

## HRMS Basics Job Aid #9: Saving & Organizing Favorites Folder

Step	Saving Transactions						
1	Select the transaction that you want to add to your Favorites folder.						
2	<p>There are three options for adding transactions codes to your Favorites folder.</p> <table border="1"> <tr> <td><b>Option #1:</b></td> <td>Click on the Add to Favorites icon </td> </tr> <tr> <td><b>Option #2:</b></td> <td>Click and drag the transaction into your Favorites folder  <b>Note:</b> The menu path will not display in the Favorites folder, only the transaction code and name.</td> </tr> <tr> <td><b>Option #3:</b></td> <td>Right-click on the Favorites folder and select Insert transactions. Enter the transaction code and click the Enter icon </td> </tr> </table>	<b>Option #1:</b>	Click on the Add to Favorites icon 	<b>Option #2:</b>	Click and drag the transaction into your Favorites folder  <b>Note:</b> The menu path will not display in the Favorites folder, only the transaction code and name.	<b>Option #3:</b>	Right-click on the Favorites folder and select Insert transactions. Enter the transaction code and click the Enter icon 
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Organizing Favorites	
<b>Adding Sub-folders:</b>	
Steps	Action
1	Right-click on the Favorites folder and select Insert folder.
2	Create a folder name and click the Enter icon 
<b>Adding Websites:</b>	
Steps	Action
1	Right-click on the Favorites folder and select Insert transaction.
2	Click Add other objects and select website.