:

Ln#	Menu Name	Count	URL	Move To Top	Pin
1	View As User	607		^ Move	Remove Pin
2	Tree View	560		^ Move	Remove Pin
3	Import Modules	539		^ Move	Remove Pin
4	My Admin	488		^ Move	Remove Pin
5	Account Manager	78		^ Move	Remove Pin
6	PET Administration	42		^ Move	Pin It
7	Role Management	26		^ Move	Pin It
8	My Lotteries	16		^ Move	Pin It

On the right side of the interface, there are two panels: 'Pinned Pages' and 'Recent Pages'. The 'Pinned Pages' panel lists items like 'Tree View', 'View As User', 'My Lotteries', 'My Admin', 'Account Manager', 'PET Administration', and 'Role Management'. The 'Recent Pages' panel lists items like 'Hours', 'Mentors', 'Submitted Exams', 'Active Evals', 'Courses with Evals', 'Absence Requests', and 'IM/AM/Resource'. At the bottom right of the table area, there is a button labeled 'Manage Recent Pages'.