
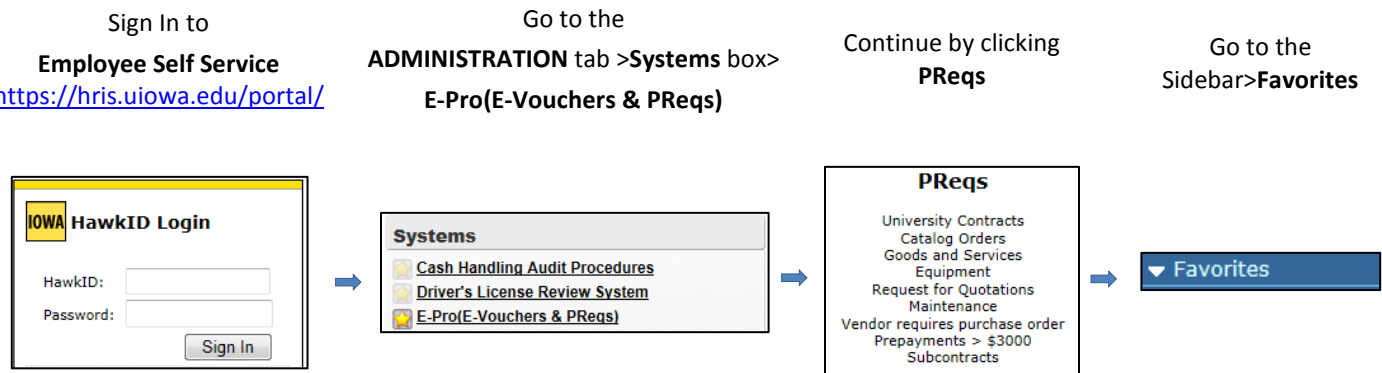





e-Pro (E-Vouchers & PReqs) Favorites

Favorites are for saving frequently used information that can be applied by using the Drop Down menu  on the form. You can also add items to your Favorites by clicking [add](#) link when completing the form.

Accessing Favorites



To manage your Favorites navigate to the Favorites menu on the Sidebar. Here you can Add, Remove or Edit these fields.

- BookmarkName is a title you assign to the Favorite to identify and remember it by.
- Remove a Favorite by clicking the Red .
- Edit any fields.
- Add a Favorite by clicking the  button.
- Always Save changes, by clicking the  button.

A few Favorite Pages:

MFK Favorites

#	Act	BookmarkName
1		0500000230000000000060-6240
2		MFK - 2

 **MFK Favorites** 

05005000000000003064910060-6135

How drop down menu is displayed

ShipTo Favorites

#	Act	BookmarkName
1		Chris
2		Cami
3		Julie

 **ShipTo Favorites** 

Cami



Chris

Julie

How drop down menu is displayed

EndUser Favorites

#	Act	BookmarkName
1		Chris
2		Denise

 **EndUser Favorites** 

Chris

Denise

How drop down menu is displayed