

Setting up job and user favorites

You can put frequently used process templates on the **Job** and **User** tabs of the **Process Templates** pane. Process templates on the **Job** tab are available to anyone who works with the job. Process templates on the **User** tab are available to you on any job.

To add process templates to the **Job** or **User** tab, from the **Job** menu, select **Manage Job /User Favorites**. You can add process templates to job favorites by starting a process and selecting the **Add to Job Favorites** option from the Start Process dialog box.

See Also

- [Process Templates pane](#)