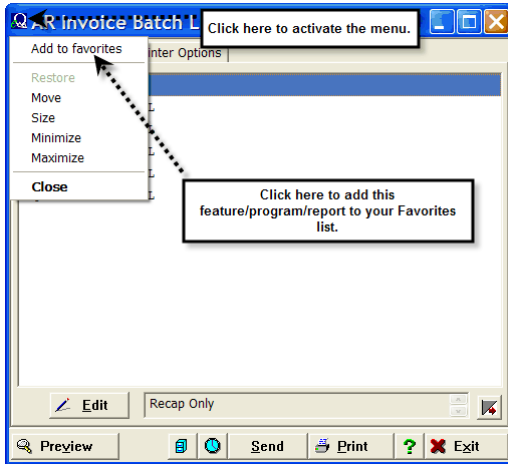


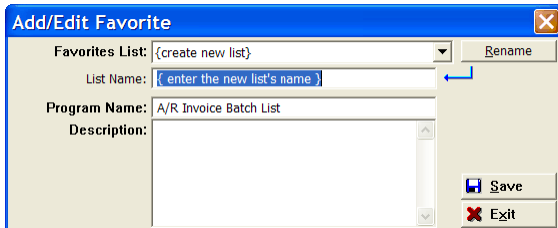
HOW TO CREATE FAVORITES

e-Quantum's **Favorites** are used to create a list of your preferred features/programs/reports, ie; Month-End, Accounting, Sales Reports, etc. This button is not active, on the e-Quantum Desktop, until you create your first Favorite. To create a favorite go to a feature/program/report and click on the e-Q icon in the upper left corner of the screen.



Select **Add to favorites**. This displays the **Add/Edit Favorite** window where you are either going to create a new list or add the selected item to an existing list.

ADD/EDIT FAVORITE:

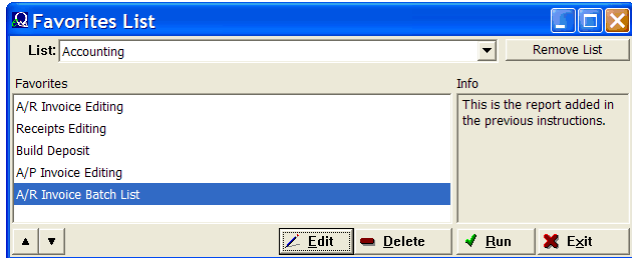


Option	Description
Favorites List:	This field is used to categorize favorites into lists. Either select from a previously created list or {create new list} .
Rename:	This button activates if you selected {create new list} . Click to access the List Name field.
List Name:	If you are creating a new list enter its name. If you selected a previously created list its name displays in this field.
Program Name:	This displays the name of the feature/program/report you selected to add to your favorites.
Description:	This allows you to enter notes regarding your selection.

Save:	Click to Save your entry and exit.
Exit:	Click to cancel your entry and exit.

After you have added the first favorite the **Favorites** button on the e-Quantum desktop displays. When you want to select from one of your favorites click the **Favorites** button. This displays the **Favorites List** window.

FAVORITES LIST:



Option	Description
List:	Select the list that contains the favorite you want to run.
Remove List:	Clicking this button deletes the selected list and all favorites associated to it.
Favorites:	This is a list of the favorites associated to the selected list. Highlight the favorite you want to run.
Info:	These are the notes you entered regarding the highlighted favorite.
Up/Down Arrows:	The buttons resort the highlighted favorite either up or down the list.
Edit:	Clicking this allows you to make changes to the highlighted favorite.
Delete:	Clicking this removes the highlighted favorite.
Run:	Clicking this runs the highlighted favorite.
Exit:	This closes the Favorites List window.