**How To Training**

**For**

**Manage Favorites**

External Registered Users will be able to customize their **Home Page** with personalized, easy to access search results. These favorites can be added, updated and deleted as needed by the logged in user.

### Manage Favorites

**Objective:**

* Manage Favorites

| **Step** | Action |
| --- | --- |
|  | From the *Home* Page 🡪, Click on Manage Favorites on the access menu list* Manage Favorites Screen will be displayed listing all of the logged in External Registered User’s favorites. Grid will list the following
	+ Favorite Title
	+ Search criteria
	+ View hyperlink to view search results
	+ Update hyperlink to modify existing search criteria
	+ Delete hyperlink to remove favorite from list

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### Add New Favorites

**Objective:**

* Add New Favorites

| **Step** | Action |
| --- | --- |
|  | From the Manage Favorites Screen* Click on Add New Favorites Search Button
* Enter know search criteria and click on Preview Button

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|  | * Pop-up window will display an example of the search result.

* Click Close Button to close pop-up window
 |
|  | If user is satisfied with result, continue with the following steps* Determine timeline for report generation. Do you want to see results for the past 5 days, 10 days or 30 days? Select choice from Define Period of Time drop down list
* Enter Favorite Name in textbox
* Click on Save Button
* Confirmation Message will be displayed
* Click on Home Icon  at the top right-hand corner of the screen to be navigated to the Home Page.
* New Favorite will be posted on the Home Page 🡪 My Favorite Searches Section

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### Update Favorites

**Objective:**

* Update Favorites

| **Step** | Action |
| --- | --- |
|  | From the Manage Favorites Screen* Click on Update hyperlink for one of the displayed favorites
* Details will be displayed in editable format.
* Enter changes and click on Update Button

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### Delete Favorites

**Objective:**

* Delete Favorites

| **Step** | Action |
| --- | --- |
|  | From the Manage Favorites Screen* Click on Delete hyperlink for one of the displayed favorites
* Click OK Button to Delete; otherwise, click Cancel Button

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