Setting up Favorites in 9.2

Creating Favorites
After the new system is turned on in October 2018, you will need to navigate to the full path using the NavBar (Compass Icon) and the Navigator tile in the upper right hand corner of the screen to create Favorites.

1. Click on the NavBar (Compass Icon).
2. Click on the Navigator tile.
3. Navigate to the Full Menu path. In this case, click on Accounts Payable.
4. Click on Vouchers.
5. Click on Add/Update.
6. Click on Regular Entry.
7. Regular Entry page for a voucher displays.

8. Once you have navigated to the page, click on Actions Icon (3 bars in the upper right hand corner).

9. Click Add to Favorites.
10. Update the Description if desired and click OK.

11. Message displays stating that Favorite has been saved. Click OK.
12. Click on the NavBar (Compass Icon) in the upper right hand corner of the screen.

13. Click on My Favorites.
14. Regular Entry page you just created as a Favorite displays for future use.
If you created a Favorite in error, you would do the below steps to delete it.

1. **Click on the NavBar (Compass Icon) in the upper right hand corner of the screen.**

![NavBar](image)

2. **Click on My Favorites.**

![My Favorites](image)
3. Click on Edit Favorites.
4. Press the minus (-) button on the row you would like to delete.
5. Click OK to confirm deletion.

![Delete Confirmation]

6. The row has been deleted. Press Save.

![Edit Favorites]

Click the Save button after editing or deleting favorites.
7. Navigate back to My Favorites. Click on the NavBar (Compass Icon) in the upper right hand corner of the screen.

8. Click on My Favorites.
9. Regular Entry page no longer displays.