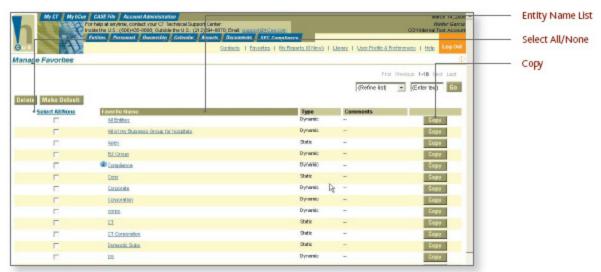
TO COPY AN EXISTING ENTITY FAVORITE

- 1. Click on the Favorites link on the Main Navigation Bar.
- The Manage Favorites screen appears. Click the Copy button next to the Entity Favorite to be copied.
- 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.
- Click Find and confirm that the resulting entity list matches the desired result as per the filters, if any were used.
- 6. Click Save.



Manage Favorites