**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 |

### 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 |
|  | * 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 |

### 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 |

### 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 |