Corporate Planner: Making Life Easier
How to pin databases for quicker access

How to pin databases for quicker access:

Like your commonly used Excel files, you can pin the databases you most commonly use to the home screen. This means you can access them with one click once you have logged into CP.

1. **Navigate to the Home Screen.**

2. Under *Recent* on the right hand side of the screen, you will see a list of the databases you have recently entered

3. **Hover over the database you wish to pin** – a pin icon will appear to the right of the database.

4. **Click on the pin.**

5. The database will now be pinned to your recent files.

    Recent
    UoM FRS102 Reporting

6. The next time you log into CP, you can access the database with a single click by clicking on the pinned database.

FinanceHelpdesk

✉ **Finance.helpdesk@manchester.ac.uk**

🌐 **www.finance.manchester.ac.uk/financeonly/trainingandcommunication/**