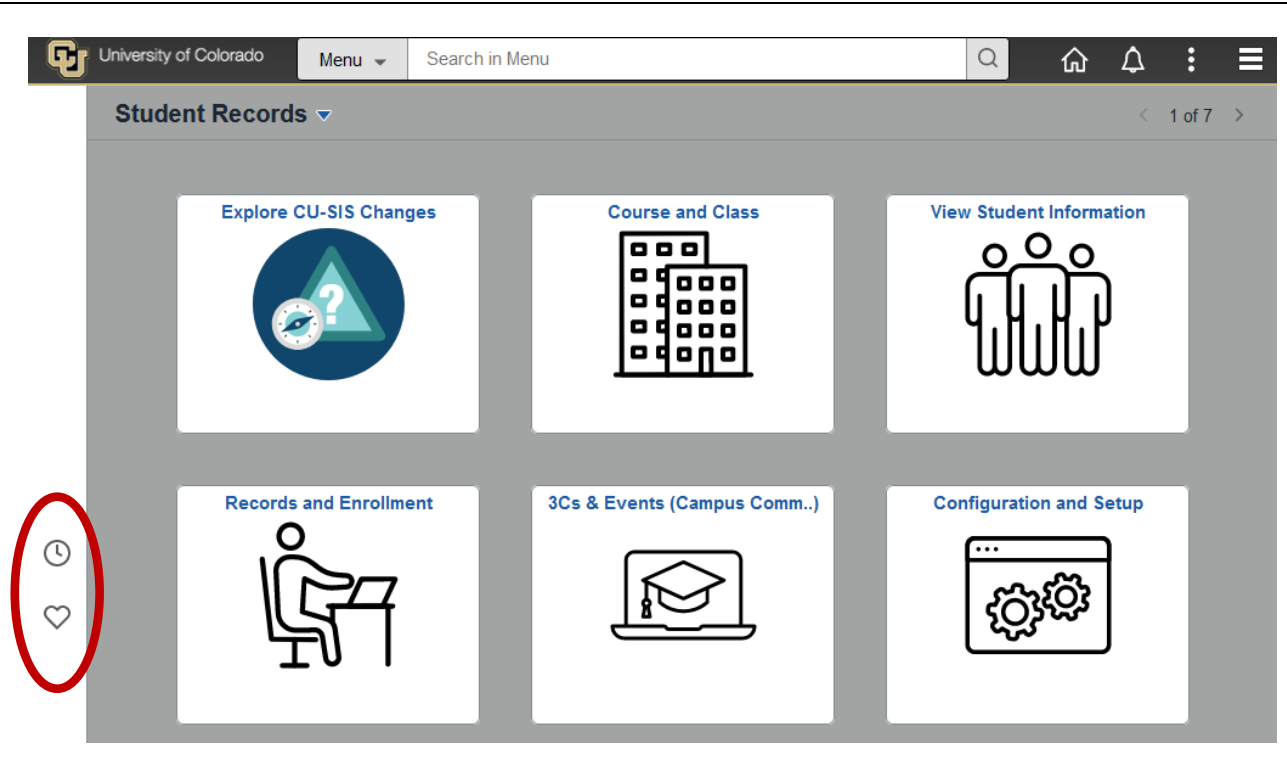


# PeopleTools | Quick Access Bar

The homepage now includes a **Quick Access Bar**, providing one-click access to your favorites and recently visited items.

On a desktop monitor, the **Quick Access Bar** is displayed on the far left.

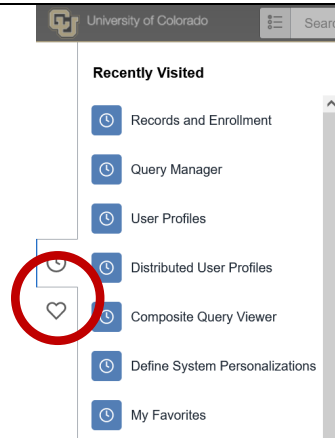
On a smartphone or other device using portrait orientation, the quick access bar will appear at the bottom of the screen.



## Recently Visited

With a single click on the clock icon, you can view your recently viewed items, similar to clicking the **Recently Visited** tile on the NavBar.

Most recently visited items are displayed.



# Favorites

Likewise, clicking the heart icon will open your favorites, the same ones that are available through the NavBar.

