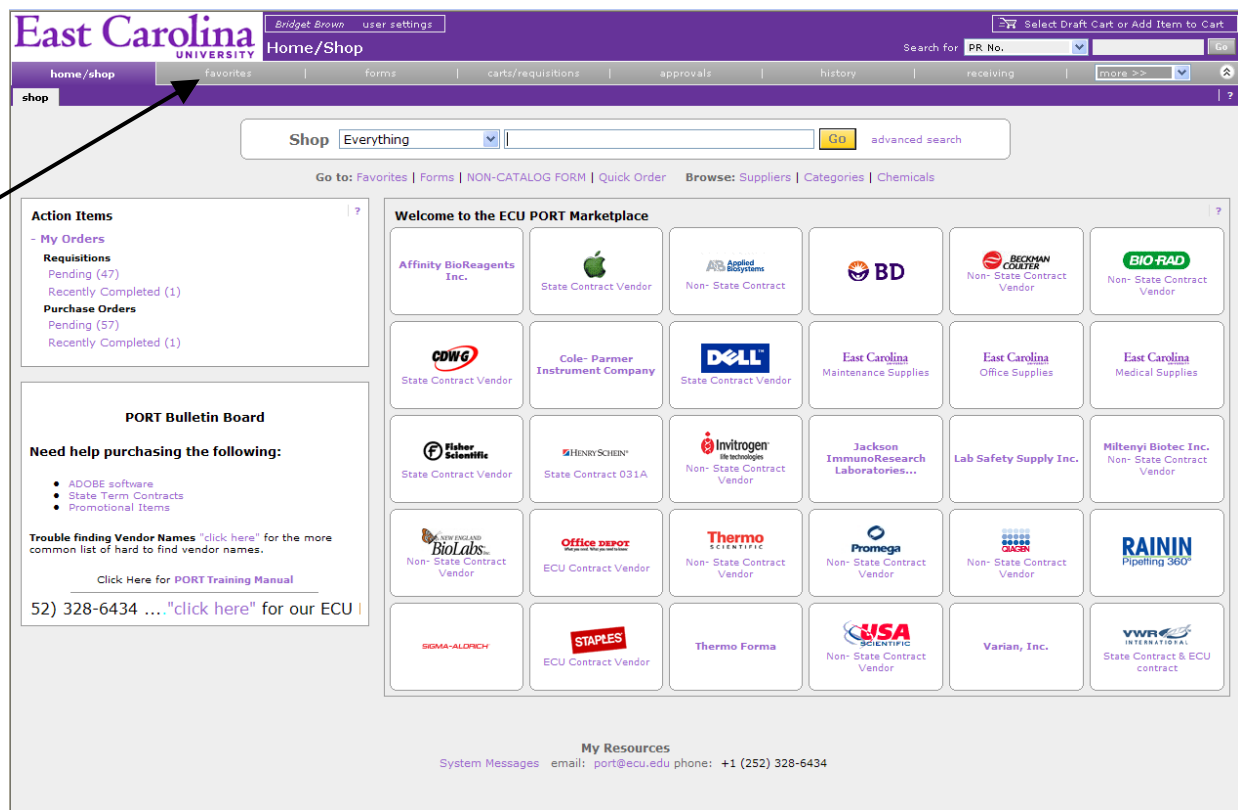
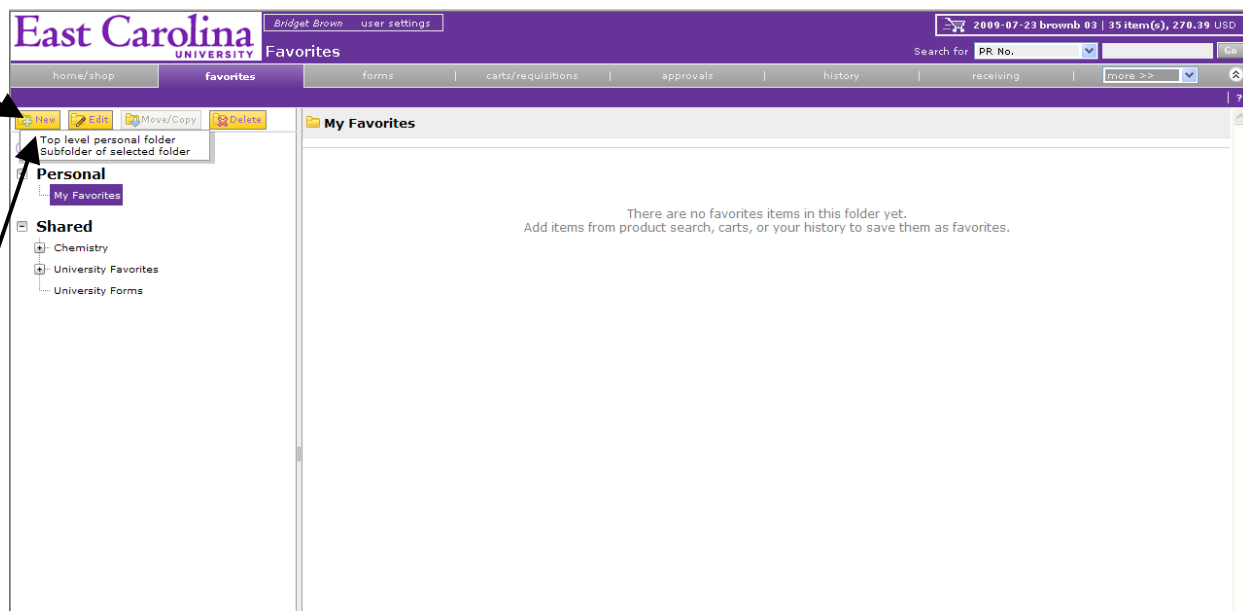


CREATE MY FAVORITE FOLDERS

Last Updated on: 7/22/2009



1. Click on **Favorites** tab.

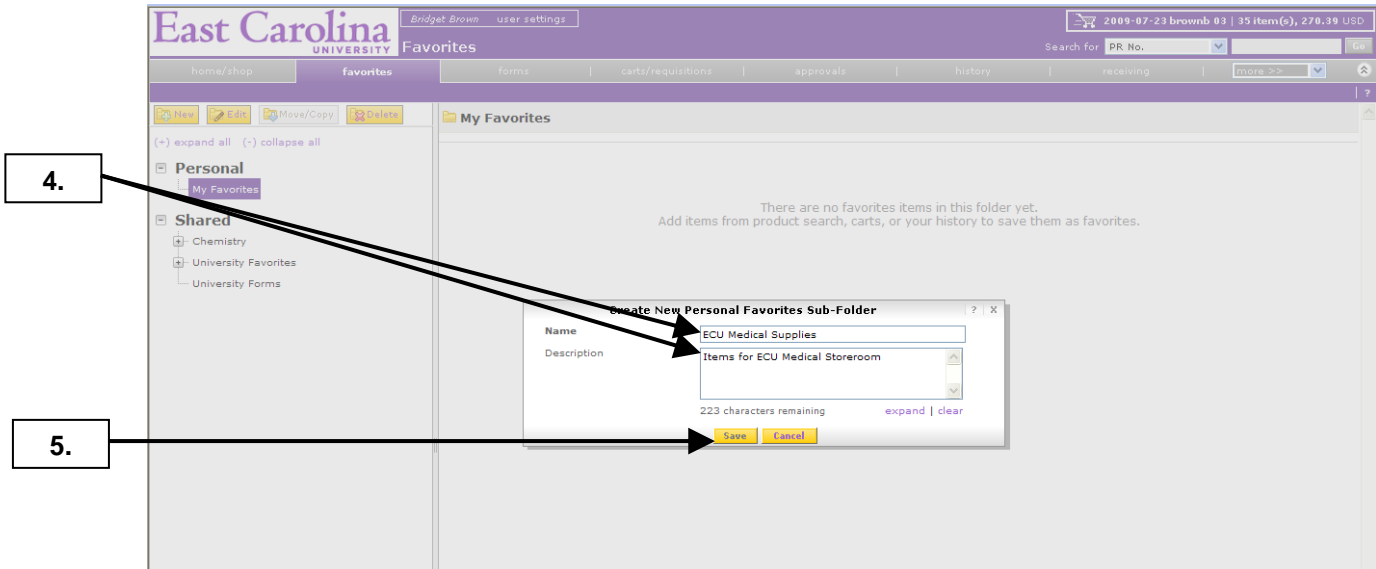


2. Click on **New** button.

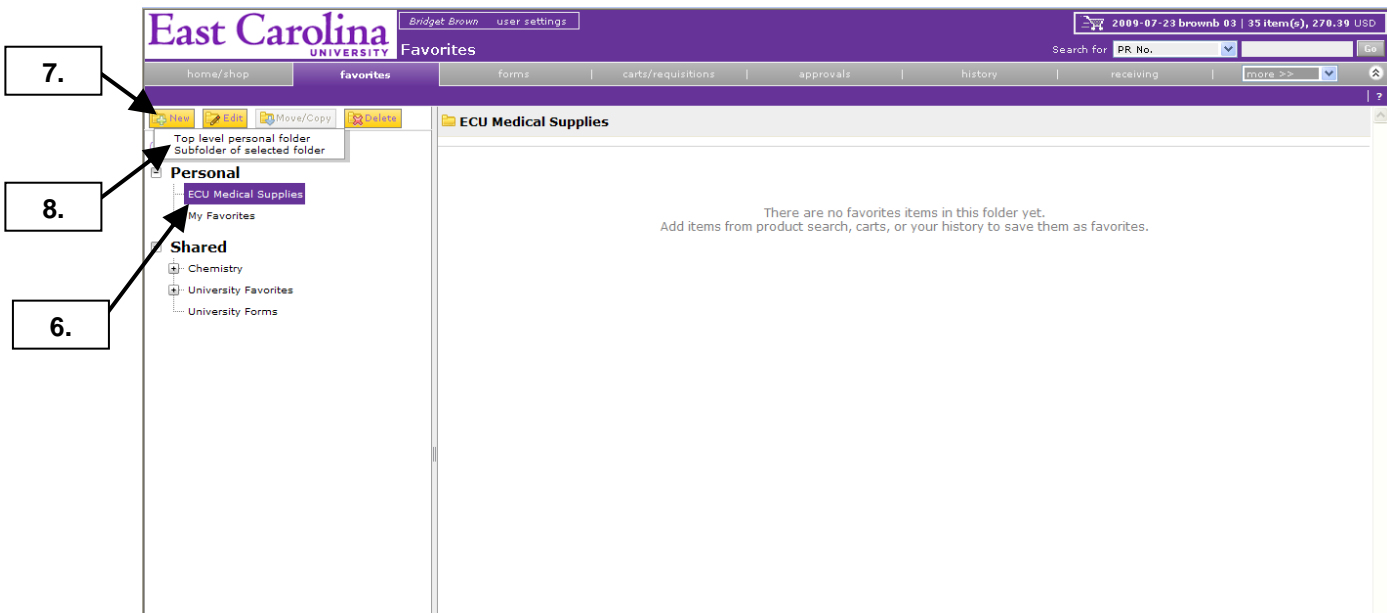
3. Select **Top level personal folder** to create a folder on the same level as **My Favorites**. **Note:** If you select **Sub folder of selected folder**, the folder will be within **My Favorites**.

CREATE MY FAVORITE FOLDERS

Last Updated on: 7/22/2009



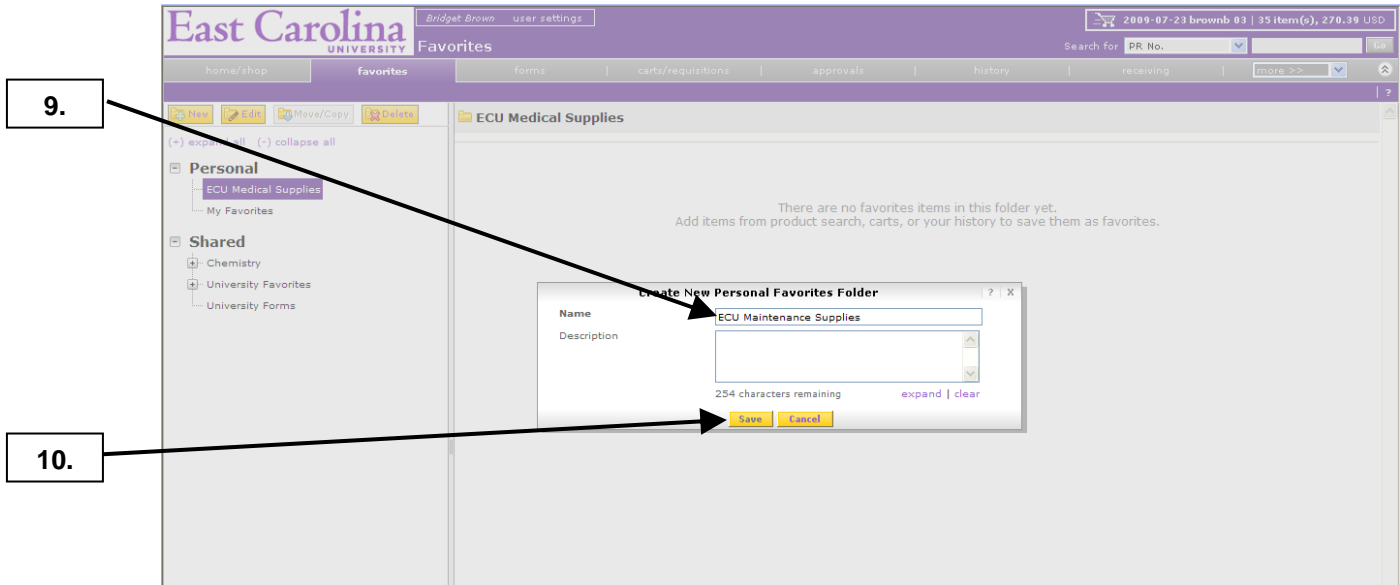
4. Type in the folder name. In this example, we will create 3 folders for each of the campus storerooms. The 1st folder will be called **ECU Medical Supplies** for the medical storeroom items. **Note:** The folder **Description** is optional.
5. Click on the **Save** button to create the folder.



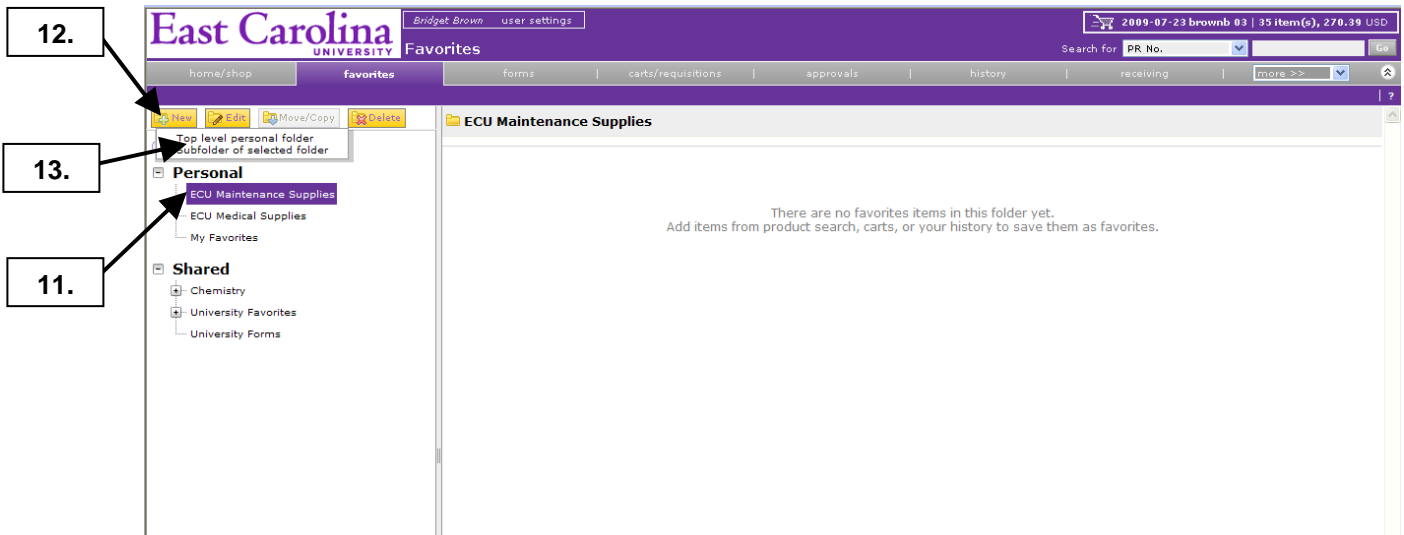
6. Notice that the **ECU Medical Supplies** folder has been created.
7. Click on **New** button.
8. Select **Top level personal folder** to create another folder on the same level as **My Favorites**.

CREATE MY FAVORITE FOLDERS

Last Updated on: 7/22/2009



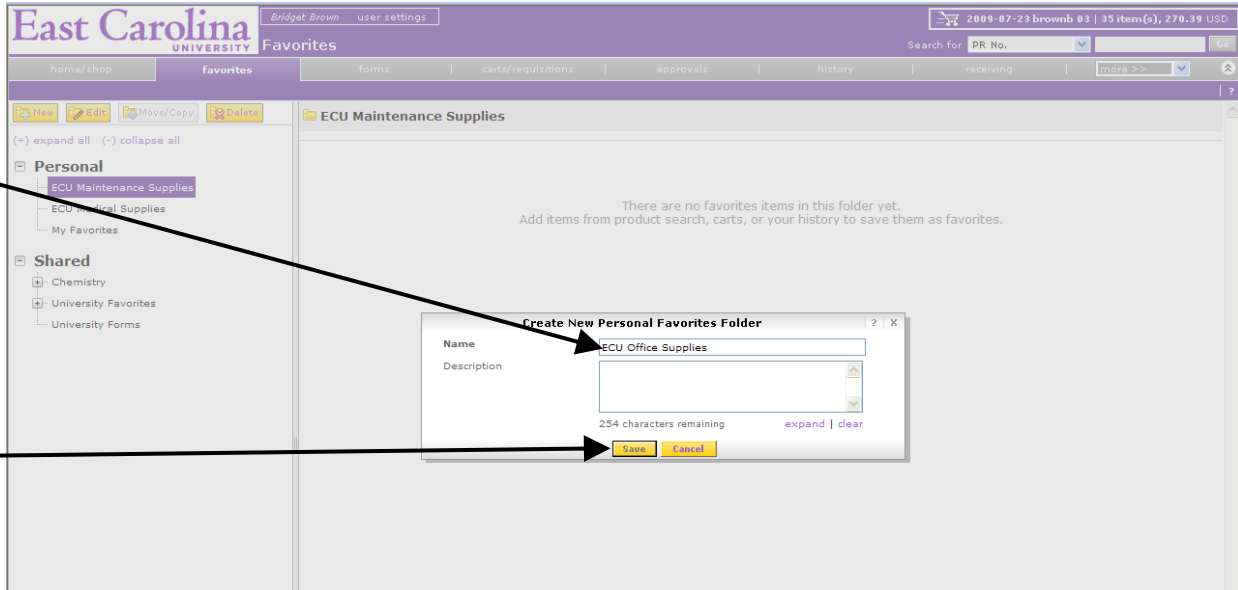
9. Type in the folder name. The 2nd folder will be called **ECU Maintenance Supplies** for the maintenance storeroom items.
10. Click on the **Save** button to create the folder.



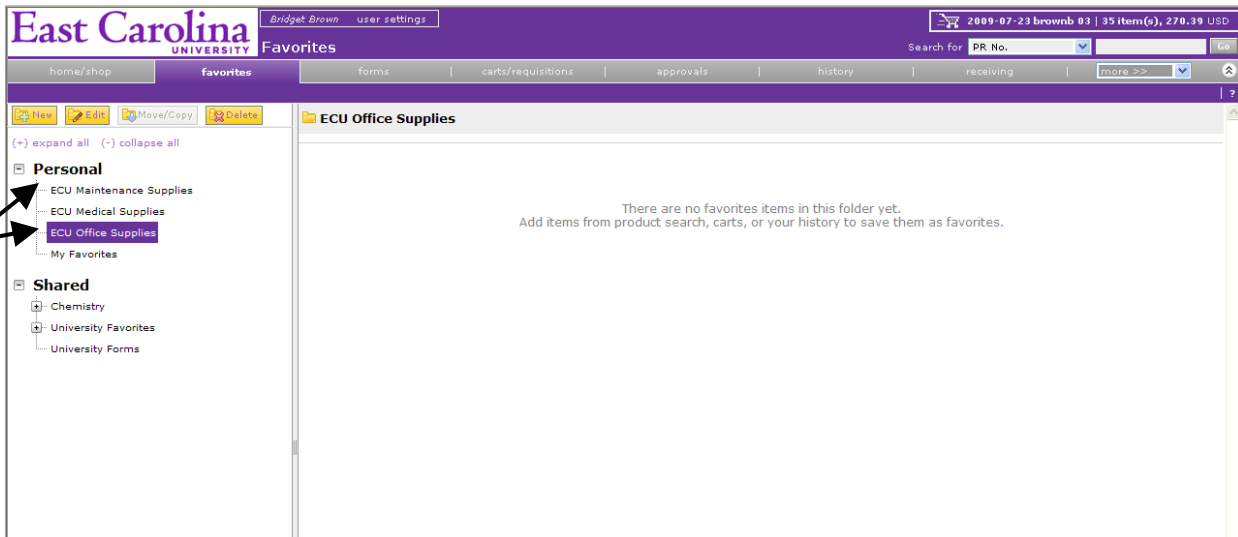
11. Notice that the **ECU Maintenance Supplies** folder has been created.
12. Click on **New** button.
13. Select **Top level personal folder** to create another folder on the same level as **My Favorites**.

CREATE MY FAVORITE FOLDERS

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- 14. Type in the folder name. The 3rd folder will be called **ECU Office Supplies** for office storeroom items.
- 15. Click on the **Save** button to create the folder.



- 16. Notice that you now have a folder for each of the storerooms. This completes the steps for creating my favorite folders. See the **Create My Favorite Items** procedure to continue with favorites.