Adding Favorite Items to Favorites Groups (Create Requisition)

Updated on 4/9/2024

Functionality in Core-CT allows requesters to create **Favorites Groups** or move favorite items into an existing group on the **Favorites** page. There is no limit to how many groups an item is included in, or how many groups are created.

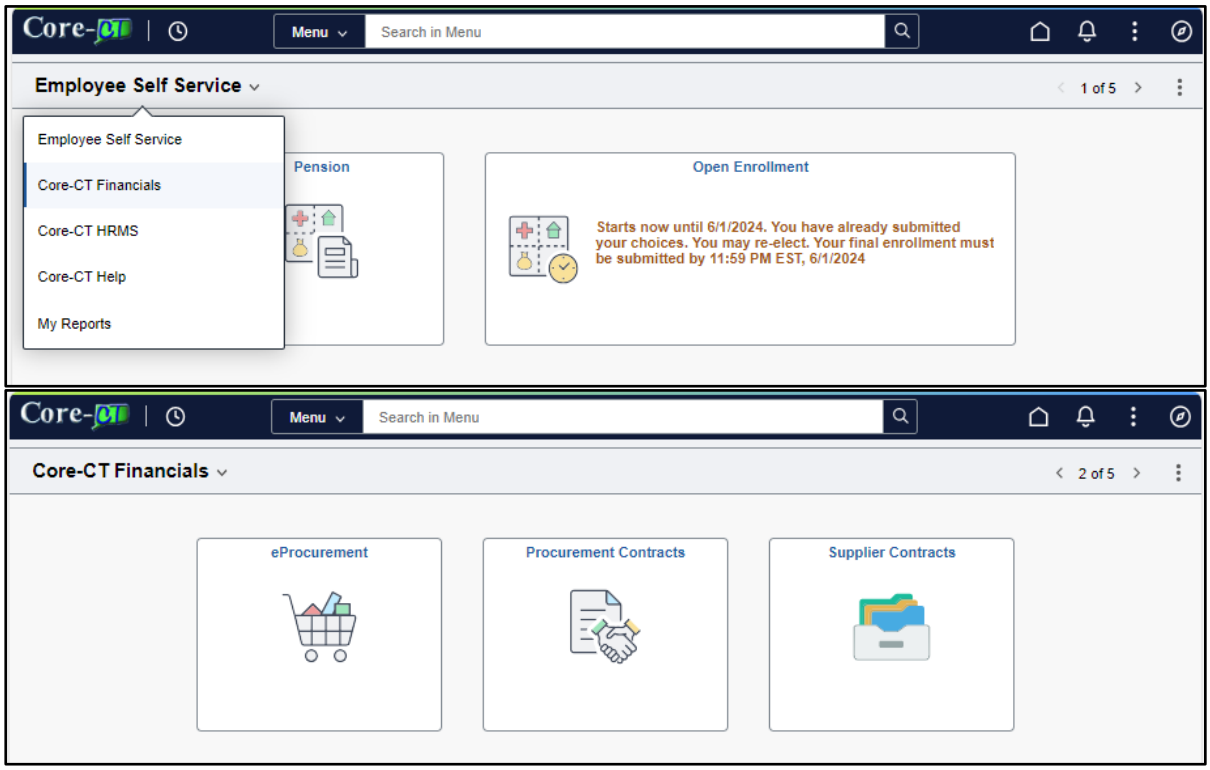
The steps for adding items as a favorite in **Create Requisition** have not changed. Once a requester adds an item as a favorite it is immediately added to **Favorites** tab as an **Ungrouped Item.**

Procedure

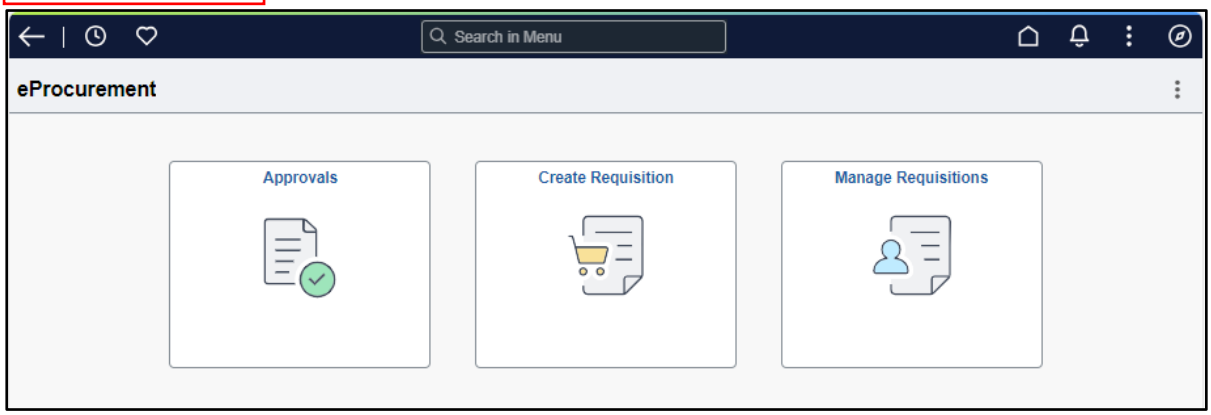
Navigation: *Nav Bar > Menu > Core-CT Financials* **>** *eProcurement > Create Requisition*

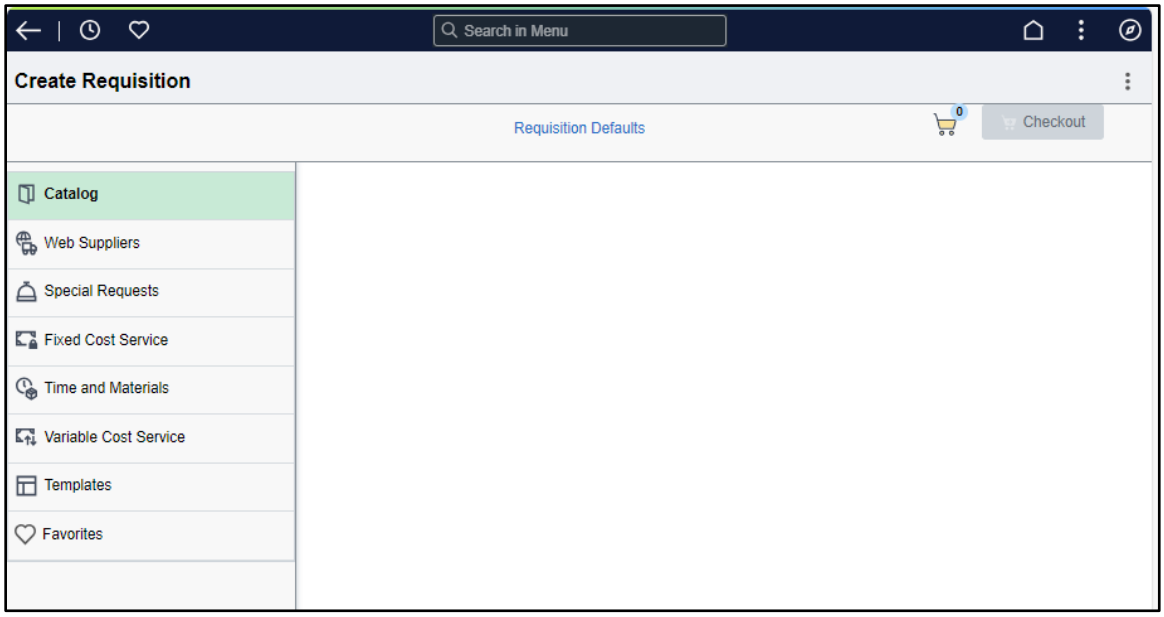
Or

Select ***Core-CT Financials***
Click the ***eProcurement*** *tile*

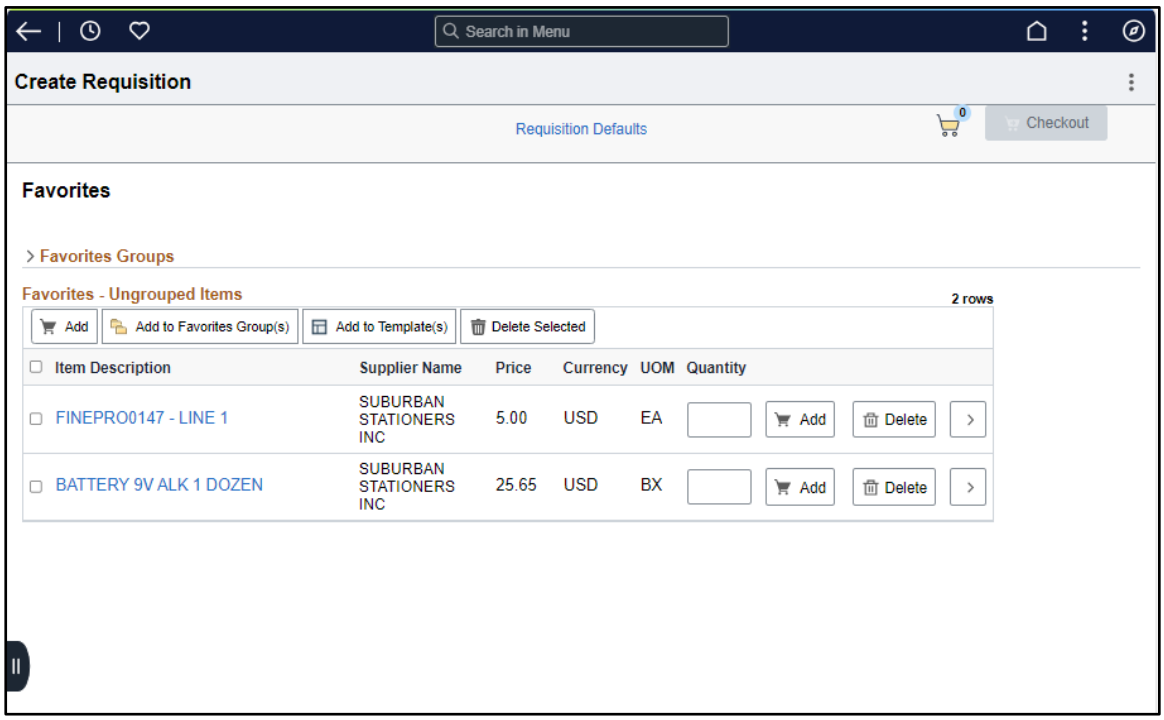


*Click the **Create Requisition** tile*

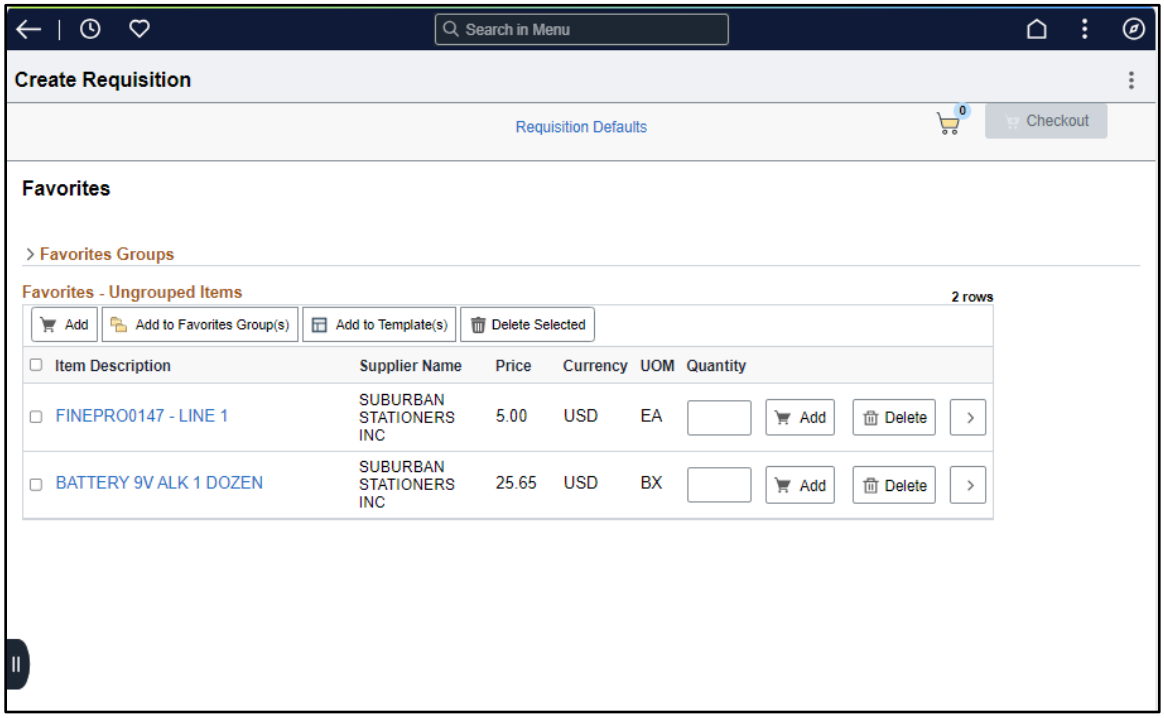


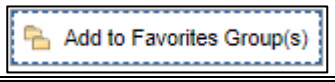


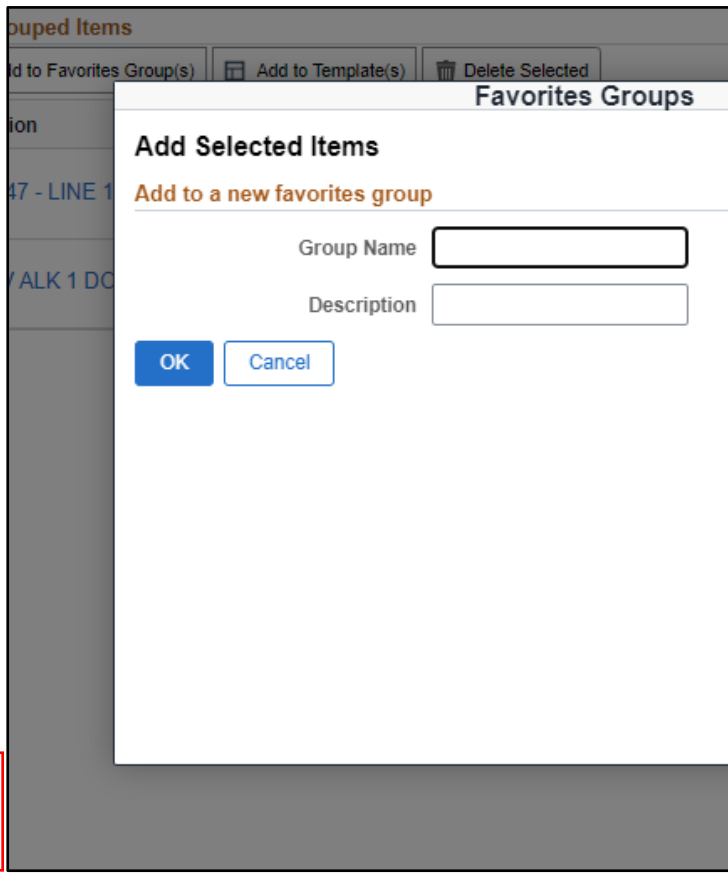
Step	Action
1.	Requesters can add favorites and **Favorites Groups** to a requisition without having to save and submit. Click the **Favorites** tab to view favorite items.



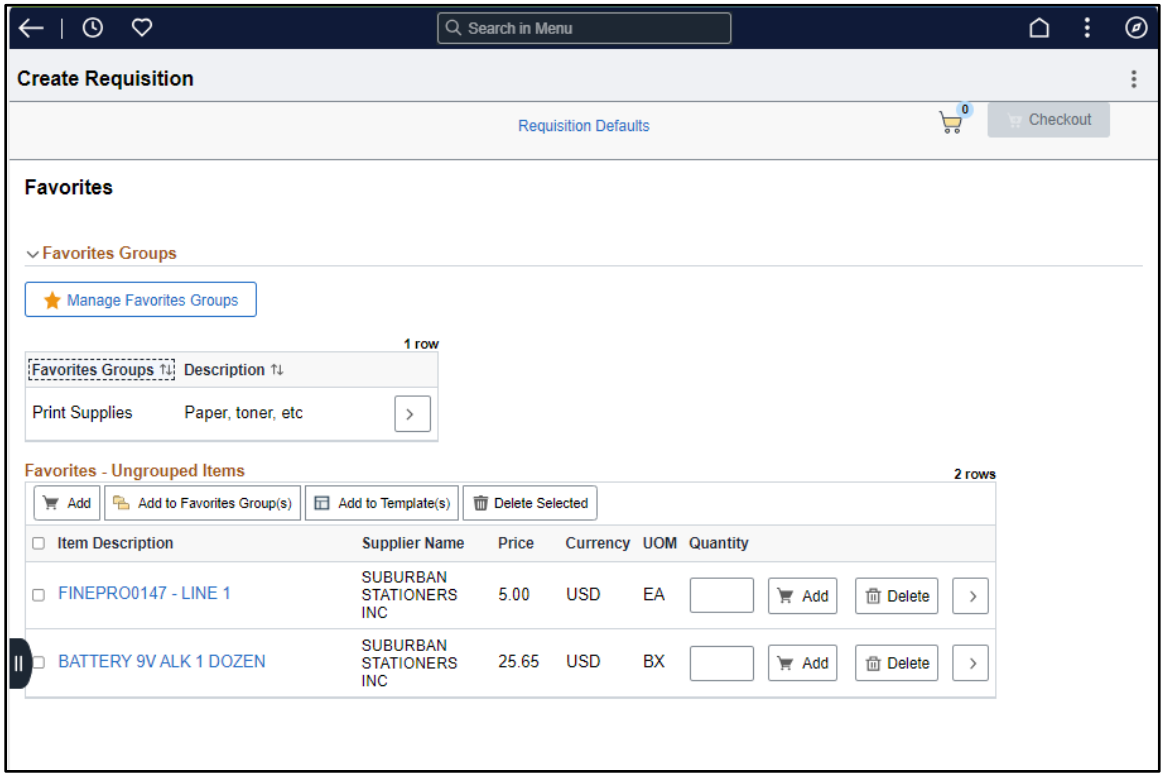
Step	Action
2.	Favorite items are added as **Ungrouped Items**. They can be left as ungrouped, or organized into groups.

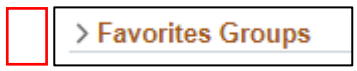


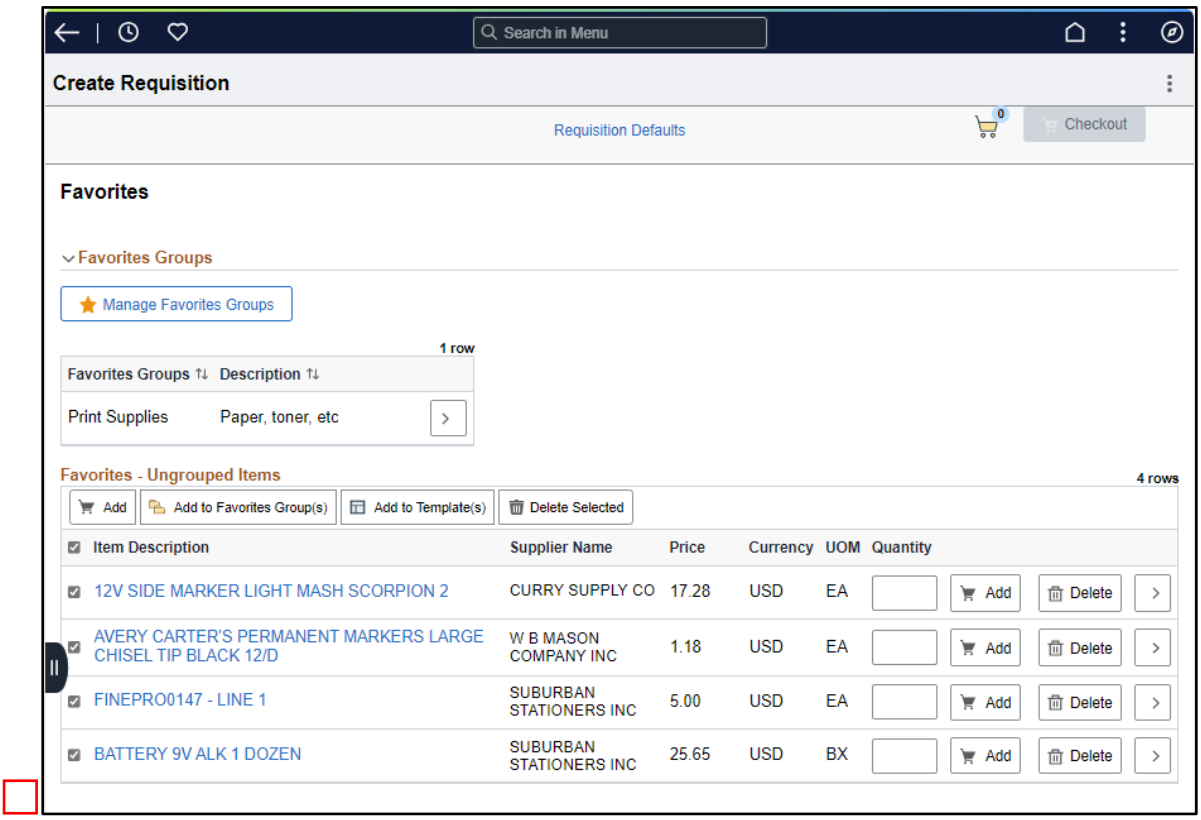
Step	Action
3.	Note the **Add to Favorites Group(s)** button.
4.	In this example two items will be added to a new favorites group. Click the **Select Item** option.
5.	Click the **Select Item** option.
6.	Click the **Add to Favorites Group(s)** button. 

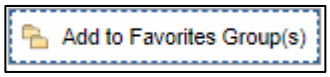


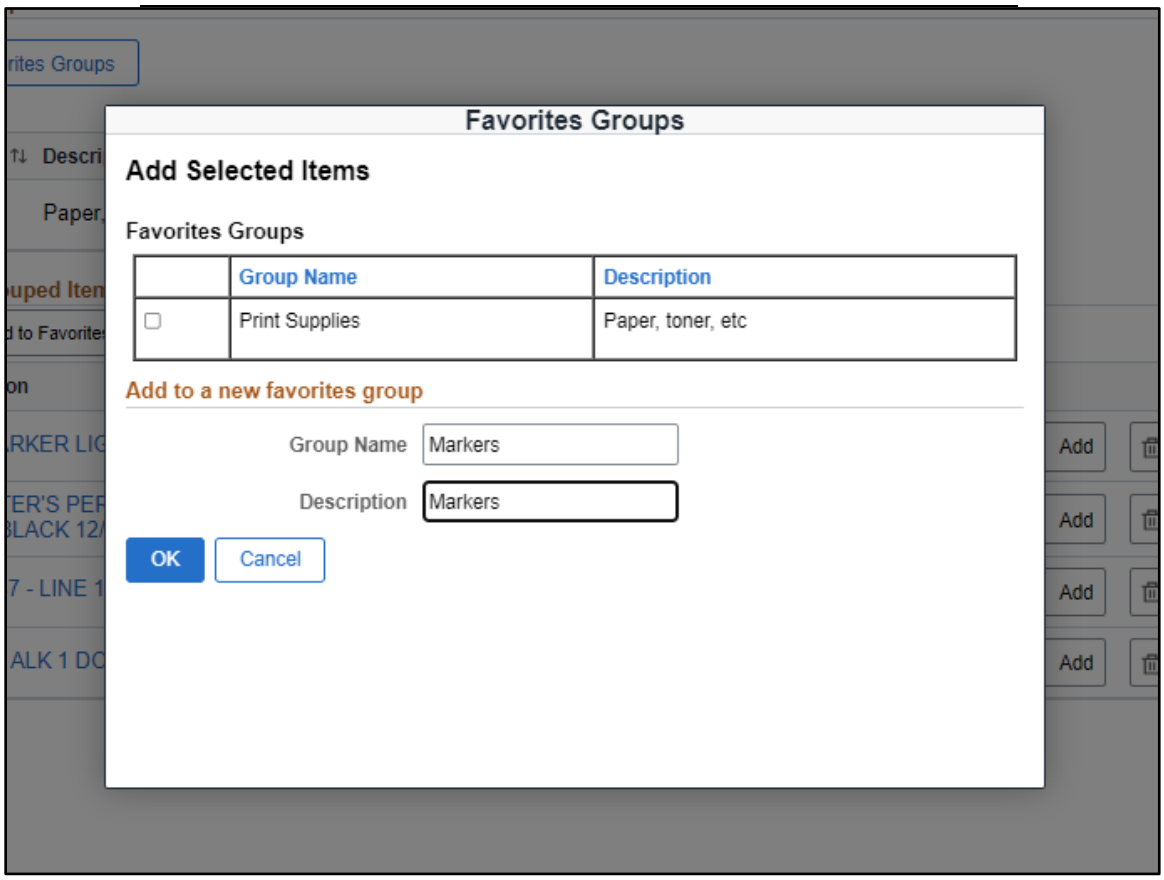
Step	Action
7.	The **Add Selected Items to Favorites Group(s)** page displays. From this page the requester can add the items to a previously created favorites group or to a new favorites group.
8.	Enter **Print Supplies** into the **Group Name** field.
9.	Enter **Paper, toner, etc** into the **Description** field.
10.	Click the **OK** button.



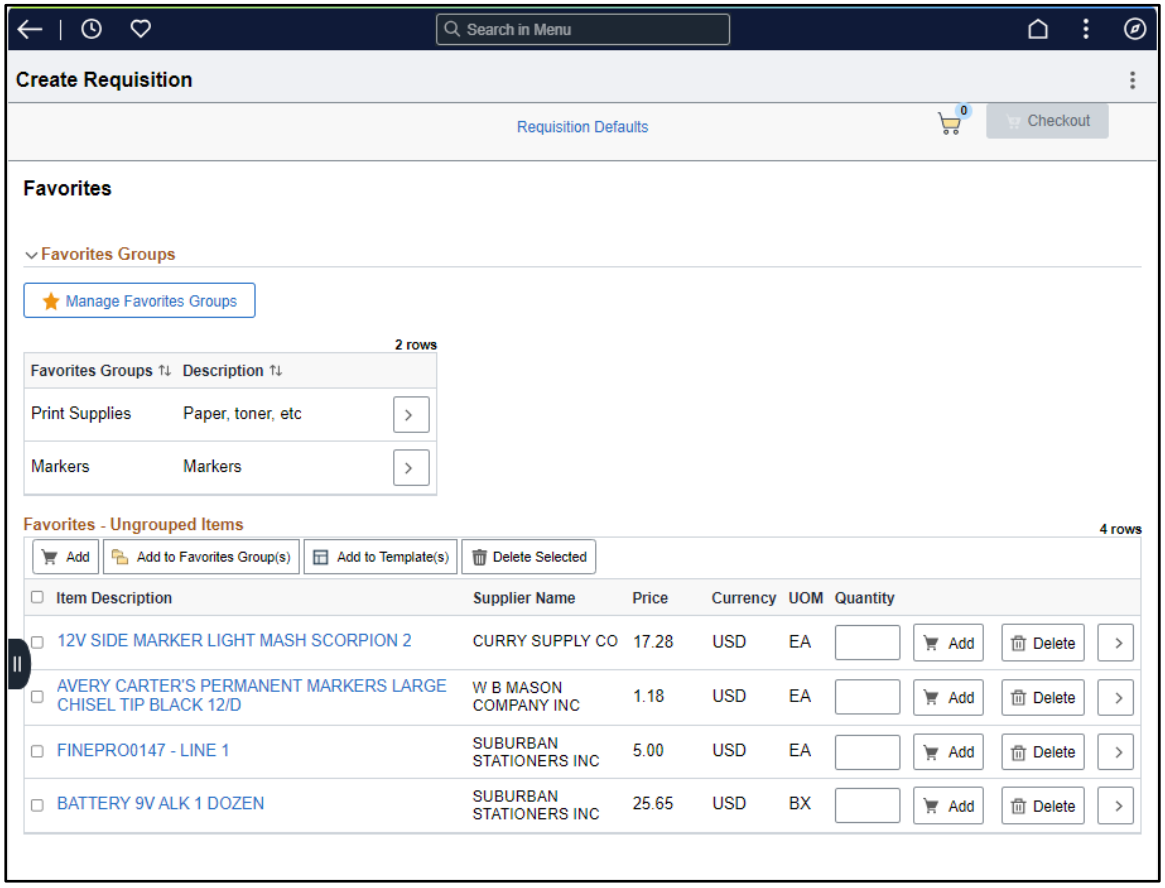
Step	Action
11.	The **Print Supplies** group is displayed as a collapsed group box at the top of the page. The **Ungrouped items** are always listed at the bottom of the page.
12.	Click the **Expand Section** button to view the items within the group. 



Step	Action
13.	Now the requester is going to create a new favorites group of all of the remaining **Ungrouped Items**. Click the **Group Select** option to select all the items.
14.	Click the **Add to Favorites Group(s)** button.  **NOTE**: Although the item is added to a *Favorites Group*, it also remains in the *ungrouped* list.



Step	Action
15.	The **Print Supplies** group is now an option. Enter **Markers** into the **Group Name** field.
16.	Enter **markers** into the **Description** field.
17.	Click the **OK** button.



Step	Action
18.	The **Markers** group is added. **Favorite Items** and/or **Favorite Groups** can be selected and: - Added to the requisition. - Added to other **Favorites Groups** - Deleted from **Favorites/Favorites Groups** - Added to **Templates**
19.	**End of Procedure.**