

TO COPY AN EXISTING ENTITY FAVORITE

1. Click on the Favorites link on the Main Navigation Bar.
2. The Manage Favorites screen appears. Click the Copy button next to the Entity Favorite to be copied.
3. The Edit Favorite page appears with a blank field for the Favorite name and existing filter criteria already entered. Enter the name of the new Favorite. Duplicate favorite names are not allowed.
4. Add or remove filter criteria, or edit the filter categories as needed.
5. Click Find and confirm that the resulting entity list matches the desired result as per the filters, if any were used.
6. Click Save.

The screenshot shows the 'Manage Favorites' interface. At the top, there is a navigation bar with links like 'Home', 'Favorites', 'My Reports (2/1/2009)', 'Logout', and 'Log Out'. Below the navigation bar, there are buttons for 'Delete' and 'Make Default'. A search bar with a 'Go' button is present. The main content is a table of favorites:

| | Favorite Name | Type | Comments | |
|--------------------------|---------------------------------|---------|----------|------|
| <input type="checkbox"/> | All Dishes | Dynamic | - | Copy |
| <input type="checkbox"/> | All my Business Group Favorites | Dynamic | - | Copy |
| <input type="checkbox"/> | Auto | Static | - | Copy |
| <input type="checkbox"/> | BY Group | Dynamic | - | Copy |
| <input type="checkbox"/> | Consolidate | Dynamic | - | Copy |
| <input type="checkbox"/> | Cost | Static | - | Copy |
| <input type="checkbox"/> | Corporate | Dynamic | - | Copy |
| <input type="checkbox"/> | Construction | Dynamic | - | Copy |
| <input type="checkbox"/> | Costs | Dynamic | - | Copy |
| <input type="checkbox"/> | CI | Static | - | Copy |
| <input type="checkbox"/> | CI Corporation | Static | - | Copy |
| <input type="checkbox"/> | Corporate Sales | Static | - | Copy |
| <input type="checkbox"/> | DO | Dynamic | - | Copy |

Entity Name List

Select All/None

Copy

Manage Favorites