

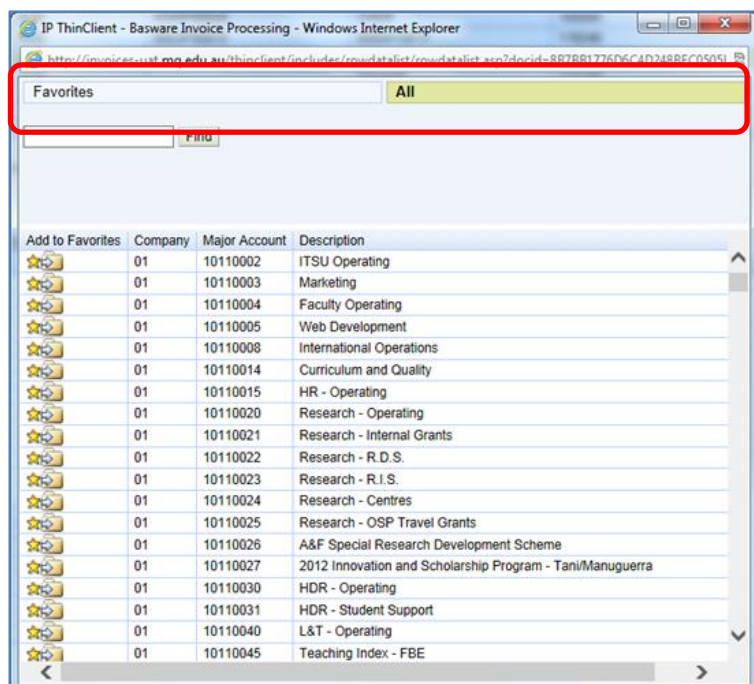


Adding a Favourite

Favourites can be used in the invoices.mq.edu.au menu to save frequently used account numbers, ledger types, codes and user names. It saves the user time when retrieving information as they only need to select the item from favourites, rather than searching through the list.


Overview

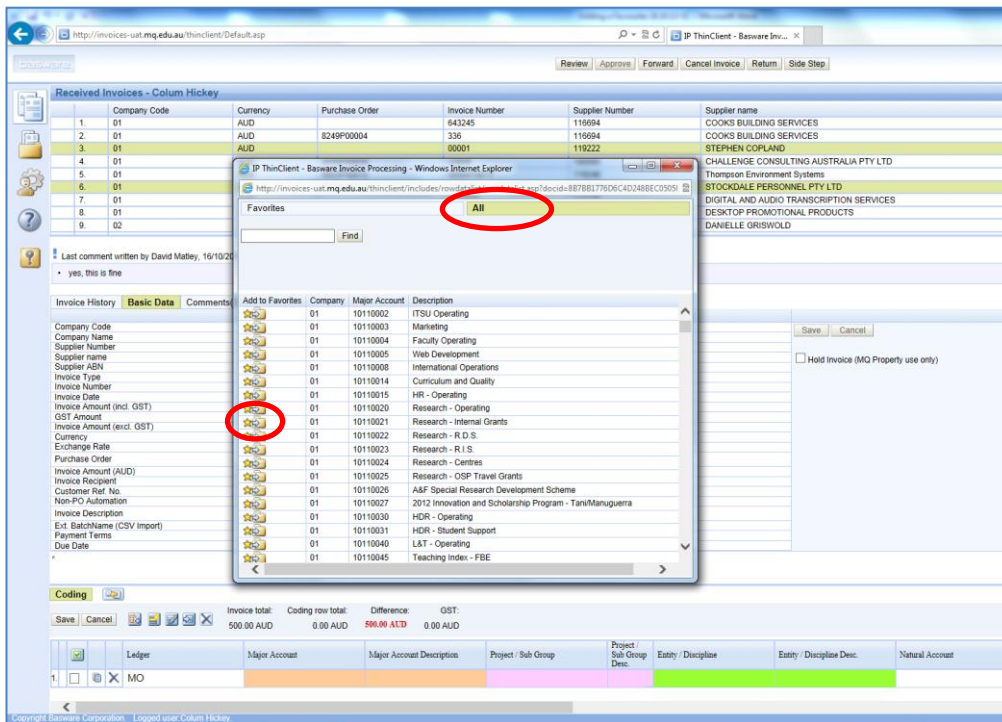
Favourites are used on any menu where a selection needs to be made. When a menu is selected there are two tabs at the top. The first is to access the favourites which have been previously saved and the second is to access all items in that list.



'Favourites' and 'All' tabs in a menu

Adding a Favourite

The example below shows how the user adds a major account to their favourites. The user locates the relevant major account row they would like to add from the 'All' tab and then clicks on the corresponding 'Add to Favourite' button  in the left hand column.

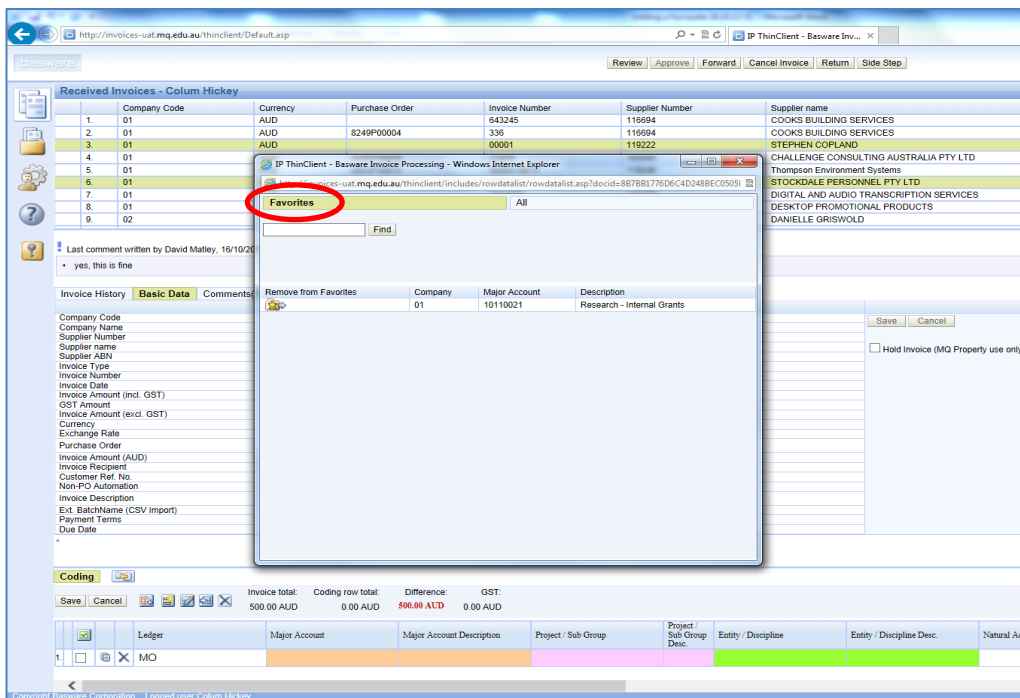


The screenshot shows the 'Received Invoices - Colum Hickey' window. A pop-up window titled 'IP ThinClient - Basware Invoice Processing - Windows Internet Explorer' is open, displaying the 'Favourites' tab. The 'All' tab is selected and circled in red. The 'Add to Favorites' table is visible, with the 'Add to Favorites' button circled in red for the row with Company Code '01' and Major Account '10110021' (Research - Internal Grants).

Add to Favorites	Company	Major Account	Description
	01	10110002	ITSU Operating
	01	10110003	Marketing
	01	10110004	Faculty Operating
	01	10110005	Web Development
	01	10110008	International Operations
	01	10110014	Curriculum and Quality
	01	10110015	HR - Operating
	01	10110020	Research - Operating
	01	10110021	Research - Internal Grants
	01	10110022	Research - R.I.S.
	01	10110023	Research - R.I.S.
	01	10110024	Research - Centres
	01	10110025	Research - OSP Travel Grants
	01	10110026	A&F Special Research Development Scheme
	01	10110027	2012 Innovation and Scholarship Program - Tan/Manuerra
	01	10110030	HDR - Operating
	01	10110031	HDR - Student Support
	01	10110040	L&T - Operating
	01	10110045	Teaching Index - FBE

Selecting a favourite

Once the icon has been selected the major account will appear in the favourites tab.




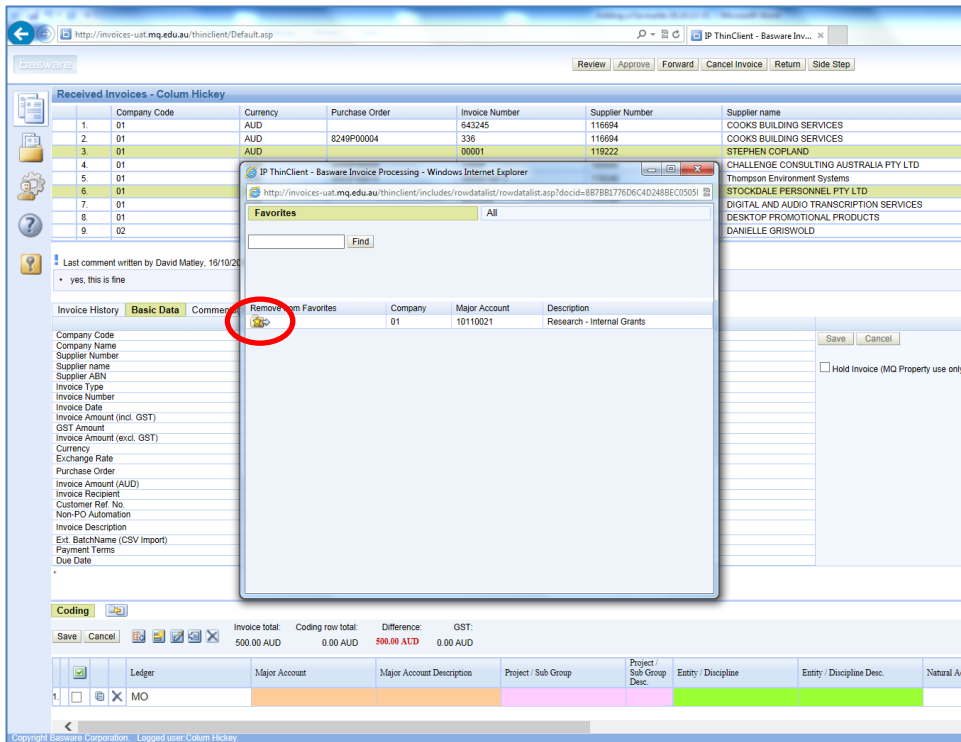
The screenshot shows the same interface as the previous image, but the 'Favourites' tab is now selected in the pop-up window and circled in red. The 'Remove from Favorites' table is visible, showing the major account '10110021' (Research - Internal Grants) has been added to the favourites.

Remove from Favorites	Company	Major Account	Description
	01	10110021	Research - Internal Grants

Selecting the favourites tab

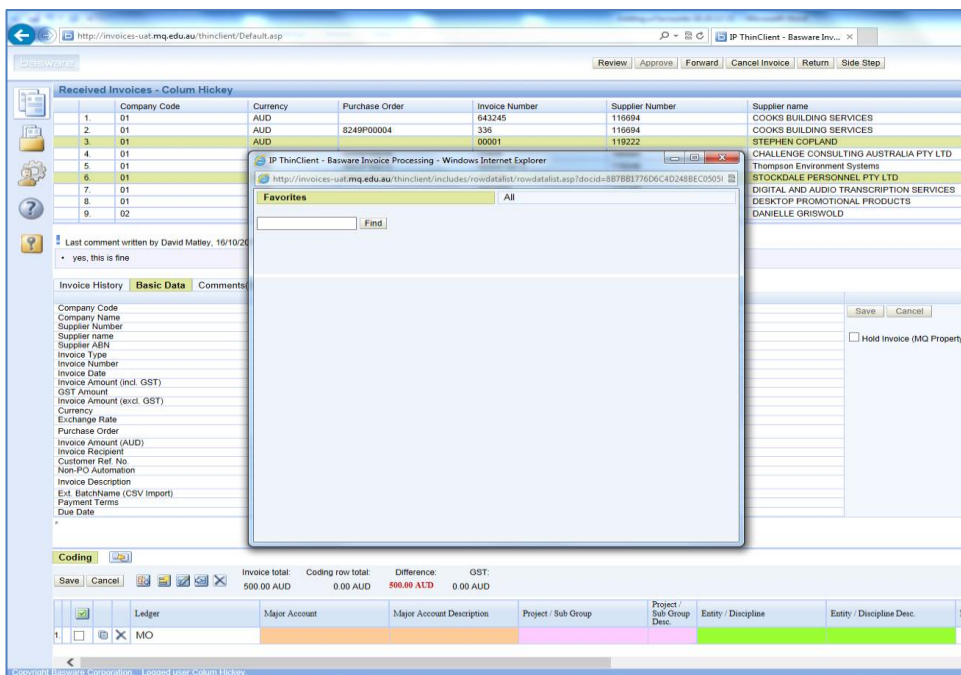
Removing a Favourite

The example below shows how the user removes a major account from their favourites. To remove a favourite the user simply locates the row they would like to remove from the 'Favourites' tab and then clicks on the corresponding 'Remove from Favourites'  button in the left hand column.



Removing a favourite

Once the icon has been selected the information will no longer appear in the favourites.



Menu after the favourite has been removed

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