



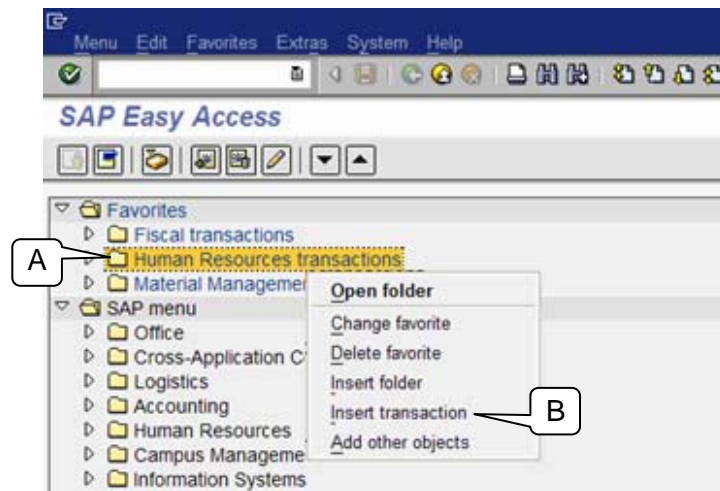
# Working With Favorite Folders

## Insert Favorite Links into Favorites Folders

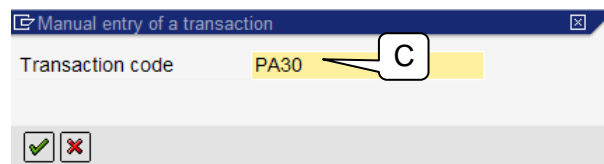
There are two ways to insert transaction links into folders. The first method is used if you know its transaction code; the second is used if you don't know it. We demonstrate both methods by inserting a link to the *PA30 (Maintain HR Master Data)* transaction into the *Human Resources transactions* folder.

*If you know the transaction code:*

1. Right-click the name of the storage folder – in this case, *Human Resources transactions* – to select and highlight it (A).
2. The shortcut menu appears:
  - a. Select the *Insert transaction* command (B).



3. The **Manual entry of a transaction** screen appears:
  - a. Enter the transaction code in the **Transaction code** field (C).
  - b. Press the **Enter** key.



*If you do not know the transaction code:*



1. Follow the menu path to the transaction link.
2. Click-and-drag the link into a favorites folder.



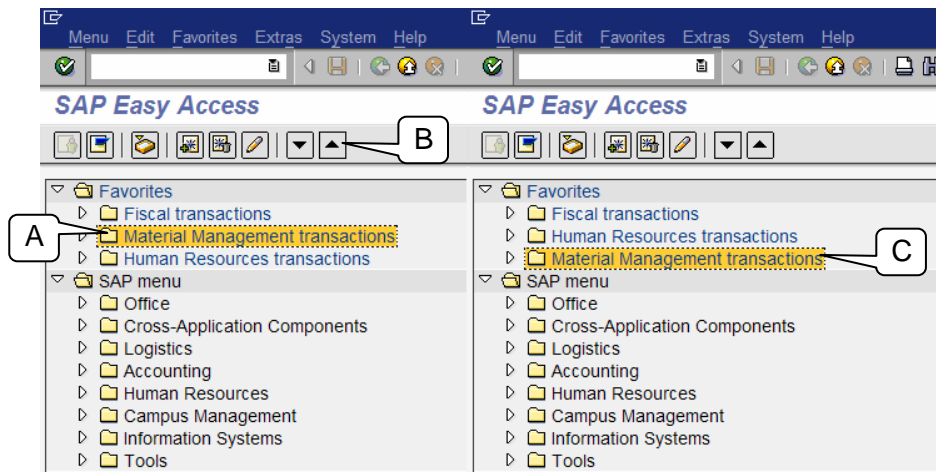
# Working With Favorite Folders

## Rearrange Favorites Folders and Links

You can rearrange favorites objects (folders and links) into any order by following this procedure:

1. Click (that is, left-click) the name of the object to select and highlight it (A).
2. Click the **Move up**  or **Move down**  button in the application toolbar (B) or

Follow the menu path **Favorites > Move > Up** or **Favorites > Move > Down** to reposition the object (C).



In addition, it is common to insert a folder or link into the wrong favorites folder. When this occurs, simply click-and-drag the object into its correct folder.