

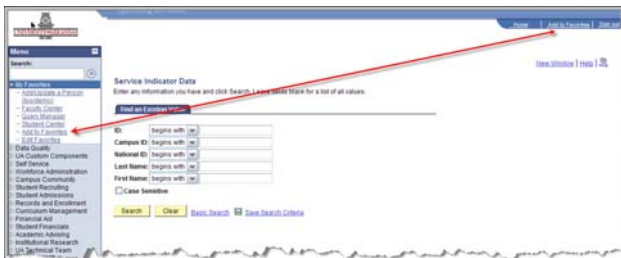
## Creating Favorites

Frequently used ISIS *pages* can be set as **Favorites** for quick and easy access without using the full navigation path.

**Favorites** are saved as part of your user id, not the browser, so they are available to you from any computer that can access ISIS.

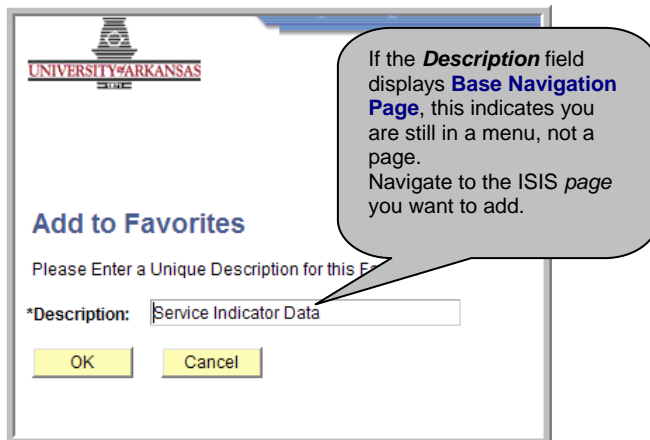
**NOTE:** Only ISIS *pages* may be saved as favorites.

1. Navigate to the ISIS *page* you want to create as a favorite.
2. Click the [Add to Favorites](#) link in the top right of the page, or on the link in the left-side menu.



3. After clicking either [Add to Favorites](#) link, another window opens allowing you to edit the description of that page.

- You may change the page name to anything you choose; you are the only user who will see it.

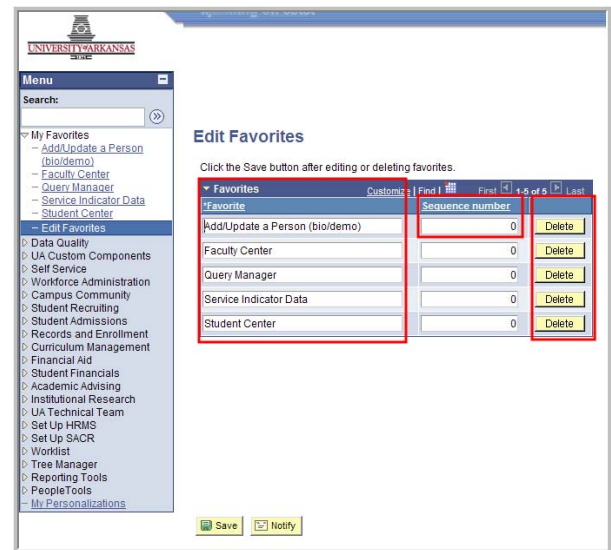


4. Your Favorite now resides in the **My Favorites** folder in the left-side menu

## Editing Favorites

Click the [Edit Favorites](#) link to alter or delete a **Favorite** you have already created. Below are your editing options:

- Edit the Name of the Favorite
- Edit the Sequence Number
- Delete the Favorite



1. Click to save your changes.
2. Your changes are now reflected in your **My Favorites** folder.

## Using Favorites

1. Click the **My Favorites** folder to view and use your saved favorites.
2. Click the desired Favorite from the list.

