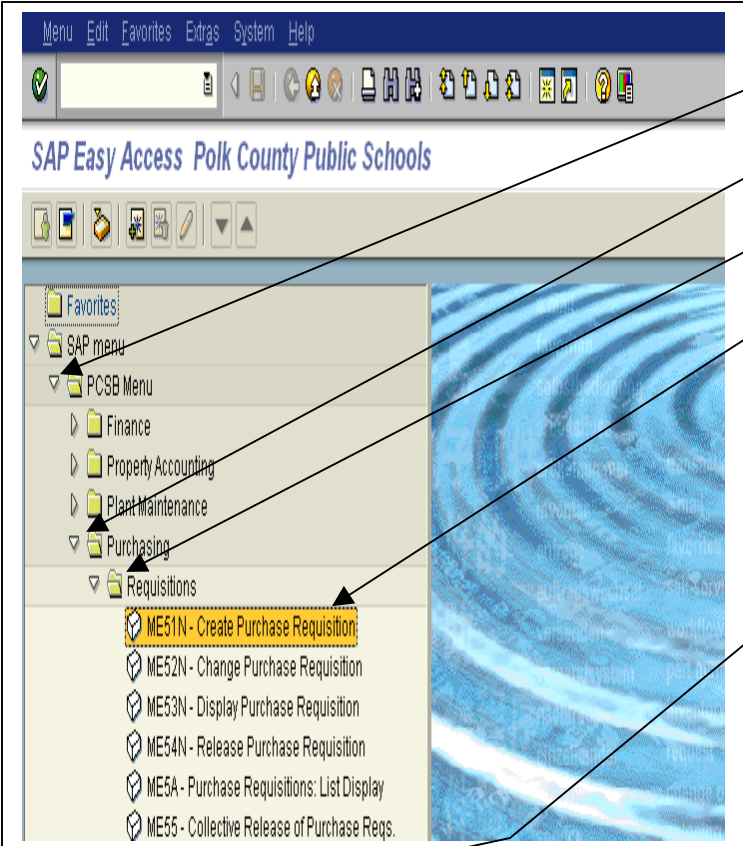

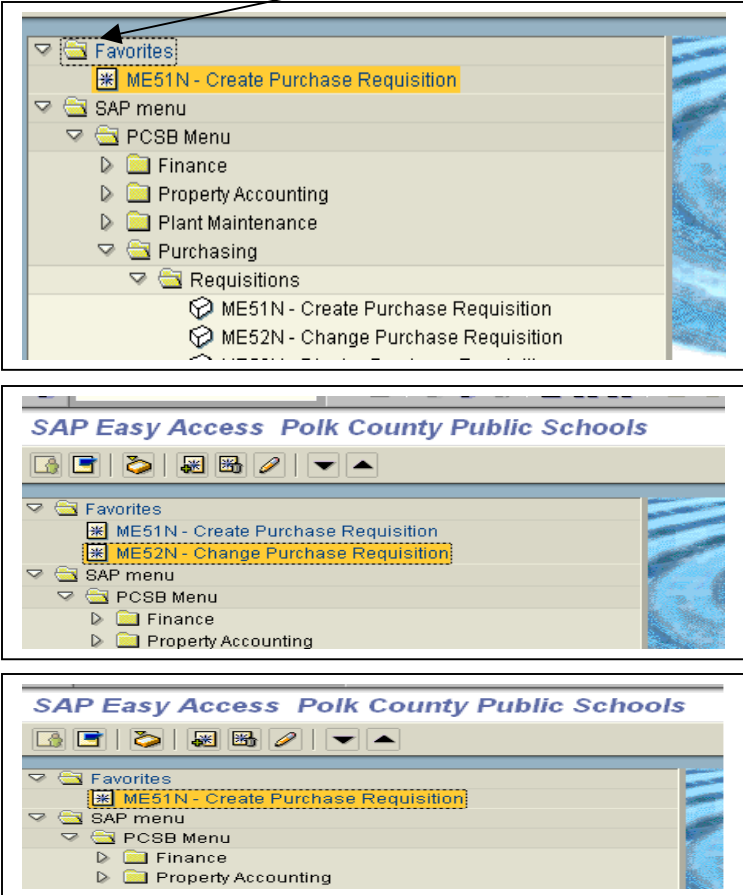



Maintaining Transactions in your Favorites folder

Steps	Screen Displayed	Procedures
1		<p>At the initial screen:</p> <ul style="list-style-type: none"> • Click the Expand icon (triangle shaped) to the left of PCSB Menu • Click to the triangle to the left of Purchasing • Click to the triangle to the left of Requisitions • Left-click (hold the Left Mouse button down) on the Transaction (Node) you wish to add to your favorites- Still holding the Left Mouse button down drag the Transaction to the Favorites folder (your cursor will change shape to a “⊖”) • Release the Left Mouse button when you get to the Favorites folder (the cursor will change shape to a “+” sign) 
2		<p>The Transaction (Node) is now in your Favorites folder and the message Node added to your favorites list is displayed on the bottom left of your screen.</p>  <p>To Delete a Favorite from your Favorites folder:</p> <ul style="list-style-type: none"> • Click on the Transaction (Node) to highlight • Press the Delete key on your Keyboard <p>The Transaction (Node) was deleted from the Favorites folder and the message Node deleted from your favorites list is displayed on the bottom left of your screen.</p> <p>Note: This only removes the Transaction from your Favorites list; it will still be in the PCSB Menu.</p> 