



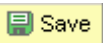
## **How do I? Add to Favorites**

Version 9.0

### **Add to Favorites**

1. **Click** on **Add to Favorites** from the page you would like added to favorites. You can select the link from the upper right hand corner or from the My Favorites Menu option.
2. **Enter** a new **Description** or keep the one that defaults in. **Click OK.**

### **Edit - Add to Favorites**

1. **Click** on **My Favorites** on the left column.
2. **Click** on **Edit Favorites**
3. **Update** the Description or Sequence of your Favorites, or Delete favorites you no longer use. Sequence of 0 will appear first in the list.
4. **Save**  Save

### **Using - Add to Favorites**

1. **Click** on **My Favorites**
2. **Select** the appropriate link/Favorite