Setting up Favourites

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.
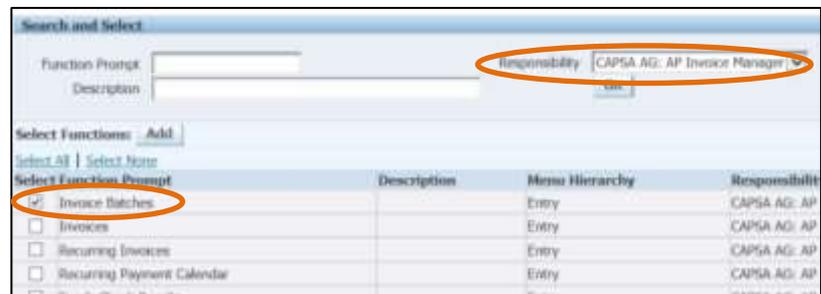
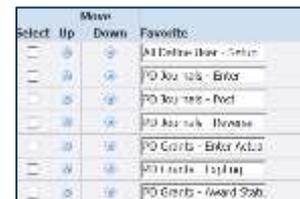|	
1. From the E-Business Suite home page, click on **Personalize** in the **Favourites** section of the screen.	
2. Click on the **Responsibility** drop down list to select the relevant responsibility and click on the **Go** button	
3. The tasks for the selected responsibility are displayed. **Tick** the boxes adjacent to the task(s) that you want to add to your **Favourites** list and click on the **Add** button.	
4. The selected tasks will display at the bottom of the screen in the **Selected to Display** section	
5. **Repeat** for each responsibility/task(s) that you want to have listed	
6. You can change the name and order of your favourites. Ensure name describes the action and the module, plus department, if relevant	
7. Use the **Add URL** button to link to a webpage, and **tick** box to open in a new window	
8. Click on **Apply** to save the changes	