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## EP.020.620 - SELECTING, ADDING, AND DELETING FAVORITE ITEMS TO EPROCUREMENT SPECIAL REQUEST REQUISITIONS

<b>Purpose</b>	To select, add, and delete favorite items to eProcurement special request requisitions + managing favorite groups.
<b>Description</b>	<p>Favorites are frequently ordered items and groups of items that are maintained in a single location. Users can create a list of favorites and use the list to add items to a special request requisition without searching the item catalog.</p> <p>Favorite items are private, accessible only to the user who created them, and are stored under the Requester ID.</p> <p>Favorites groups can be shared with other roles and users and are stored by Requester ID. Users can also copy another requester's favorite group into your group.</p>
<b>Security Role</b>	BOR_EP_MAINT_REQ
<b>Dependencies/ Constraints</b>	None
<b>Additional Information</b>	Favorite items can only be created from or applied to special request requisitions.

### **Procedure**

Below are step-by-step instructions on how to add an item to a Favorite's list.

<b>Step</b>	<b>Action</b>
1.	Click the <b>NavBar</b> icon.
2.	Click the <b>Menu</b> icon.
3.	Click the <b>eProcurement</b> link.
4.	Click the <b>Create Requisitions</b> link.
5.	Click the <b>Special Requests</b> link.
6.	Enter description of item in the <b>Item Description</b> field.
7.	Enter price of the item in the <b>Price</b> field
8.	Enter item quantity in the <b>Quantity</b> field.
9.	Enter unit of measure in the <b>Unit of Measure</b> field.
10.	Enter category code in the <b>Category</b> field.
11.	Click the <b>Add To Cart</b> button.
12.	Click the <b>Checkout</b> button.
13.	Select the checkbox next to the item(s) to add to the Favorites list.
14.	Click the <b>Add To Favorites</b> link.

### **Procedure**

Below are step-by-step instructions on how to add an existing favorite item to special request requisition.

<b>Step</b>	<b>Action</b>
1.	Click the <b>NavBar</b> icon.
2.	Click the <b>Navigator</b> icon.
3.	Click the <b>eProcurement</b> link.
4.	Click the <b>Requisition</b> link.
5.	Click the <b>Favorites</b> link.
6.	Select the checkbox next to the item, enter a quantity, and click the <b>Add</b> button.
7.	Verify the item is added to cart.
8.	Click the <b>Checkout</b> button.
9.	Users can add additional items to the special requisition using the <b>Add More Items</b> button.

Step	Action
10.	Once finished, click the <b>Save and Submit</b> link to submit the special requisition.

### Procedure

Below are step-by-step instructions on how to delete a favorite item.

Step	Action
1.	Click the <b>NavBar</b> icon.
2.	Click the <b>Navigator</b> icon.
3.	Click the <b>eProcurement</b> link.
4.	Click the <b>Requisition</b> link.
5.	Click the <b>Favorites</b> link.
6.	Select the checkbox next to the item(s) to delete from the Favorites list.
7.	Click the <b>Delete From Favorites</b> link.

### Procedure

Below are step-by-step instructions on how to create a Favorites Group.

Step	Action
1.	Click the <b>NavBar</b> icon.
2.	Click the <b>Navigator</b> icon.
3.	Click the <b>eProcurement</b> link.
4.	Click the <b>Requisition</b> link.
5.	Click the <b>Favorites</b> link.
6.	Click the <b>Manage Favorites Groups</b> link.
7.	Enter the <b>Group Name</b> and <b>Description</b> .
8.	To share the group with additional users, check the <b>Allow Sharing</b> checkbox.
9.	Click the <b>Share Details</b> link and click <b>OK</b> once finished.  <i><b>Note:</b> On this page, users can select the <b>Share with All Roles and Requesters</b> checkbox or can specify specific <b>Role Names</b> and/or <b>User IDs</b>.</i>
10.	Click <b>OK</b> .

**Procedure**

Below are step-by-step instructions on how to add an existing favorite item to a Favorites Group.

Step	Action
1.	Click the <b>NavBar</b> icon.
2.	Click the <b>Navigator</b> icon.
3.	Click the <b>eProcurement</b> link.
4.	Click the <b>Requisition</b> link.
5.	Click the <b>Favorites</b> link.
6.	Select the checkbox next to the item(s) to add to a Favorite's Group.
7.	Click the <b>Add to Favorites Group(s)</b> link.
8.	Select the <b>Group</b> .
9.	Click <b>OK</b> .

**Procedure**

Below are step-by-step instructions on how to delete a Favorites Group.

Step	Action
1.	Click the <b>NavBar</b> icon.
2.	Click the <b>Navigator</b> icon.
3.	Click the <b>eProcurement</b> link.
4.	Click the <b>Requisition</b> link.
5.	Click the <b>Favorites</b> link.
6.	Click the <b>Manage Favorites Groups</b> link.
7.	Click the <b>Delete Row (-)</b> button.
8.	Click <b>OK</b> to confirm delete group.
9.	Click <b>OK</b> .