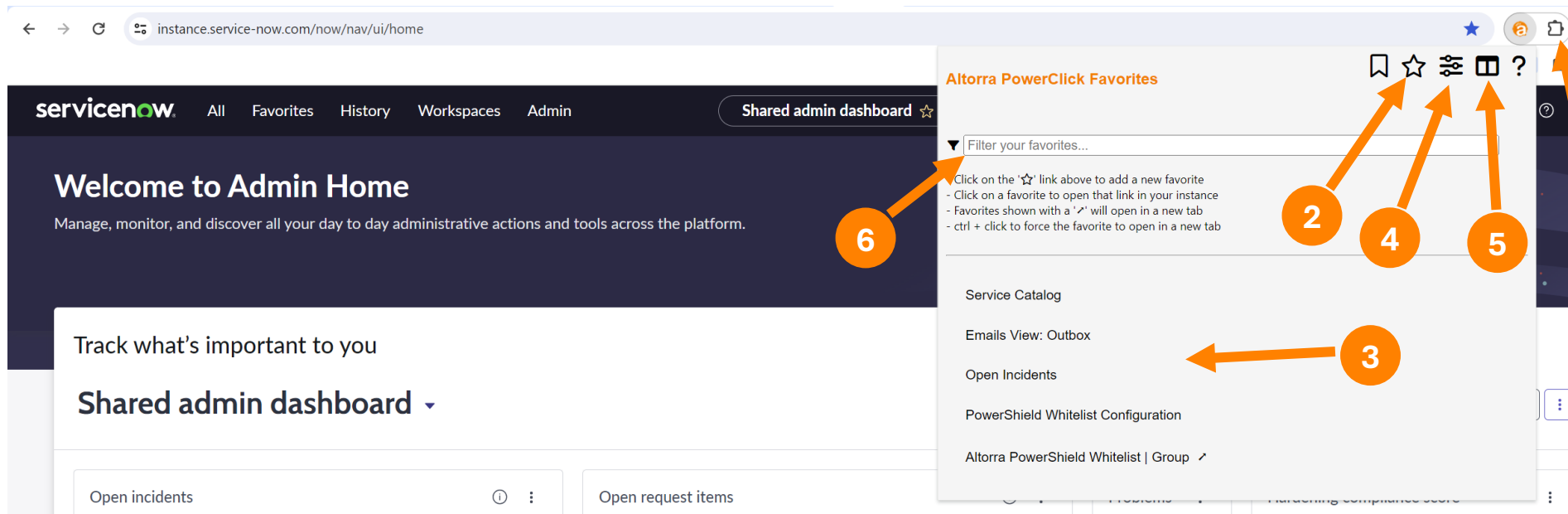




Altorra PowerClick Favorites QuickStart Guide v1.0



STEPS

- 1** - Download extension from the Google Web Store, using the link provided by Altorra (Contact us if you need the link). Install and pin the extension to your tool bar (setting found under extensions, vertical ellipsis, Manage extension)
- 2** - Navigate to a page in your ServiceNow instance you wish to save as a favorite. Click on the ☆. Select your saved favorite settings (Show top navigation, Open in new tab, Title & URL), or add with proposed default settings.
- 3** - Saved favorites will be displayed in the list when navigating to a page on a ServiceNow instance. No favorites will be displayed when on a non-ServiceNow page. By default, favorites will open in current browser tab. Pressing ctrl + link will open favorite into new browser tab. Favorites can be rearranged by dragging them to desired location. Click on the ✕ to the right of each favorite to remove it.
- 4** - PowerClick Favorite settings/options can be modified by clicking on ⚙️
- 5** - The extension can be docked as a Side Panel by clicking on 📄
- 6** - Search for your favorites using the filter search box.

Once a favorite has been saved, it will work on any ServiceNow instance.