

About user and job favorites

The **Job** and **User** tabs of the **Process Templates** pane display favorites, meaning process templates that you want to access quickly or frequently.

You start processes with the process templates on both the **Job** and **User** tabs in the same way that you start processes on the **Global** tab.

Job favorites

Job favorites are the process templates on the **Job** tab and are specific to each job. Any process templates that you add to it will be available each time anyone opens the job on any computer. Use this tab to store process templates any users may need for this job. To add process templates to the **Job** tab, see [Managing process templates on the job and user tab](#). You can also select the **Add Process Template to Job Favorites** check box in the Start Process dialog box.

Job favorites are one of the settings you can save in a template job. You can create a template job and add process templates to its **Job** tab. Then you can create new jobs based on this template job and automatically copy the contents of the **Job** tab from the template job to the new jobs.

User favorites

User favorites are the process templates on the **User** tab and are specific to your user account. Any process templates that you add to it will be available each time you open any job.

Use this tab to store process templates you need for several jobs. To add process templates to the **User** tab, see [Managing process templates on the job and user tab](#).