

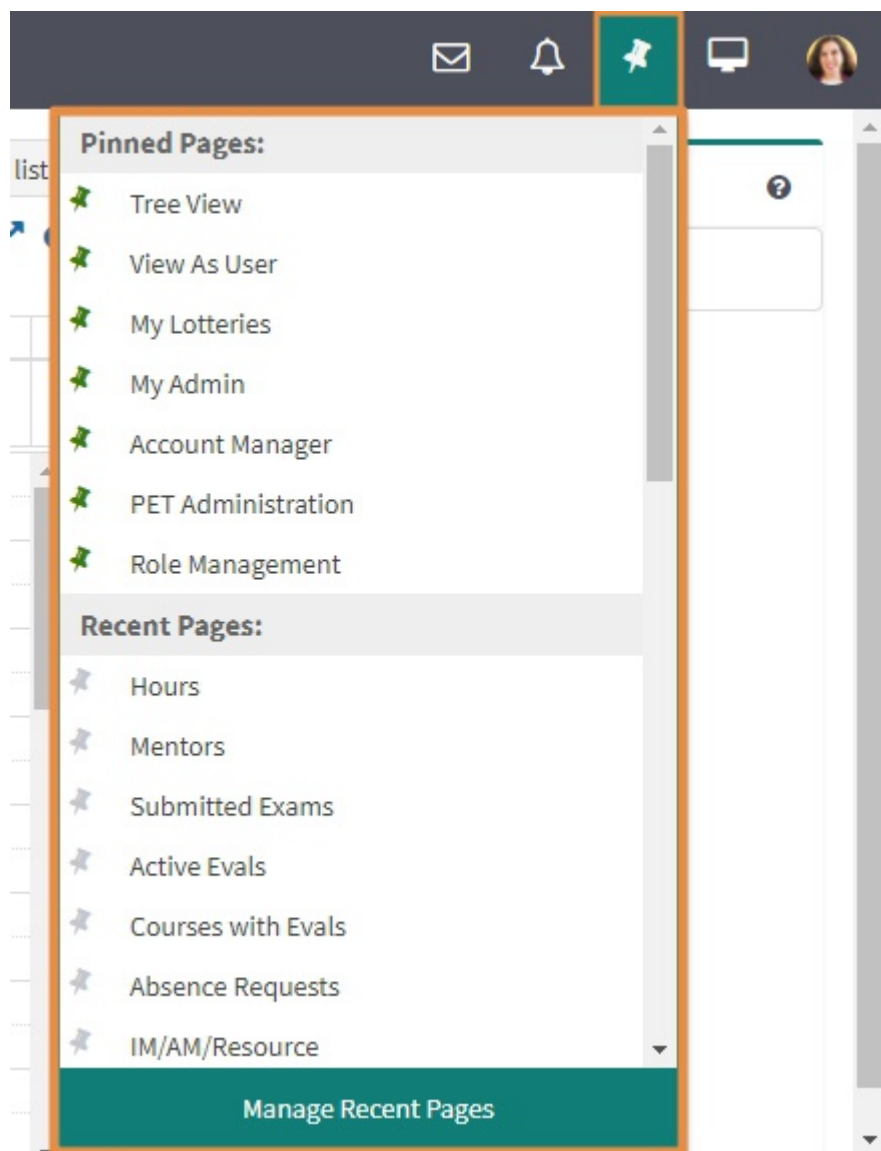


OwlMed: The Pin (New Feature)

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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

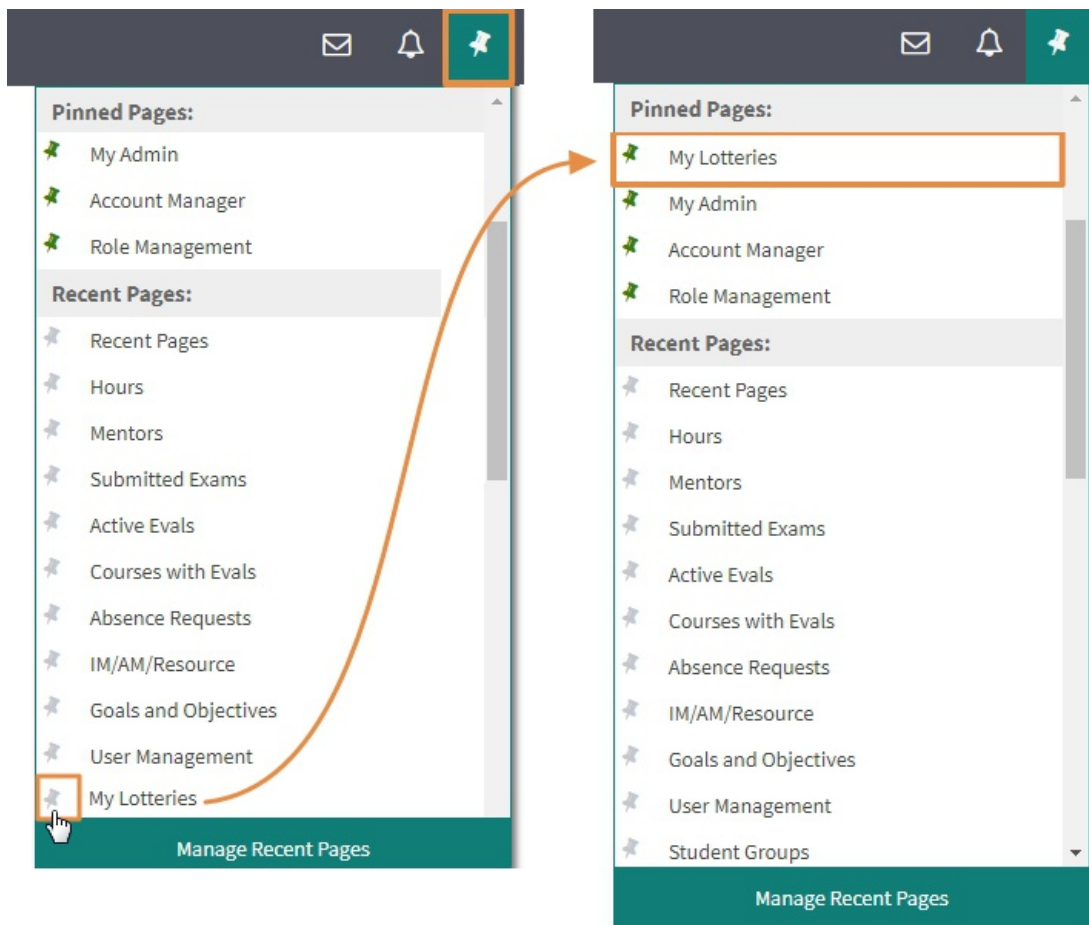
The Pin feature allows you to quickly see where you have been recently in current and past sessions. Unlike the [Session Screen feature](#), - which holds a page in an active state for the current session - the Pin will hold the screen listed in its original inactive state.

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 main content area is titled 'LCMS Plus Admin Favorites' and contains 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

The right sidebar shows two lists: 'Pinned Pages' and 'Recent Pages'. The 'Pinned Pages' list includes: Tree View, View As User, My Lotteries, My Admin, Account Manager, PET Administration, and Role Management. The 'Recent Pages' list includes: Hours, Mentors, Submitted Exams, Active Evals, Courses with Evals, Absence Requests, and IM/AM/Resource. A 'Manage Recent Pages' button is located at the bottom of the sidebar.