

Favourites enables you to create a list of most commonly used tasks, without the need to drill down on a particular responsibility. This will save time as you will not have to select the responsibility first and scroll down until you find the task that you need.

 From the E-Business Suite home page, click on Personalize in the Favourites section of the screen. 		Avorites You have not selected any favorites. Please use the "Personalize" button to set up your favorites.					
2. Click on the Responsibility drop down list to select the relevant responsibility and click on the Go button	Tanissian Fara tha Marine A and A shall Remain Proceeding Strengther			Supervision (Sade)
3. The tasks for the selected responsibility are displayed. Tick the boxes adjacent to the task(s) that you want to add to your Favourites list and click on the Add button.	Franch and Select Function Promat. Description elect Functions: Add mint AT Select Hume ident Function. Promote Backness Recurring Invoices Recuring Invoices Recuring Invoices Recuring Invoices	d n Calendar		Description	Manasa Min Entry Entry Entry Entry	CAPSA AG: AP Inves	Responsibilit CAPSA AG: AP CAPSA AG: AP CAPSA AG: AP CAPSA AG: AP
 The selected tasks will display at the bottom of the screen in the Selected to Display section 	Auto-Card to Disating =* LB 4 Seconds rays and to app =* DD 100 years and an app =* DD 100 years and app =* DD 100 years Select Tal Dawn tame =* DD 100 years =* DD 100 y	enale 2 Par repossibility and biolog on the order to use enable methy me	Anno effect dat lowering of Anno face Description Desc	en organis vettel i en erent manten operatione operatione	e anderer fram tek sover	Annual States of the second Second States California Control California California	s s s MISTENTON DESTANTON NESTENTON
5. Repeat for each responsibility/task(s) that you want to have listed							
 You can change the name and order of your favourites. Ensure name describes the action and the module, plus department, if relevant 					Mouving Mouving C 0 0 C 0 0 C 0 0 C 0 0 C 0 0 C 0 0 C 0 0 C 0 0 C 0 0 C 0 0 C 0 0 C 0 0	Favorite Al Deltas Bay - Setur 10 Jul tak Biter 10 Jul tak Biter 10 Jul tak Biter 10 Garth - Biter Act. 20 Garth - Ster Act. 20 Garth - Ward Sta	
7. Use the Add URL button to link	to a webpa	ge, and t	i ck box	to oper	n in a nev	w window	
D # @ \$DES Make Hep							
8. Click on Apply to save the chan	ges						