Create Favorites Folders

To create a favorites folder, we demonstrate the insertion of a third-level folder called *Material Masters transactions* into the *Material Management transaction* second-level folder.

1. Right-click the *Material Management transaction* folder to select and highlight it (A).
2. The shortcut menu appears:
   a. Select the *Insert folder* command (B).
3. The *Create a Folder in the Favorites List* screen appears:
   a. Enter the name of the new folder in the *Folder name* field (C).
   b. Press the *Enter* key.

*Note:* We recommend that you create no more than a three-level folder structure for your favorites. If you have more levels, you defeat the purpose of the favorites, which is to provide quick access to your favorites' links.