



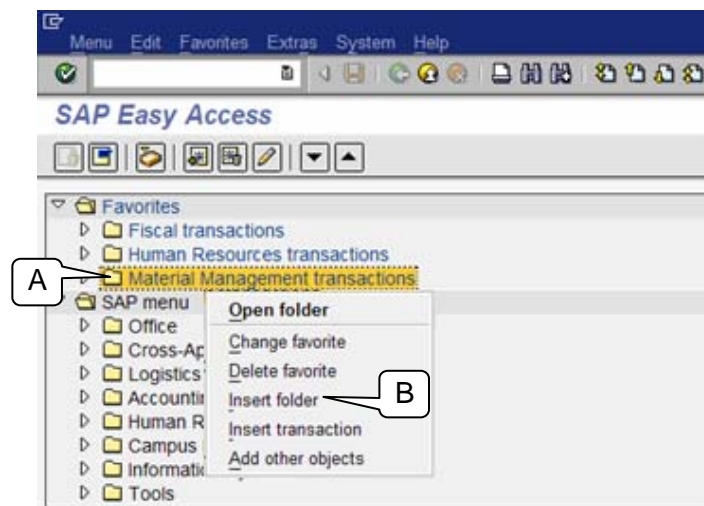
# Quick Reference Card

## Create a Favorites Folder

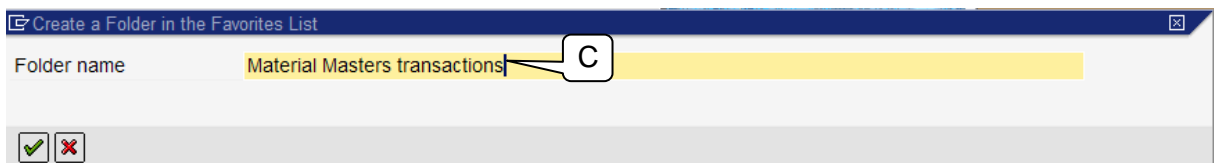
### Create Favorites Folders

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.