


# MANAGING FAVORITES

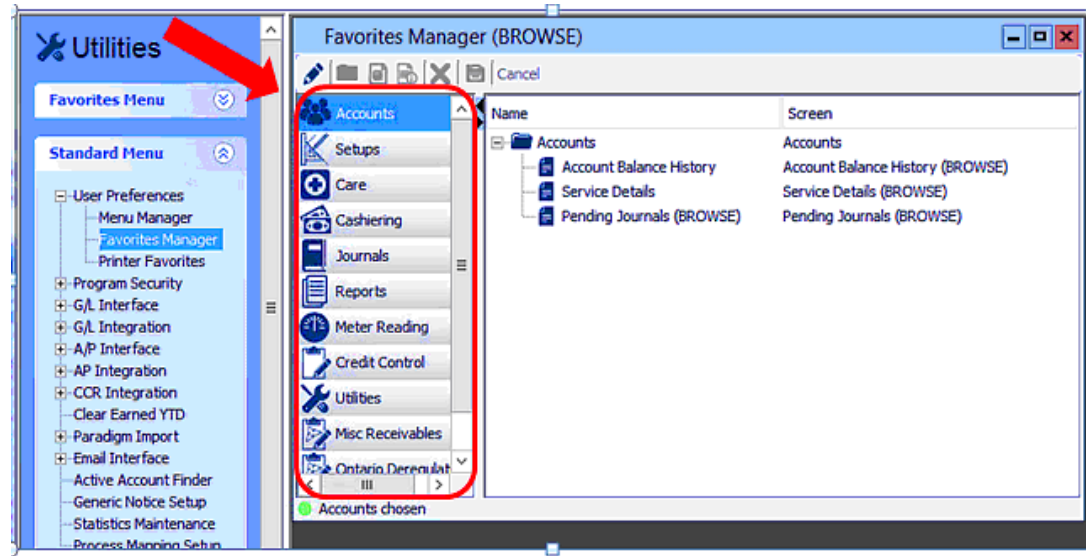
Follow the instructions below to...

## Step-by-Step Procedure Changing Order and Test

To make changes to your favorites, go to Utilities > User Preferences > Favorites Manager

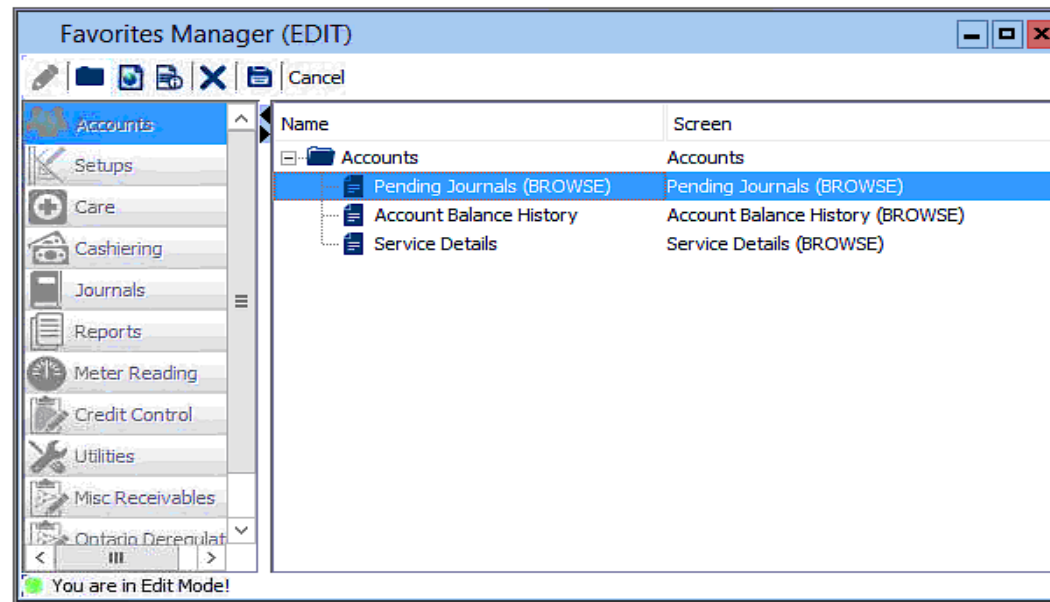
To change the order of the items or the text displayed, click on the appropriate tab icon on the left side of the screen.

Click the **Edit**  icon. The tab names will be greyed out.



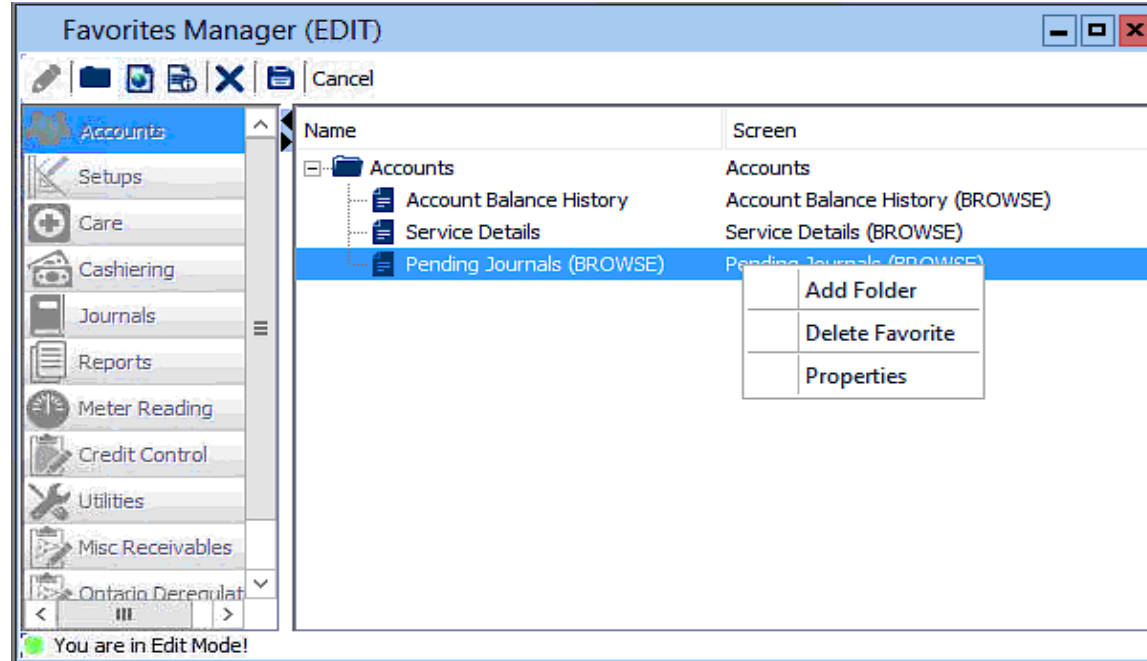
To change the order of items, click once to highlight the row that needs to be moved and then click and hold to drag the favorites listed into the new order you wish to see them.

When you see the black vertical line, you can release the mouse button and the item will move up or down to that position. Note that this drag function can be a little fussy and you may have to attempt this multiple times. Tip: make sure you click once to select the row and then click and hold to move the row.




To change the display name, right click on the favorite and select **Properties** or click once to select the row and

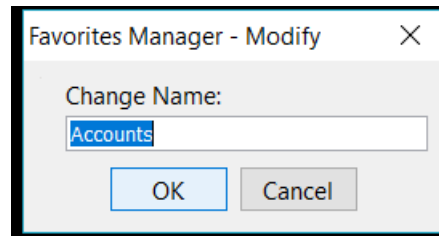
then click on the **Properties** icon  in the toolbar.



A message box will appear:

Change the name that will display in your favorites menu and click **OK** to save the change.

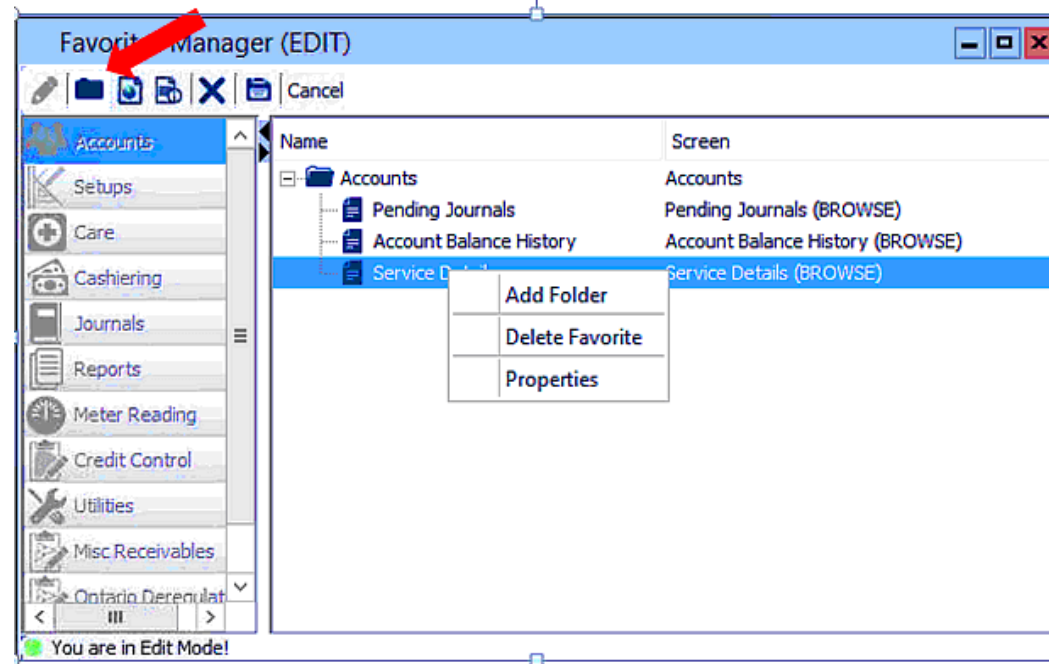
Click on the **Save** icon  in the toolbar to save all changes made in the manager screen.



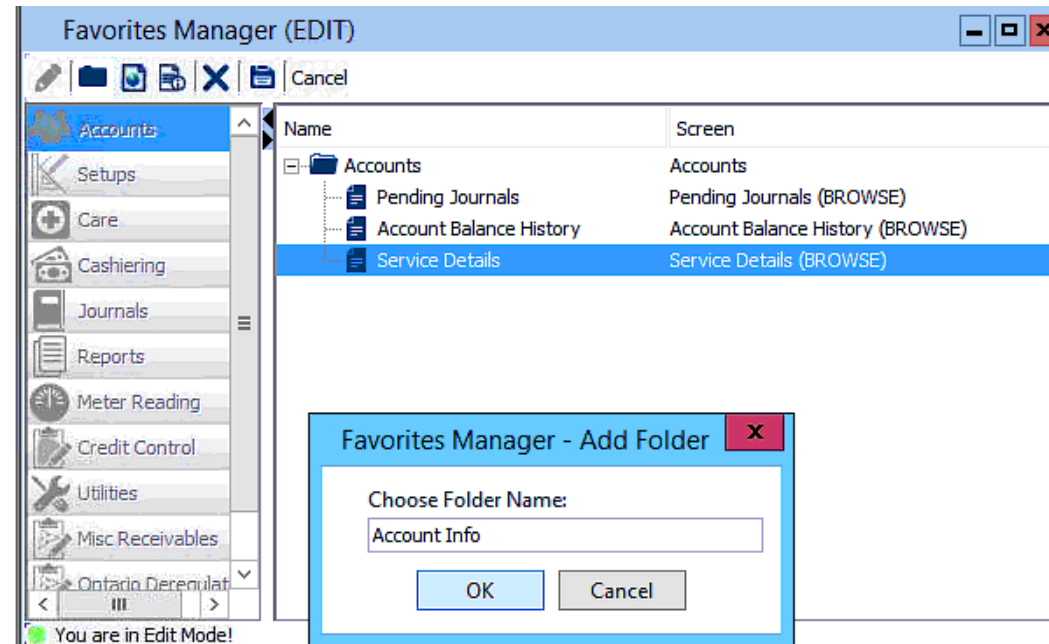
## Adding Folders

Folders can be added to the Favorites Menu to group together similar screens.

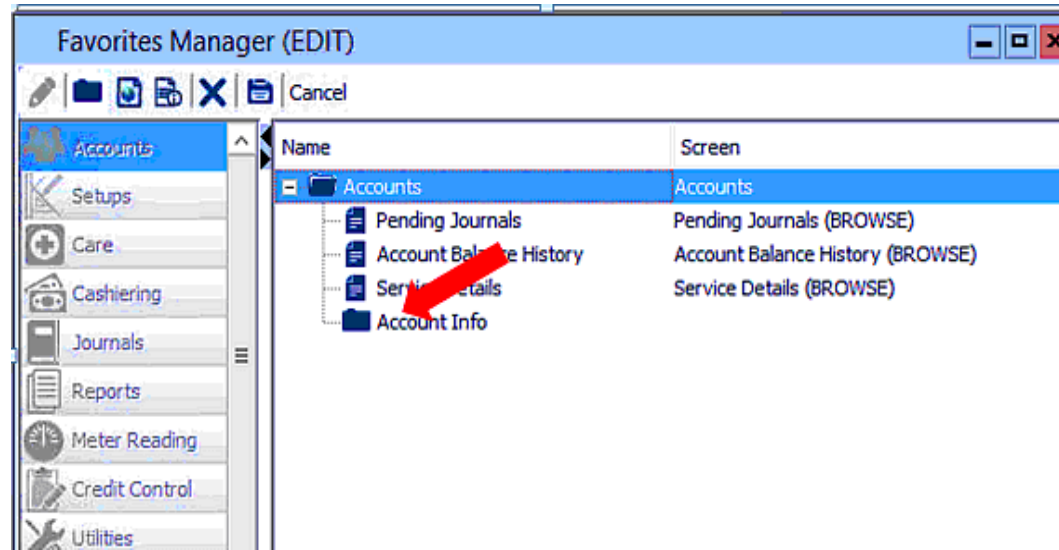
Right click and select **Add Folder** or click the **Add Folder** icon on the top menu bar.



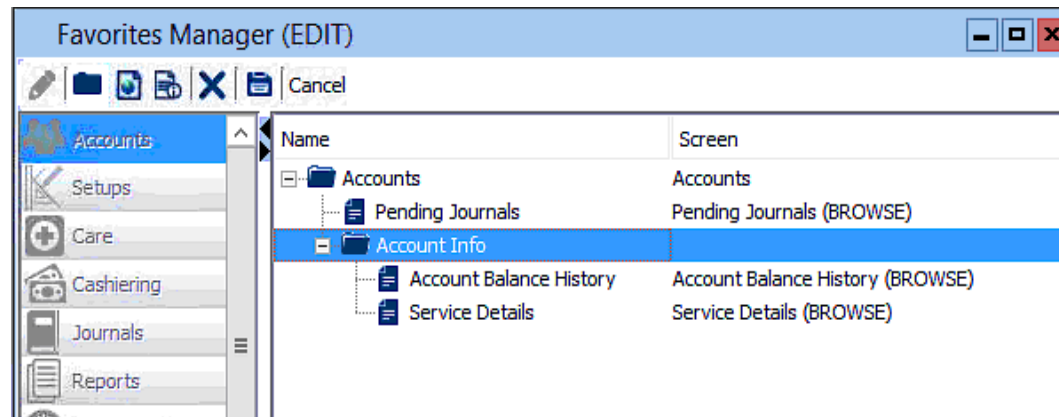
Enter an appropriate name for your folder and click **OK**. The folder will appear in your list of favorites.



Drag and drop the appropriate favorites into the folder. Note that the labels were updated as well to Account Balance History and Service Details in the above example.

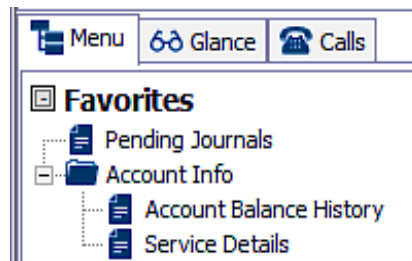


Click the **Save** icon (disk) to save your changes.




This is a screen shot of the Account Gateway Favorites showing the folder with the items inside the folder.

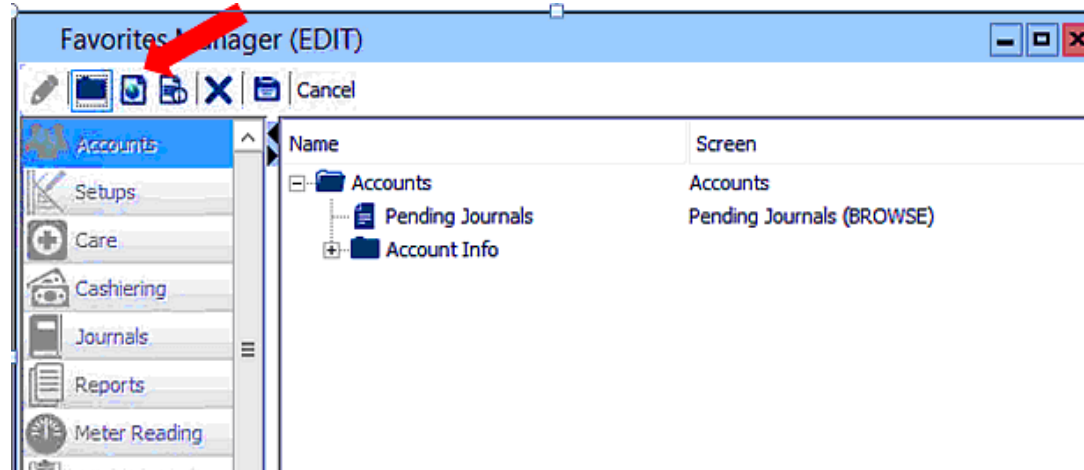
Favorites menu is updated immediately.



## Adding Web Links

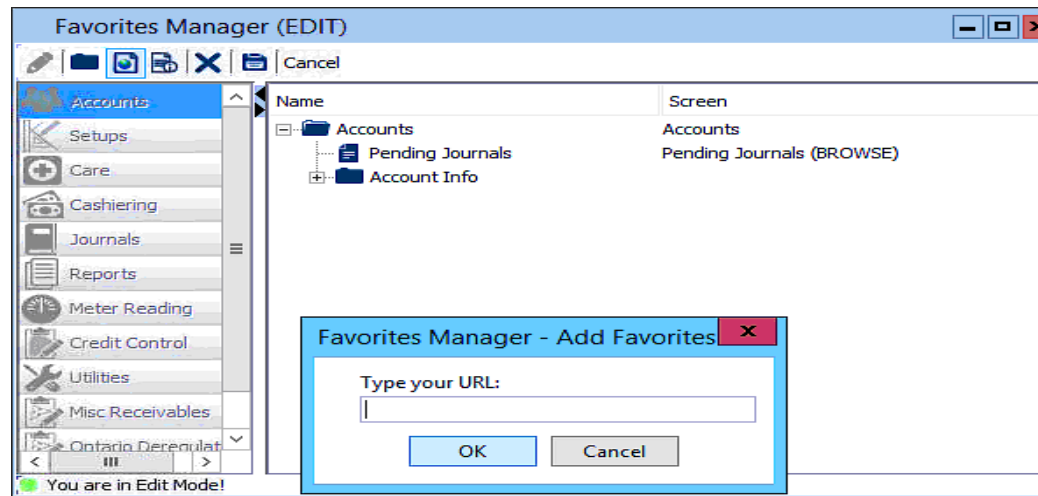
In the Favorites Manager, click on the appropriate folder and click **Edit**  icon.

Click the **Add Website** icon to the top tool bar.




Enter the full URL for the website including the **http://** before the **www**. For example, Google would be: <http://www.google.ca>.

Click **OK** to save the website under your favorites menu.




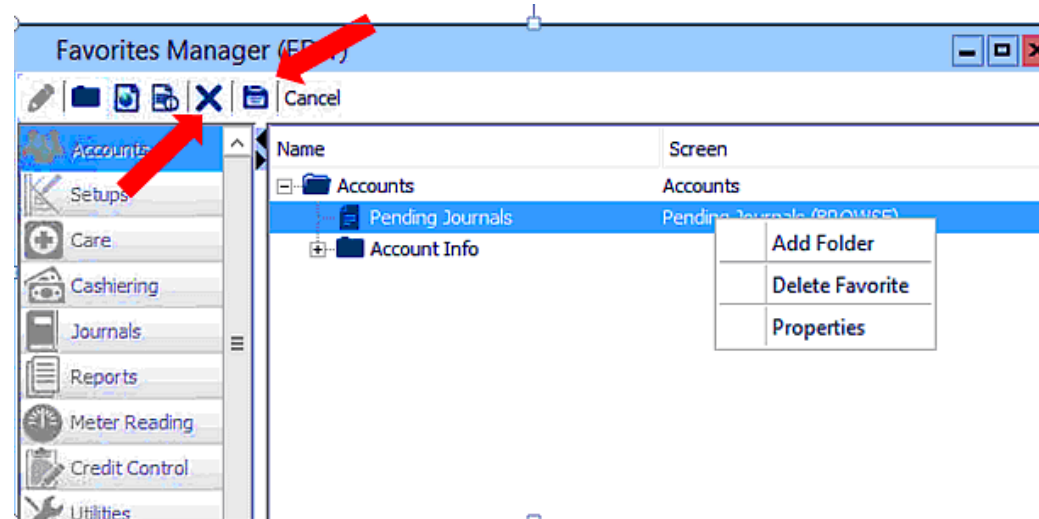
## Deleting Favorites

If a favorite has been added in error or in the wrong mode (e.g., FIND vs BROWSE), delete the favorite in the Favorites Manager screen.

In the Favorites Manager, click on the appropriate folder and click **Edit**  icon.

There are two methods to delete an unwanted item:

1. Right click on the item and select **Delete Favorite**.
2. Single click to select the item then click the **Delete**  icon in the top button bar



Click the Save icon (looks like a disk) to save the changes.