

Receptionist – Provisioning Monitored Users (Favorites)

- › Use the search boxes to locate individual users *OR*
- › Click **Search** to display all users in the **Available Users** list
- › Add Users to the **Monitored Users** list – these will display in the Receptionist under Favorites
- › Click **Save**

The screenshot displays the 'Receptionist' application window. At the top, there are search filters for 'Group ID' (set to 'All Groups'), 'Department' (set to 'Any'), 'Last Name', and 'First Name'. A 'Search' button is highlighted with a red rectangle. Below the filters, there are two main panels: 'Available Users' on the left and 'Monitored Users' on the right. Between these panels, a set of four buttons is circled in red: 'Add >', '< Remove', 'Add All >>', and '<< Remove All'. At the bottom right of the window, there are 'Cancel' and 'Save' buttons.