

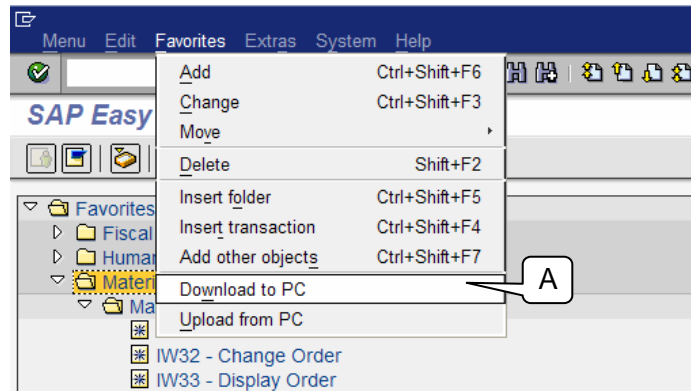


Share Favorites

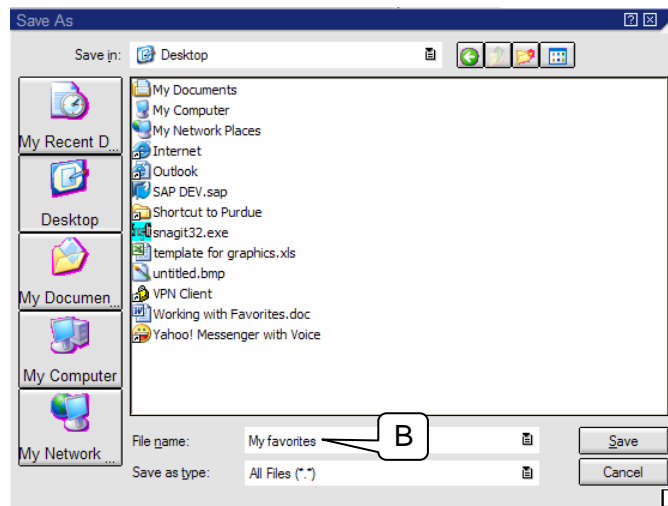
You can share favorites with other OnePurdue users – that is, you can download your favorites and send them by e-mail to another user, who can then import them onto their **SAP Easy Access** screen.

To download favorites:

1. Follow the menu path **Favorites > Download to PC (A)**.



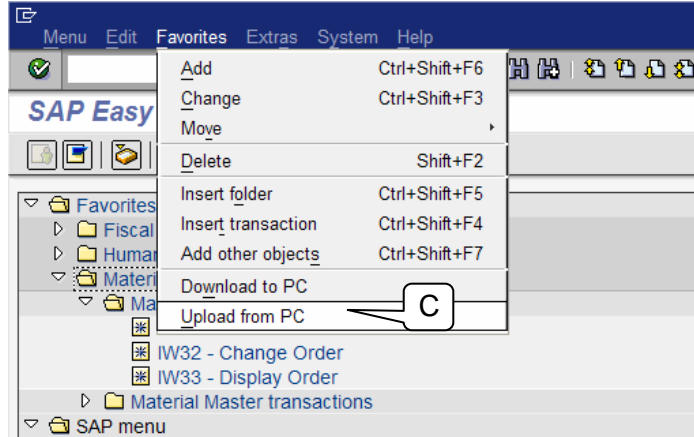
2. The **Save as** screen of the *Windows* operating system appears:
 - a. Name the file (B) and save it in the usual way. The file is stored as a plain-text (txt) file.



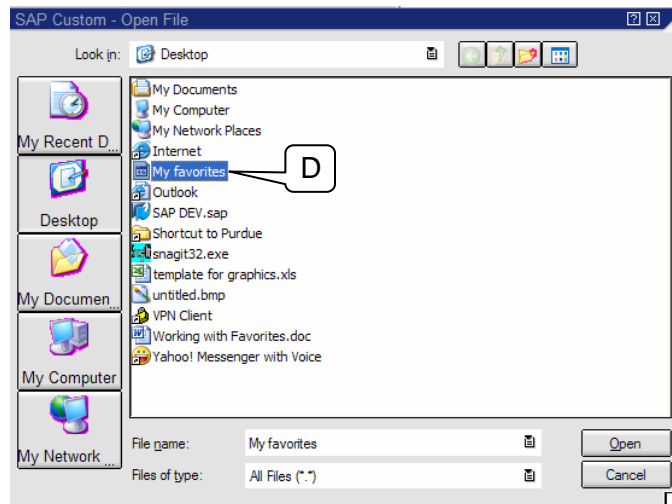


To upload favorites:

1. Follow the menu path **Favorites > Upload from PC (C)**.



2. The **SAP Custom – Open File** screen appears:
 - a. Locate the file and double-click its name (D).



- b. The **Upload Favorites** screen appears with two buttons: *Insert in Or*, which would replace your present favorites with the new ones, or *Append*, which would add the new ones to your favorites.
 - i. Click one of the two option buttons to upload the favorites.

