Add a Sample to the MY FAVORITES Tab
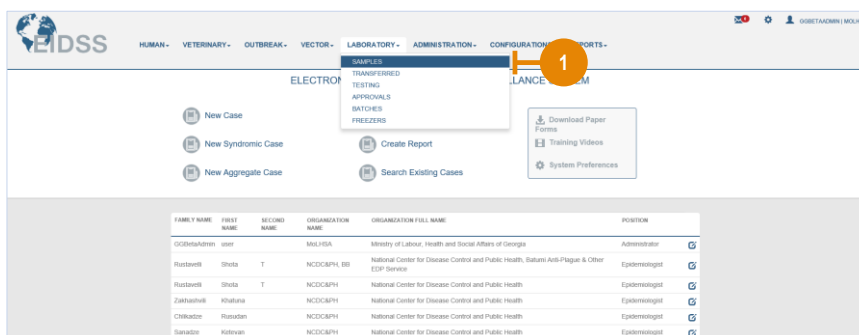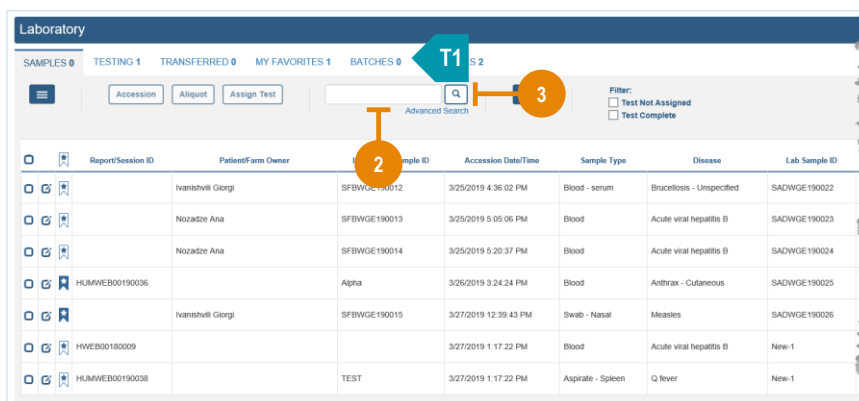
An EIDSS user with the appropriate permissions can group samples in a separate tab for easy access. This quick guide presents the steps to add a sample to the MY FAVORITES tab.

1. From the **EIDSS Dashboard,** choose **SAMPLES** from the **LABORATORY** drop-down menu. The **Laboratory** screen appears with the **SAMPLES** tab open.

Tip 1: Samples can also be added to the **MY FAVORITES** tab from the **TESTING, TRANSFERRED,** and **BATCHES** tabs.

2. Enter a search parameter for the sample you wish to add as a favorite. **Note:** Searching may not be necessary if the desired sample appears in the grid.

3. Click the **Search** icon. The **Laboratory** screen refreshes displaying the **Search Results.**

Tip 2: If the desired sample does not appear, click **Advanced Search,** enter as much information as possible, and click **Search.**

Tip 3: To remove a sample from the **MY FAVORITES** tab, click the corresponding blue **Star** icon.

4. Click the **Star** icon corresponding to the sample you wish to add as a favorite. The icon turns blue and the sample appears within the **MY FAVORITES** tab. **Note:** All laboratory functions can be performed within the **MY FAVORITES** tab.