

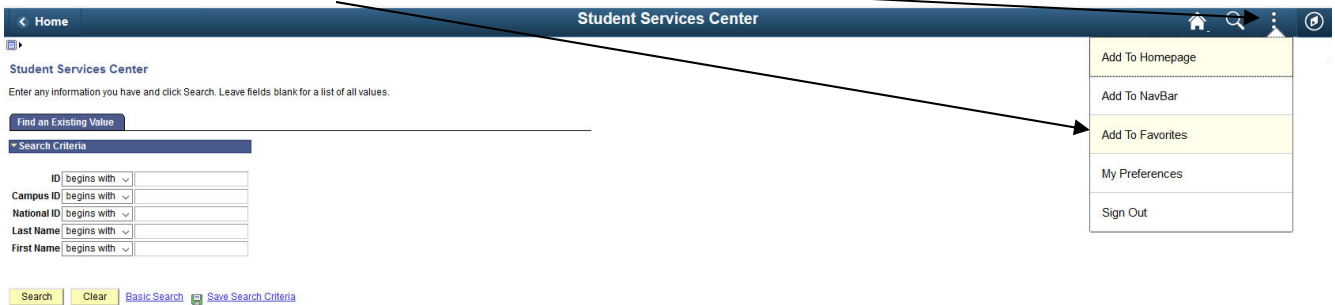
Favorites

Frequently used pages can be set as **Favorites** for quick and easy access to them without needing to use the full navigation path.

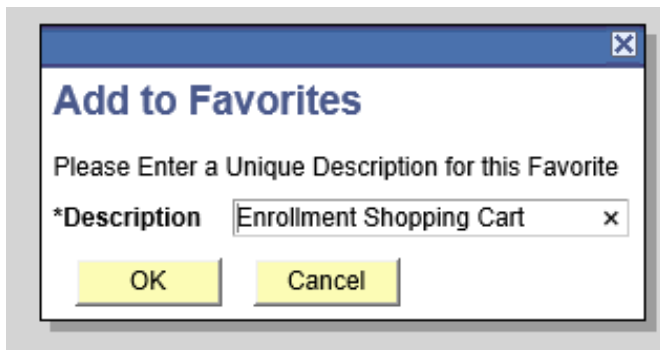
Favorites are saved as part of your User ID, rather than the browser, so they will be available if you change computers.

Creating Favorites

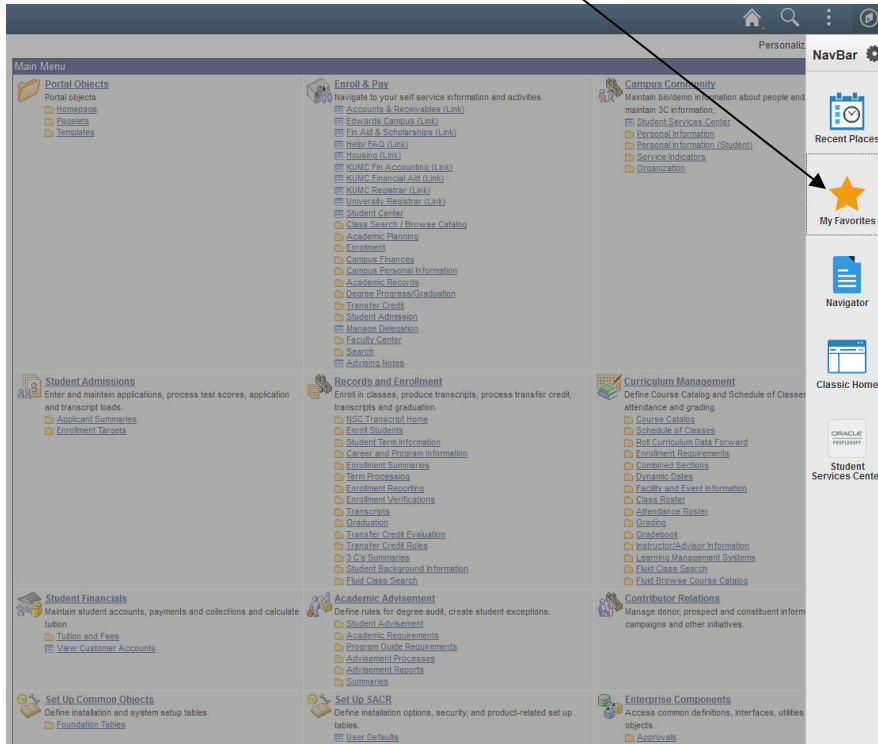
1. Navigate to the search window of the page you want to create as a favorite.
2. Click on the Add To Favorites in the Actions List



3. After choosing Add To Favorites, another window will open that will allow you to edit the description of the page you want to save. Click the OK button.

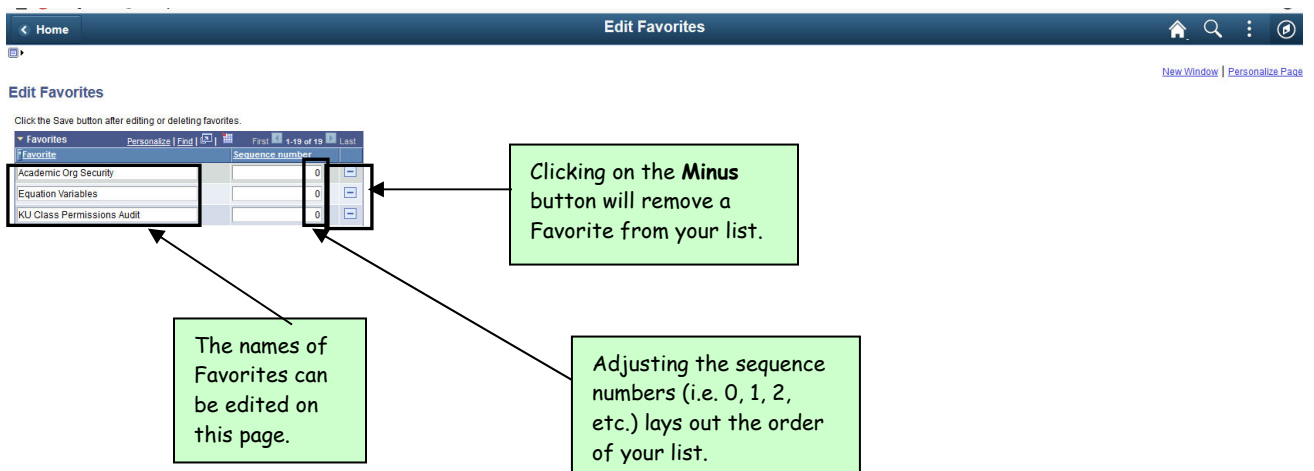
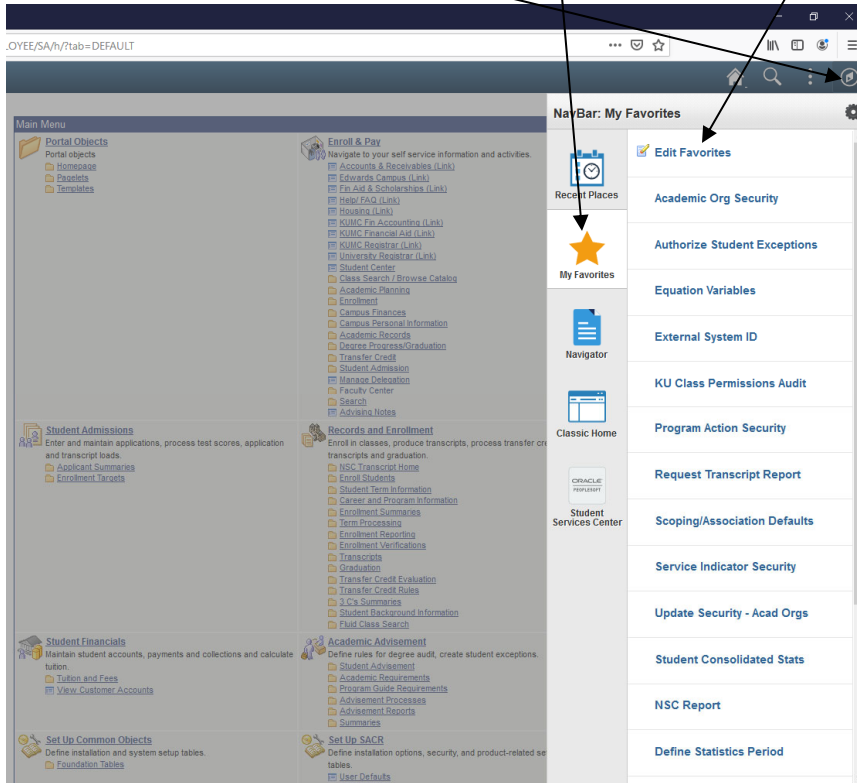


4. The page is now saved in **My Favorites**



Editing Favorites

Go to the **NavBar**, click on **My Favorites**, then click on **Edit Favorites** and this will allow you to alter or delete a Favorite you have already created.



Click on the **Save** to save your changes.