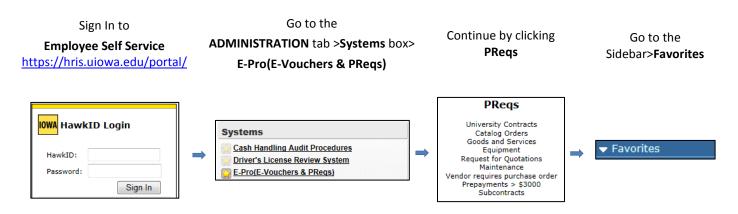
e-Pro (E-Vouchers & PReqs) Favorites

Favorites are for saving frequently used information that can be applied by using the Drop Down menu 🚳 on the form. You can also add items to your Favorites by clicking add link when completing the form.

Accessing Favorites



To manage your Favorites navigate to the Favorites menu on the Sidebar. Here you can Add, Remove or Edit these fields.

- BookmarkName is a title you assign to the Favorite to identify and remember it by. •
- Remove a Favorite by clicking the Red \ge .
- Edit any fields.
- Add a Favorite by clicking the Add button. •
- Always Save changes, by clicking the Save button. .

A few Favorite Pages:

MF	KF	avo	rites									- add
												MFK Favorites
												0500500000000050649100
	1	Act				Bo	okmark	Nan	ne			6135
1	×		0500000	2300000000	00060-	6240						**How drop down menu i
fund 050	org 05	dept 0311	adept 23000	9mt/prgm 00000000	lact 6240	oact 000	dact 000000	fn 60	0000	bile	slac	
2	×		MFK - 2									
fund 170	org 70	dept 7890	sdept 00000	gmt/prgm 00000000	lact 0000	000	dect 000000	fn 31	cctr 0000	slid	slac	

ShipTo Favorites						
#	Act		BookmarkName			
1	×	Chris				
	202-04					
2	×	Cami				
ShipTo PCO-	202-03					
3	×	Julie				
ShipTo PCO-	202-02					

sadd	
ShipTo Favorites	×
<u>Cami</u>	
Chris	
Julie	

How drop down menu is displayed

End	dUser	Favorites		1
				s add
				EndUser Favorites
#	Act		BookmarkName	Chris
1	×	Chris		Cinta
name			phone	Denise
Chris	s Leichty		319-335-0384	****
2	×	Denise		**How drop down menu is displaye
name			phone	1
Deni	se Hyche		319-335-3816	

displayed**