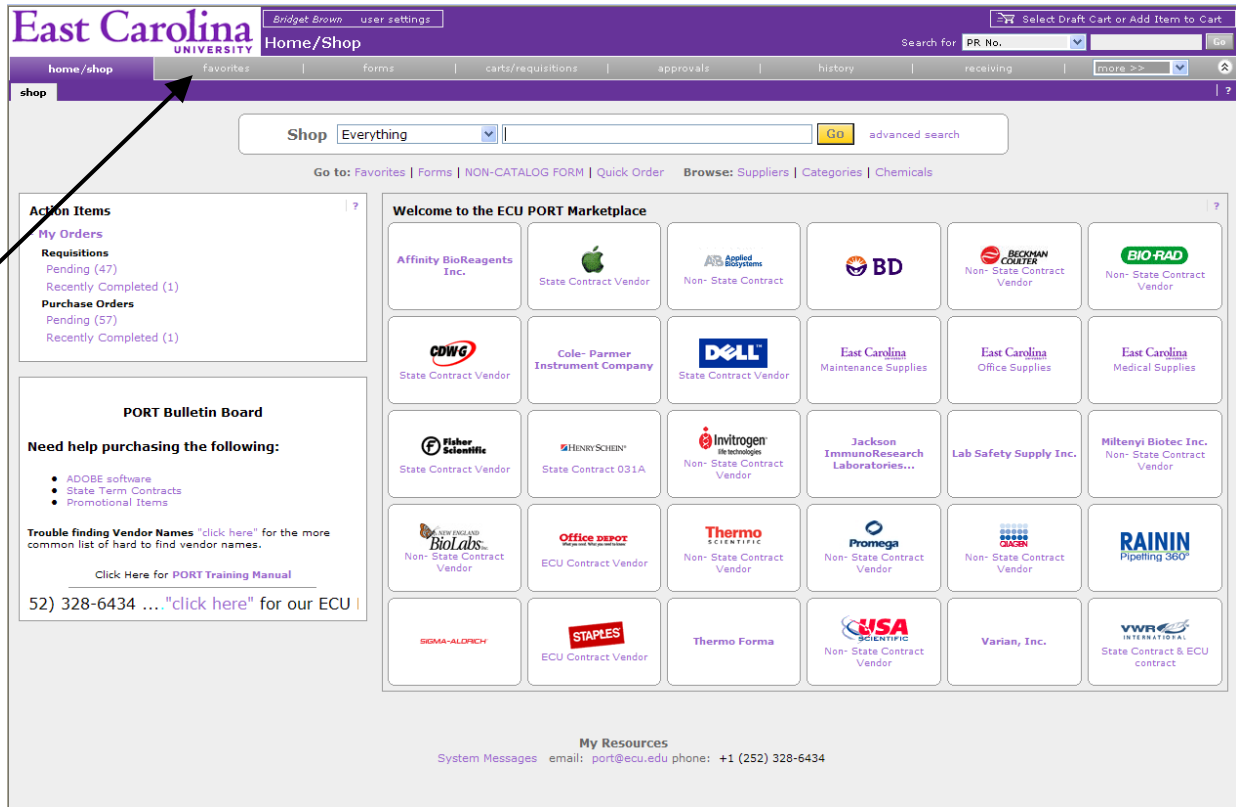
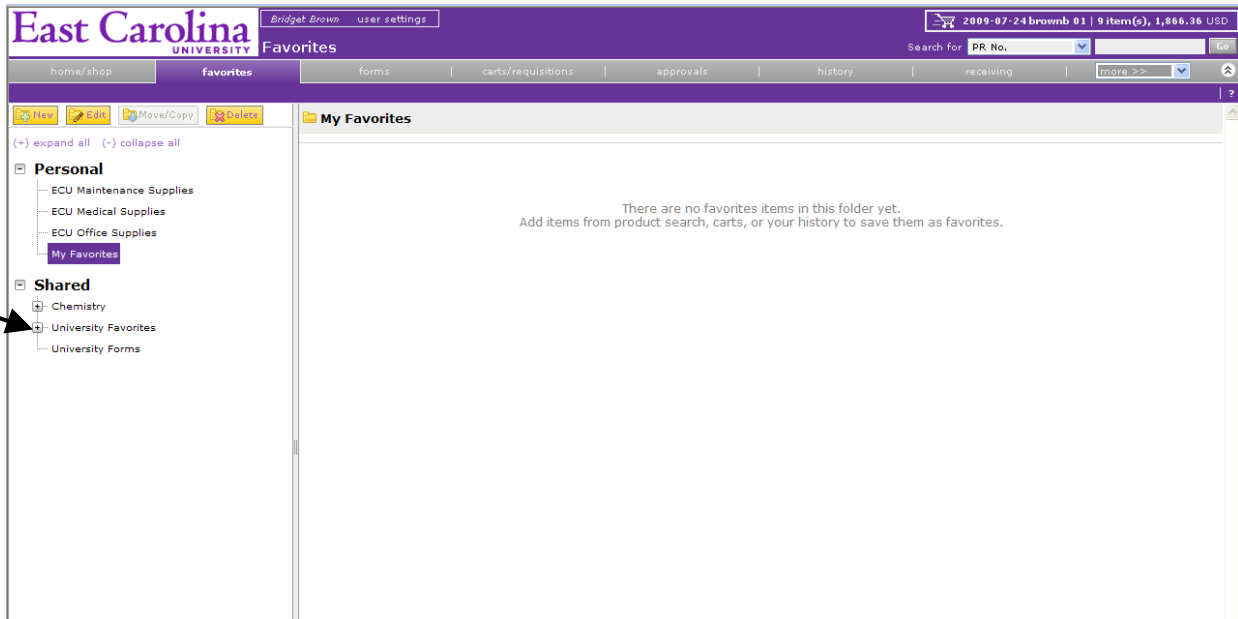


COPY FAVORITE ITEMS

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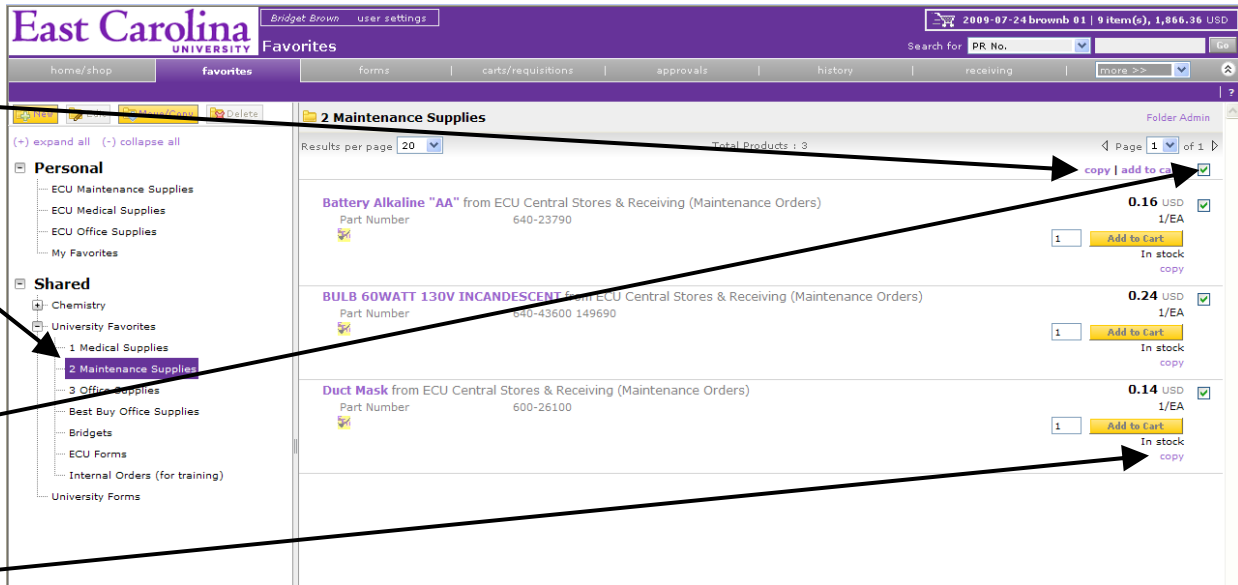
1. Click on **favorites**.



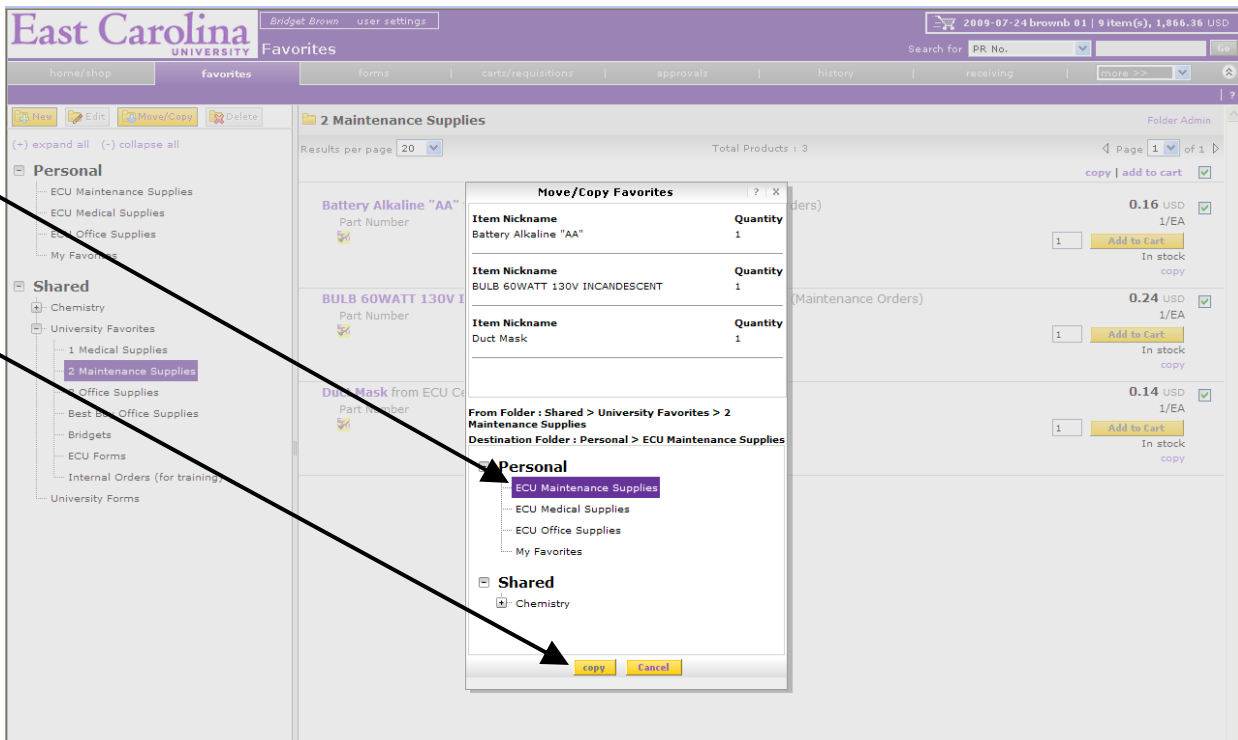
2. Click on **+** beside **University Favorites**. In this example, we will copy favorites from **2 Maintenance Supplies** (under **University Favorites**) to **ECU Maintenance Supplies** (under **Personal**).

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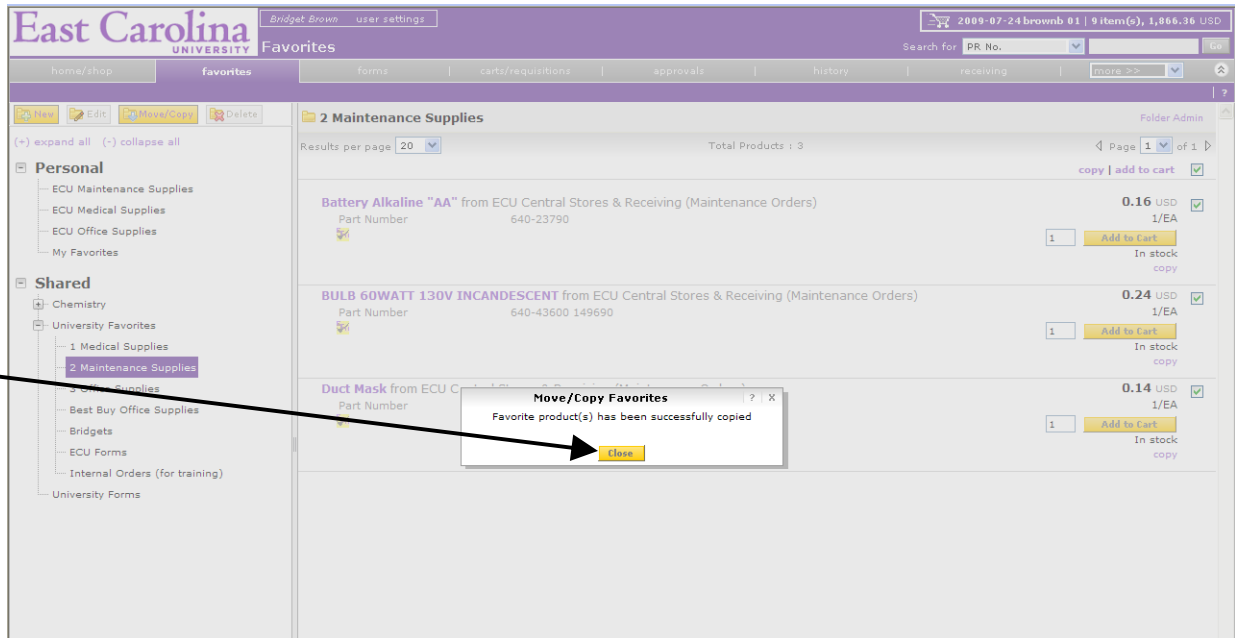
3. Select the **2 Maintenance Supplies** folder under University Favorites.
4. To copy only one item, you can select the **copy** link that corresponds with the item.
5. In this example, we will copy all items by selecting the check box at the top.
6. Click on the **copy** link.



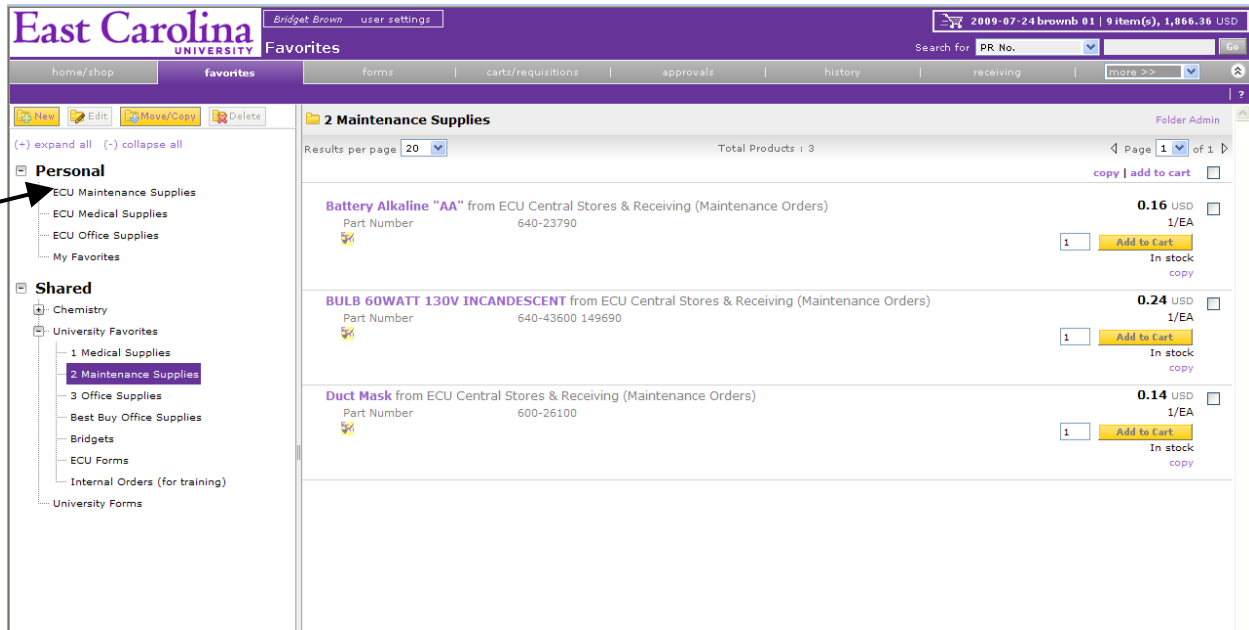
7. Select **ECU Maintenance Supplies** folder.
8. Click on the **Copy** button.

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9. Click the **Close** button.



10. Select the **ECU Maintenance Supplies** folder under Personal to confirm the items were moved from **2 Maintenance Supplies** folder.

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The screenshot shows the 'Favorites' page in a web application. The page title is 'East Carolina UNIVERSITY Favorites'. The user is 'Bridget Brown' with 'user settings'. The page shows a list of items under the 'ECU Maintenance Supplies' folder. The items are:

- Battery Alkaline "AA" from ECU Central Stores & Receiving (Maintenance Orders) - Part Number 640-23790 - 0.16 USD 1/EA - In stock
- BULB 60WATT 130V INCANDESCENT from ECU Central Stores & Receiving (Maintenance Orders) - Part Number 640-43600 149690 - 0.24 USD 1/EA - In stock
- Duct Mask from ECU Central Stores & Receiving (Maintenance Orders) - Part Number 600-26100 - 0.14 USD 1/EA - In stock

Callout box 11 points to the 'ECU Maintenance Supplies' folder in the left sidebar. Callout box 12 points to the 'East Carolina University' logo in the top left corner.

11. Notice the items were moved to **ECU Maintenance Supplies** folder.

12. This completes the steps for this procedure. Click on the **East Carolina University** icon to return to the home page.