

FAU College of Medicine Support Center

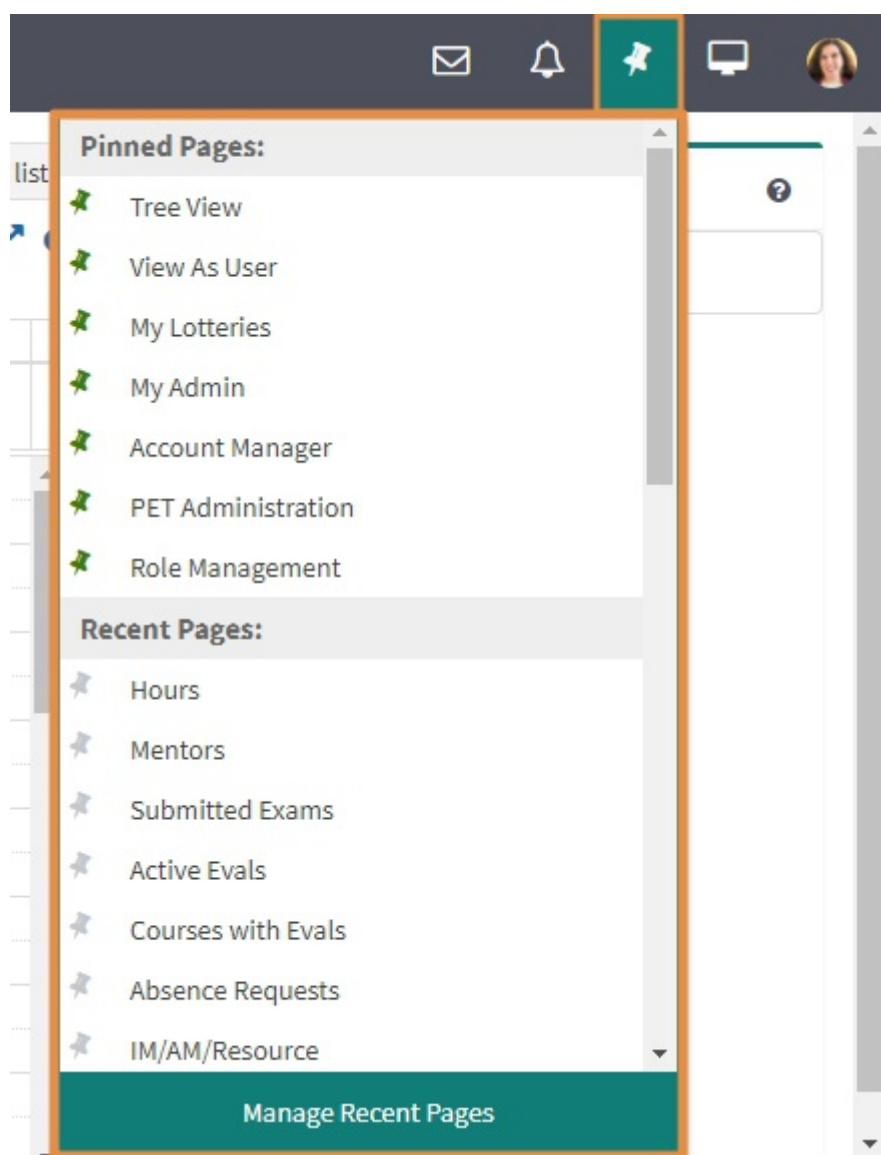
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OwlMed: The Pin (New Feature)

Marcelle Gornitsky - 2018-07-19 - OwlMed and Canvas

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

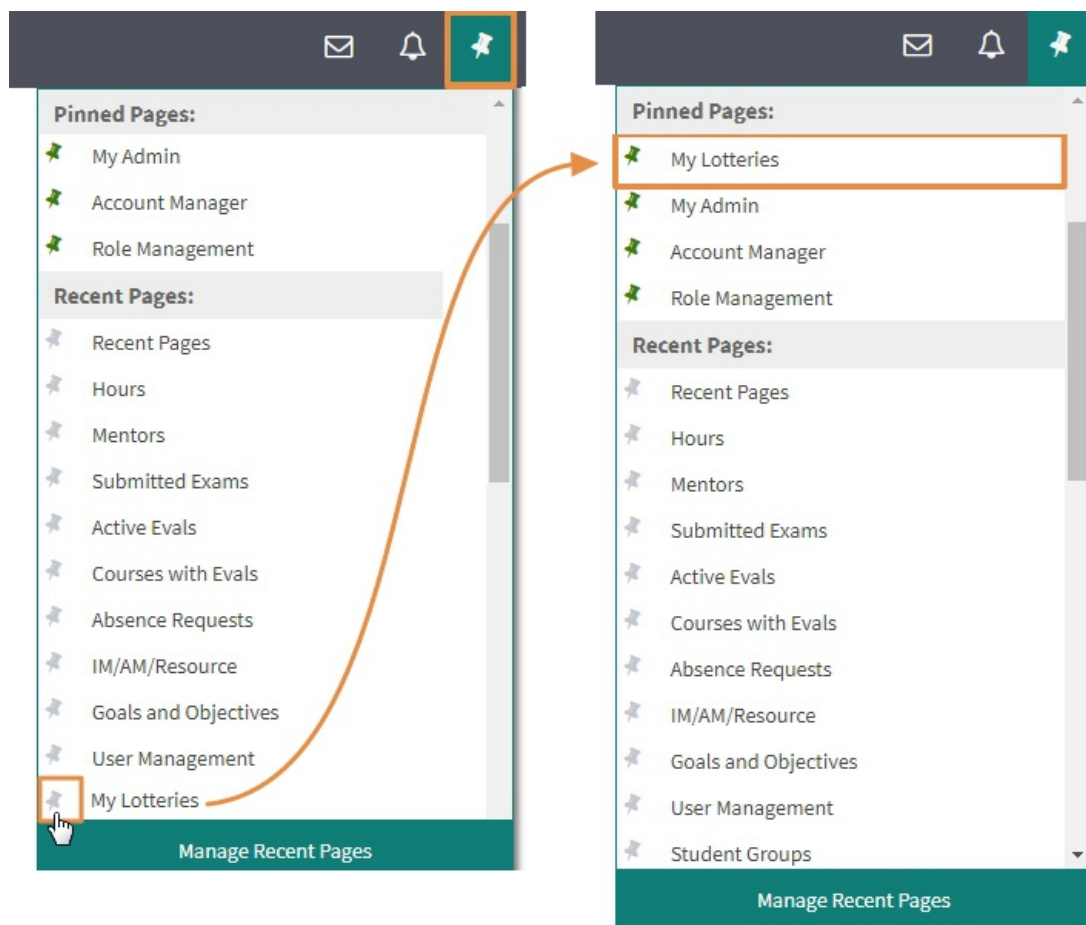
The Pin feature allows you to quickly see where you have been recently in current and past sessions. Unlike the [Session Screen feature](#), - which holds a page in an active state for the current session - the Pin will hold the screen listed in its original inactive state.

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 recent pages. The table has columns for 'LnP', 'Menu Name', 'Count', and 'URL'. Below the table are two buttons: 'Move To Top' and 'Pin'. A sidebar on the right contains two lists: 'Pinned Pages' and 'Recent Pages'. The 'Pinned Pages' list includes items like 'Tree View', 'View As User', 'My Lotteries', 'My Admin', 'Account Manager', 'PET Administration', and 'Role Management'. The 'Recent Pages' list includes items like 'Hours', 'Mentors', 'Submitted Exams', 'Active Events', 'Courses with Events', 'Absence Requests', and 'IM/AM/Resource'. At the bottom of the sidebar is a button labeled 'Manage Recent Pages'. Arrows indicate the flow from the table to the sidebar.

LnP	Menu Name	Count	URL
1	View As User	607	
2	Tree View	560	
3	Import Modules	539	
4	My Admin	488	
5	Account Manager	78	
6	PET Administration	42	
7	Role Management	26	
8	My Lotteries	16	