

## **Creating, Deleting and Editing Favorites**

Step	Action
1.	To begin, navigate to the page you want to save as a favorite. Then, click the <b>Add to Favorites</b> link.  Add to Favorites
2.	A description of the page defaults. Change as needed.
3.	Click the <b>OK</b> button.
4.	Click the <b>OK</b> button.
5.	To retrieve a favorite, click the <b>Favorites</b> button.  Favorites
6.	Pages that you have recently navigated to will display under the <b>Recently Used</b> section.
	Pages that you have marked as a Favorite will display under My Favorites.
7.	You can edit Favorites by clicking the <b>Edit Favorites</b> option.
8.	To edit the name of your favorite, simply type a new name under the <b>Favorite</b> column.  By adding a <b>Sequence number</b> , you can change the display order that a favorite is listed. (The sequence number begins with 0, 1, 2, 3, etc)  Click <b>Save</b> to store changes.
9.	To delete a favorite, click the <b>Delete</b> button.  Delete
10.	Click the <b>OK</b> button.
11.	Click the Save button.
12.	End of Procedure.