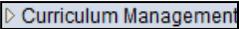
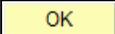
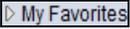
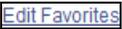
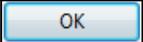


Creating, Deleting, and Editing Favorites in Access.SMU

1.	To set a favorite within Access.SMU, you must first navigate to that page. In this example, we are saving the Class Search page as a favorite.
2.	Click the Curriculum Management link. 
3.	Click the Class Search link. 
4.	Keep in mind that your favorite must be set at this level, rather than the actual Class Search page level because data is required from this point onward (<i>criteria for searching</i>).
5.	Click the Add to Favorites link. 
6.	A description of the page will default but you can name the favorite anything you like.
7.	Update or accept the description of your favorite into the Description field. For example, type a valid value e.g. "My ".
8.	HINT: If you try to save a page with the same description as a previously saved favorite, you will get the following warning: <i>"The description you entered already exists. Would you like to overwrite it?"</i> (Clicking OK replaces the favorite , while clicking Cancel allows for a different description .)
9.	Click the OK button. 
10.	Click the scrollbar.
11.	Click the Schedule of Classes arrow to collapse the menu. 
12.	Click the Curriculum Management arrow to collapse the menu. 
13.	Click the My Favorites link. 
14.	You can now see that your favorite has been added to "My Favorites" and is at the top of the menu.
15.	Click the Edit Favorites link. 

16.	<p>You may do several edits at this point:</p> <ol style="list-style-type: none"> 1) Edit a name, then save. 2) Change the sequence number (the display order the favorite is listed in when "My Favorites" is opened.) *Note: The favorites sequence numbers start with zero...0, 1, 2, 3, etc. 3) You can delete a favorite by clicking on the Delete button.
17.	<p>Click the Delete button.</p> 
18.	<p>Click the OK button.</p> 
19.	<p>Click the Save button.</p> 
20.	<p>End of Procedure.</p>