Adding Favorite Items to Favorites Groups (Create Requisition)
Created on 2/20/2013 8:48:00 AM

Table of Contents

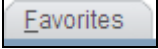# Adding Favorite Items to Favorites Groups (Create Requisition)

New functionality in Core-CT 9.1 allows requesters to create **Favorites Groups** or move favorite items into an existing group on the **Favorites** page. There is no limit to how many groups an item is included in, or how many groups are created.

The steps for adding items as a favorite in **Create Requisition** have not changed in Core-CT 9.1. Once a requester adds an item as a favorite it is immediately added to **Favorites** tab as an **Ungrouped Item.**

Procedure

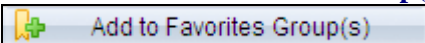Navigation: eProcurement > Create Requisition
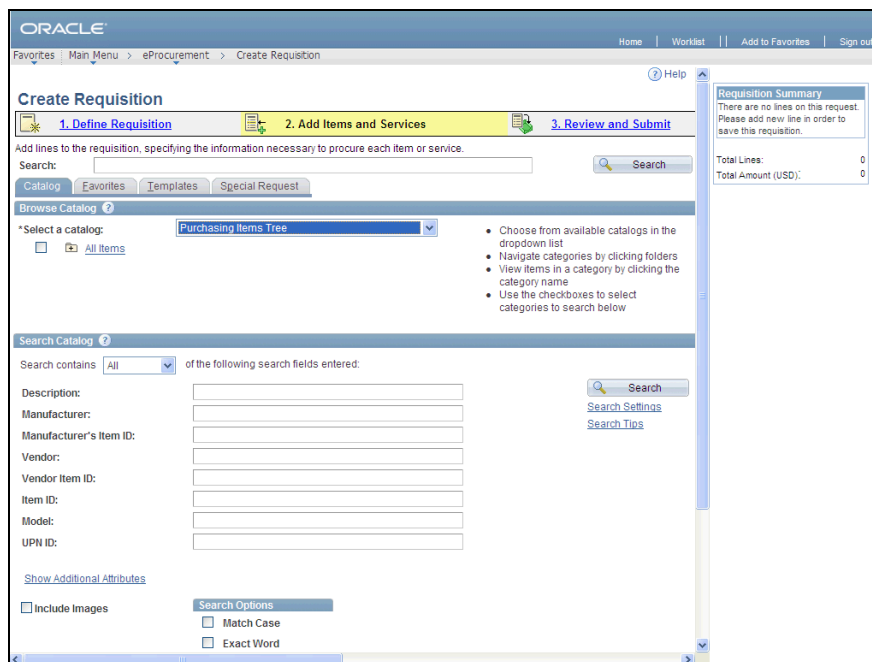
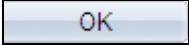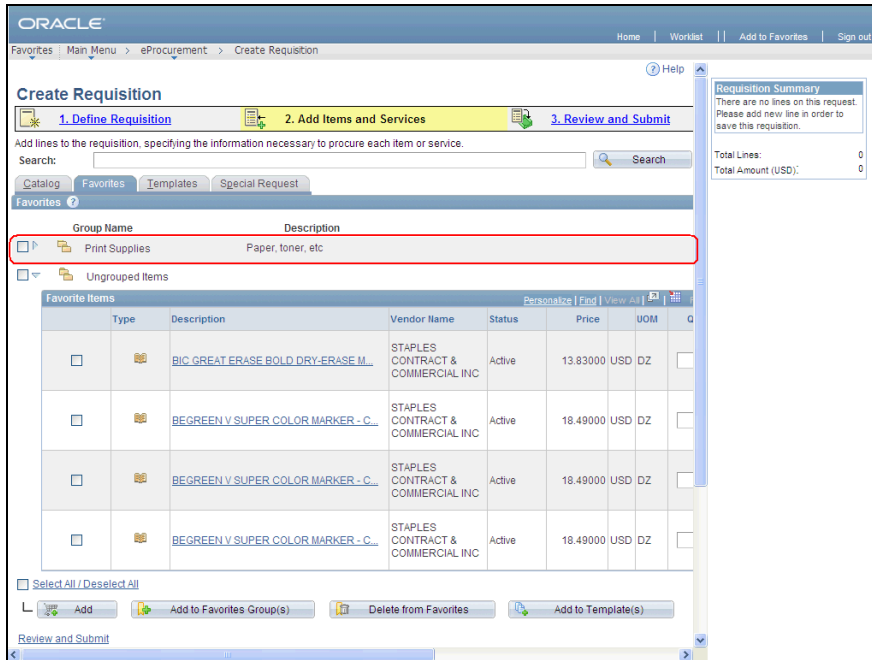| Step	Action
1.	Requesters can add favorites and **Favorites Groups** to a requisition without having to save and submit. Click the **Favorites** tab to view favorite items. Favorites
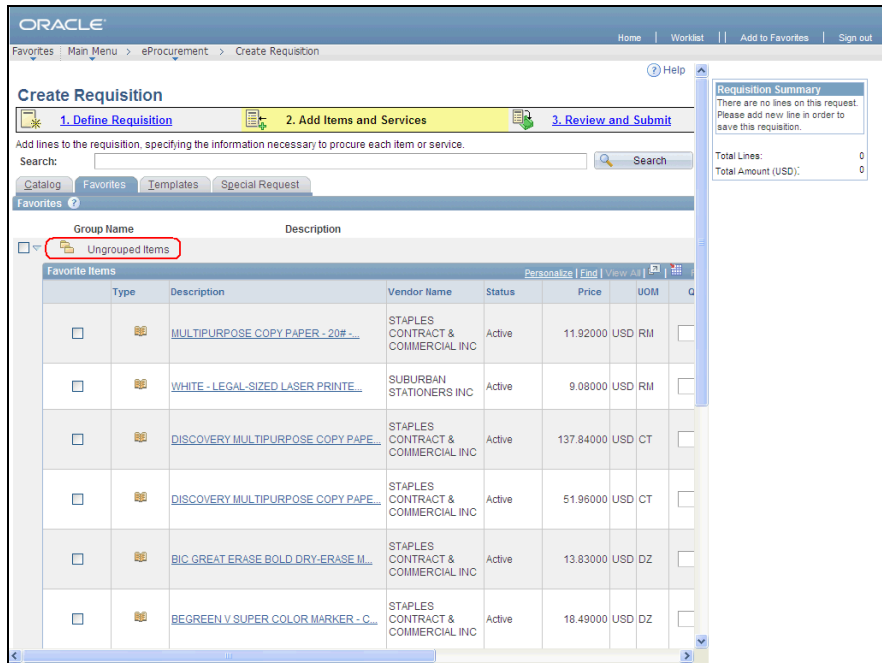
Step	Action
2.	Favorite items are added as **Ungrouped Items**. They can be left as ungrouped, or organized into groups. Click the scrollbar.
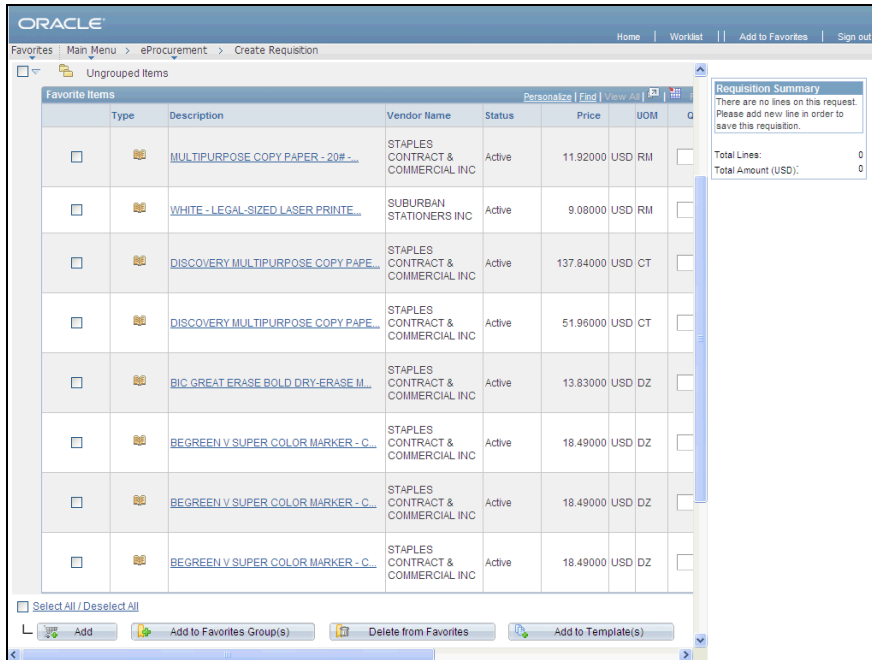
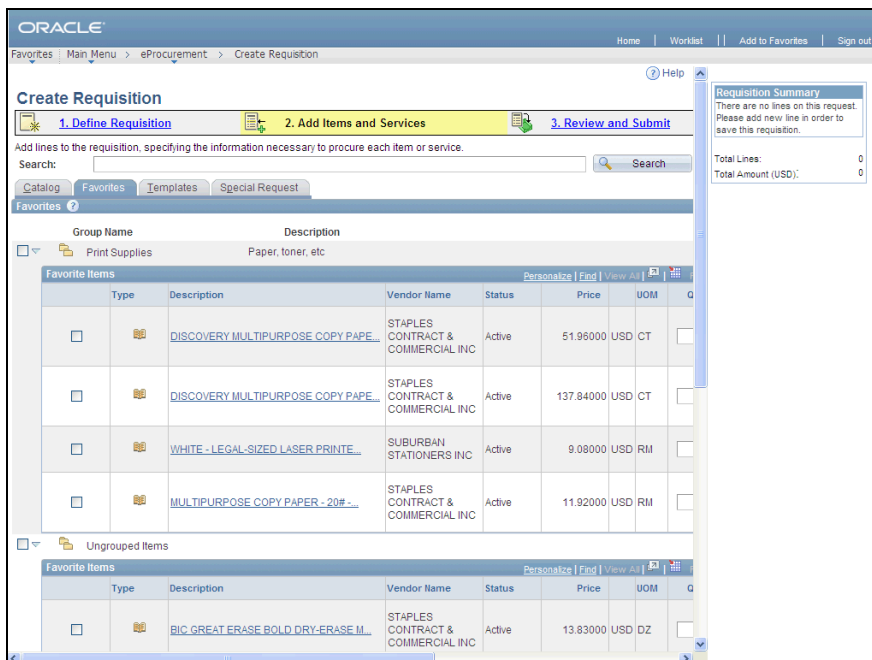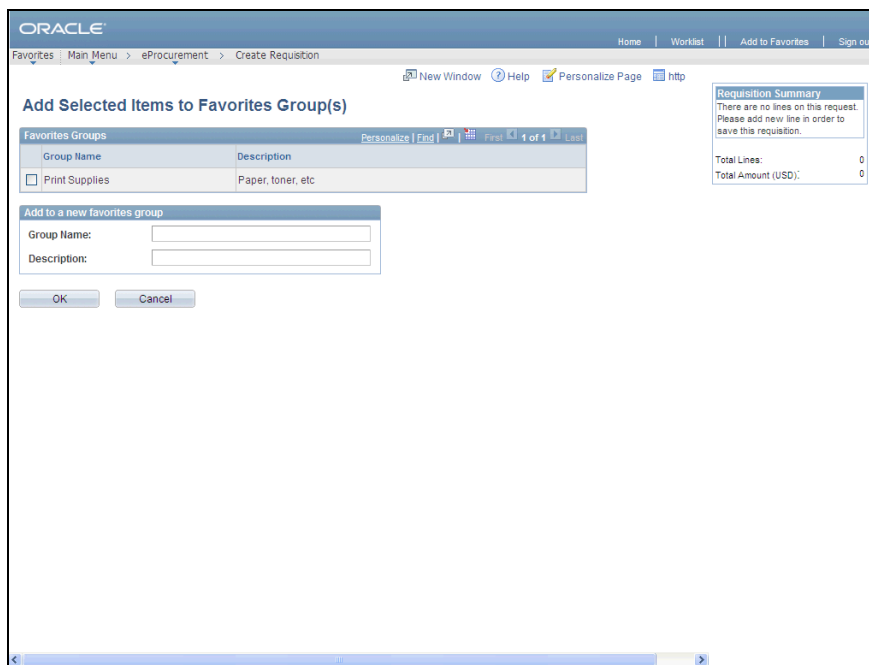| Step	Action
3.	Note the **Add to Favorites Group(s)** button.
4.	In this example four printer items will be added to a new favorites group. Click the **Select Item** option.
5.	Click the **Select Item** option.
6.	Click the **Select Item** option.
7.	Click the **Select Item** option.
8.	Click the **Add to Favorites Group(s)** button.
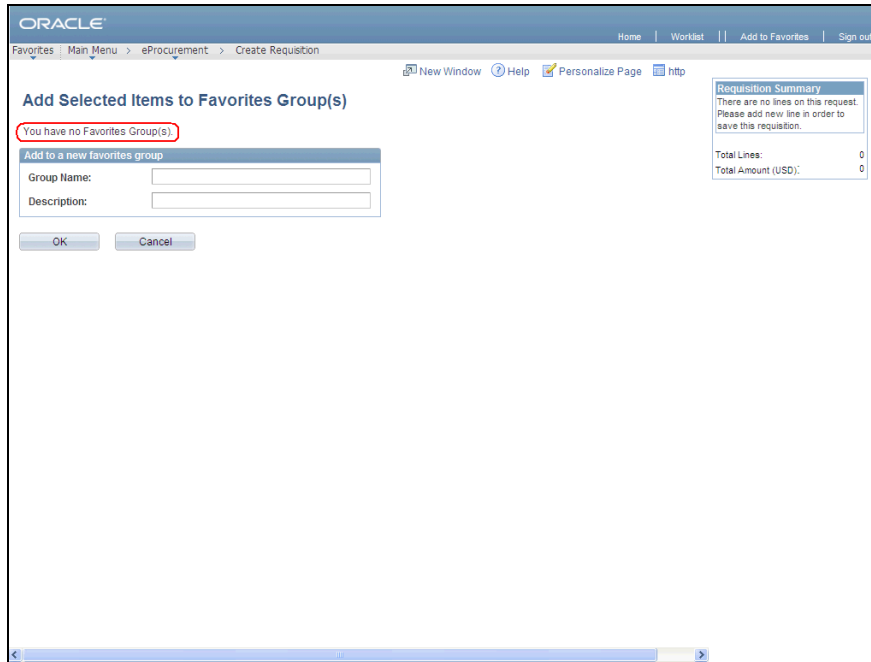
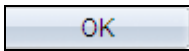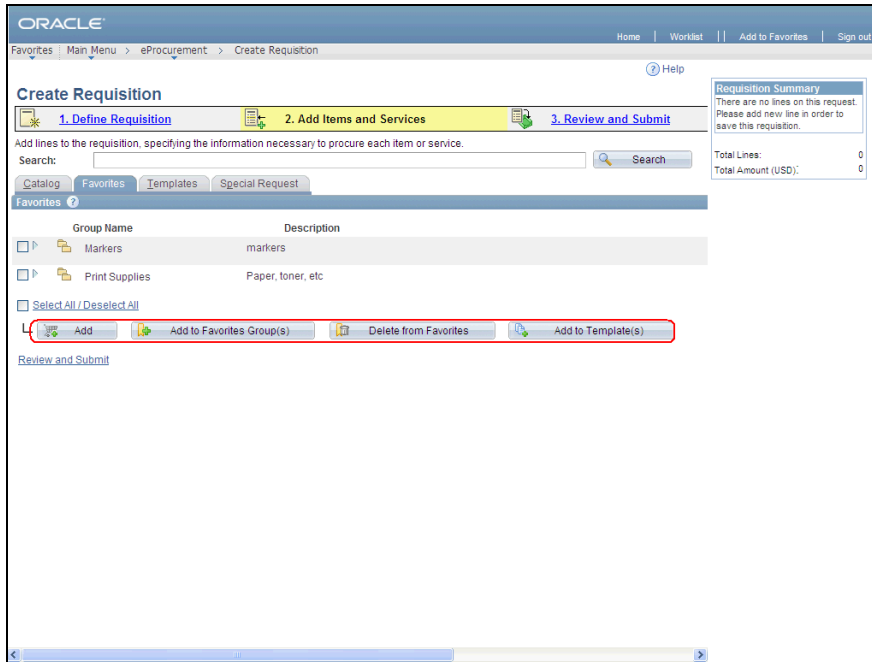| Step	Action
9.	The **Add Selected Items to Favorites Group(s)** page displays. From this page the requester can add the items to a previously created favorites group or to a new favorites group.
10.	Enter **Print Supplies** into the **Group Name** field.
11.	Enter **Paper, toner, etc** into the **Description** field.
12.	Click the **OK** button.

Step	Action
13.	The **Print Supplies** group is displayed as a collapsed group box at the top of the page. The **Ungrouped items** are always listed at the bottom of the page.
14.	Click the **Expand Section** button to view the items within the group.

Step	Action
15.	Click the scrollbar.
16.	Now the requester is going to create a new favorites group of all of the remaining **Ungrouped Items**. Click the **Group Select** option to select all the items. ☐
17.	Click the **Add to Favorites Group(s)** button. 🔖 Add to Favorites Group(s)

Step	Action
18.	The **Print Supplies** group is now an option. Enter **Markers** into the **Group Name** field.
19.	Enter **markers** into the **Description** field.
20.	Click the **OK** button. OK

Step	Action
21.	The **Markers** group is added. **Favorite Items** and/or **Favorite Groups** can be selected and: - Added to the requisition - Added to other **Favorites Groups** - Deleted from **Favorites/Favorites Groups** - Added to **Templates**
22.	**End of Procedure.**