

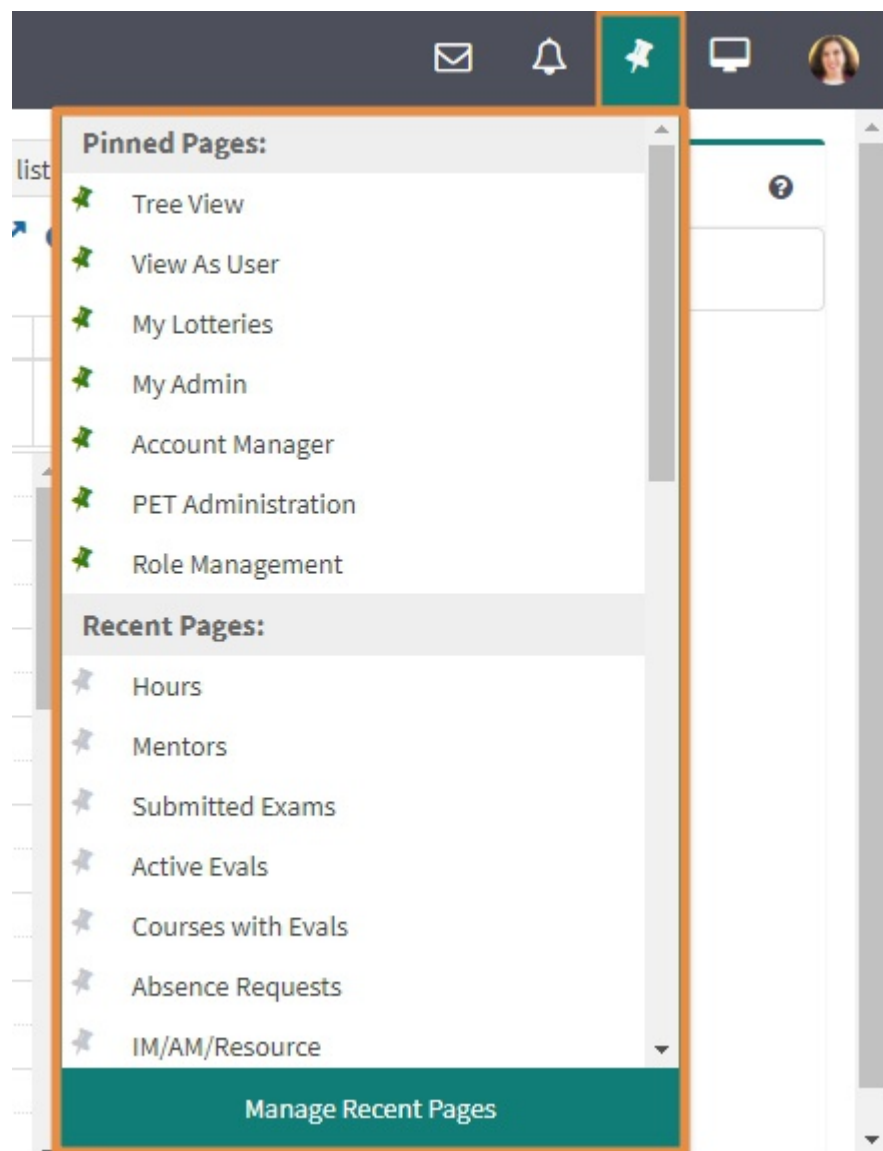


## OwlMed: The Pin (New Feature)

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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

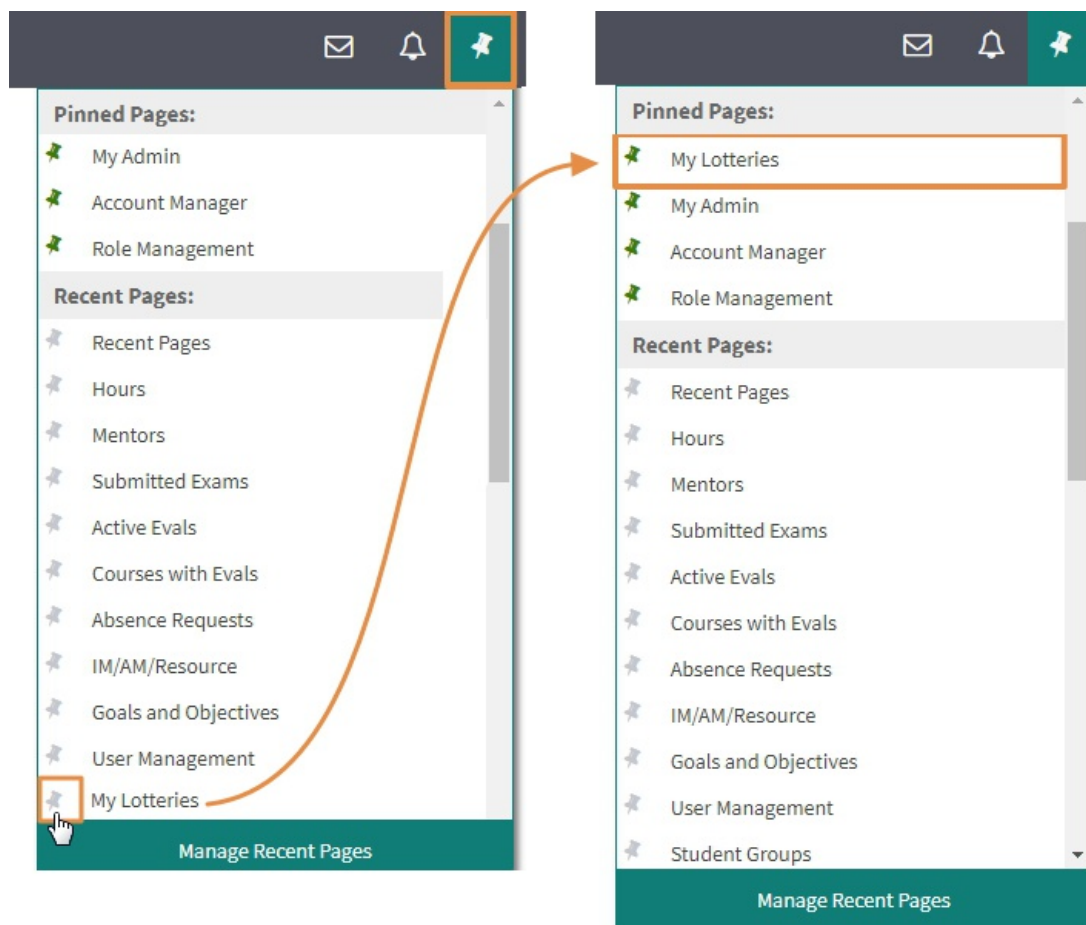
The Pin feature allows you to quickly see where you have been recently in current and past sessions. Unlike the [Session Screen feature](#), - which holds a page in an active state for the current session - the Pin will hold the screen listed in its original inactive state.

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 shows the LCMS Plus Admin interface. The main content area is titled "Recents" and contains a table of "Favorites". The table has columns for "Ln#", "Menu Name", "Count", and "URL". Below the table, there are two columns of actions: "Move To Top" and "Pin". The "Move To Top" column contains an upward arrow icon and the text "Move". The "Pin" column contains a pin icon and the text "Remove Pin" or "Pin It".

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 sidebar on the right contains two sections: "Pinned Pages" and "Recent Pages". The "Pinned Pages" section lists: Tree View, View As User, My Lotteries, My Admin, Account Manager, PET Administration, and Role Management. The "Recent Pages" section lists: Hours, Mentors, Submitted Exams, Active Exams, Courses with Exams, Absence Requests, and IM/AM/Resource. At the bottom of the sidebar, there is a button labeled "Manage Recent Pages".