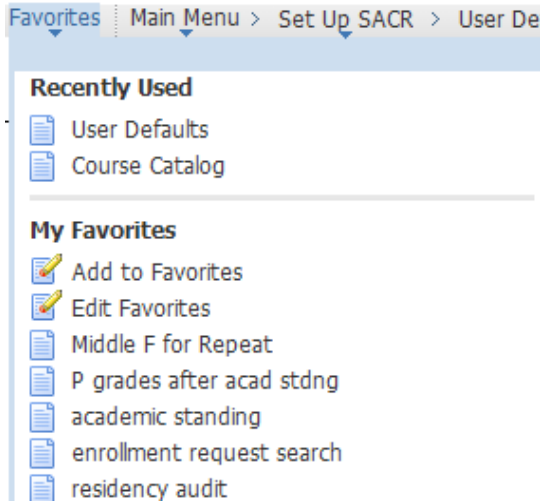


SIS Basics: Creating Favorites

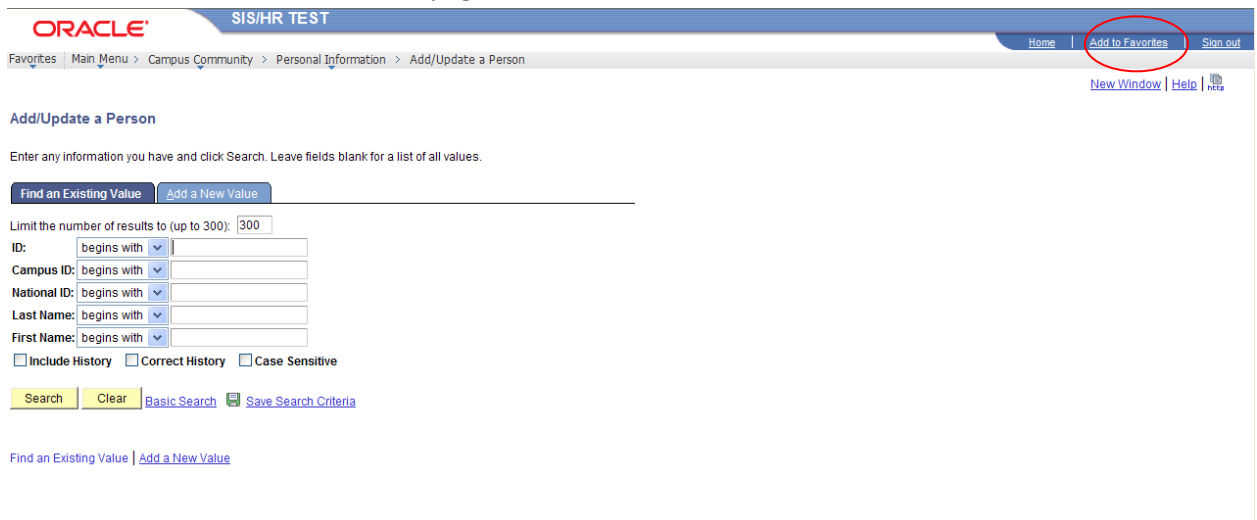


Favorites feature allows you to bookmark pages that you use frequently. Once you add a favorite, it appears under Favorites folder in the left navigation menu.

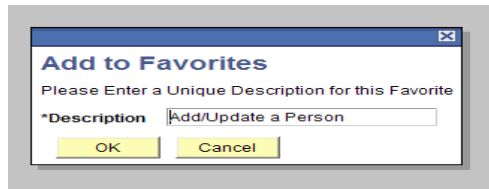
The favorites that you setup are not stored on a specific computer but are associated with your user profile, so you can access them from other computers.

How to Add a Favorites

1. Open the page that you want to designate as a favorite.
2. Click the **Add to Favorite** link in the page header.



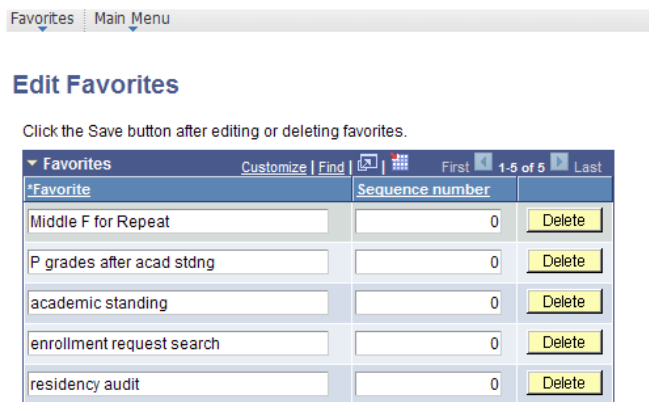
The Add to Favorites page appears, with the page name as the default in the Description field. If you like, update the description for the favorite.



3. Click **OK**.

How to Edit your Favorites

1. Expand the Favorites folder in the left navigation menu.
2. Click **Edit Favorites**. Edit Favorites page displays.



3. Locate the favorite that you want to modify.
 - To change the label, type a new name in the box.
 - To delete a favorite, click the **Delete** button.
 - To reorder favorites, type an appropriate number in the **Sequence Number** box.
4. Click **SAVE**.