

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**.

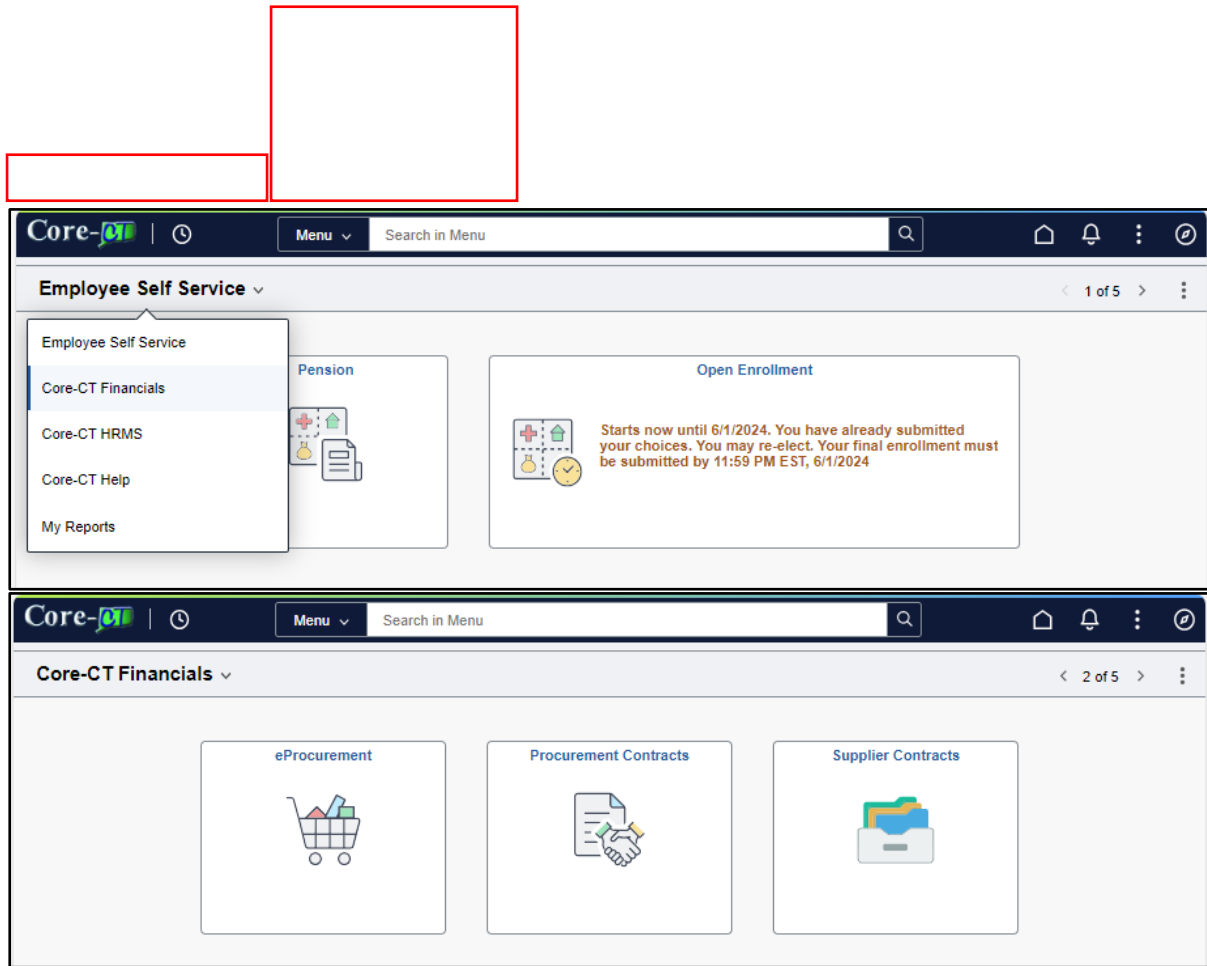
Procedure



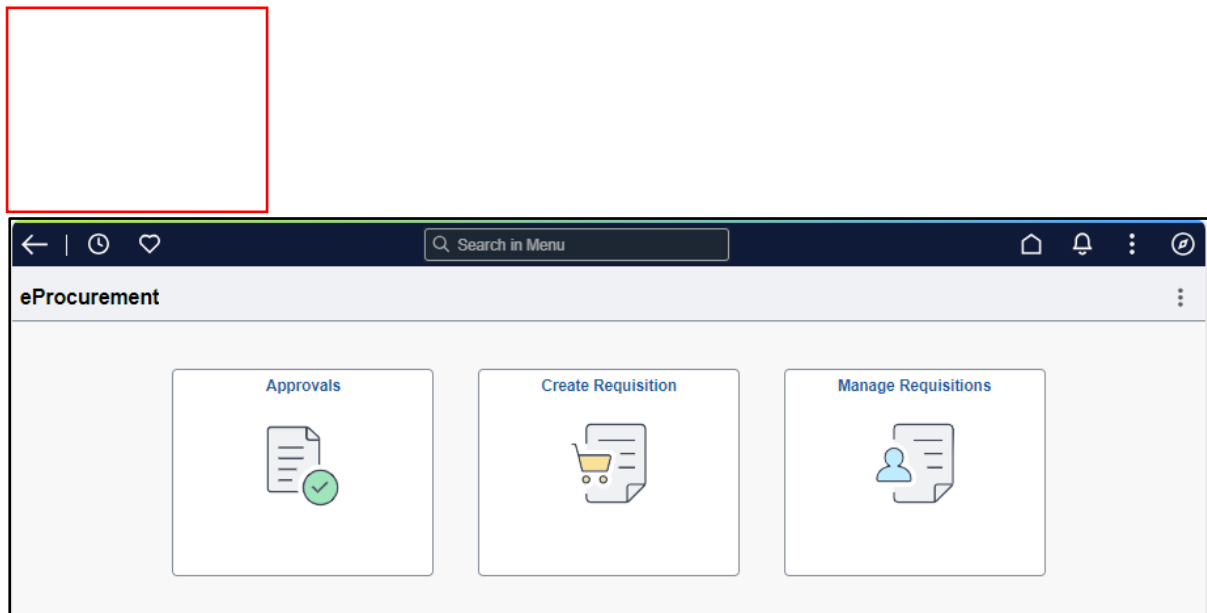
Navigation: *Nav Bar > Menu > Core-CT Financials > eProcurement > Create Requisition*

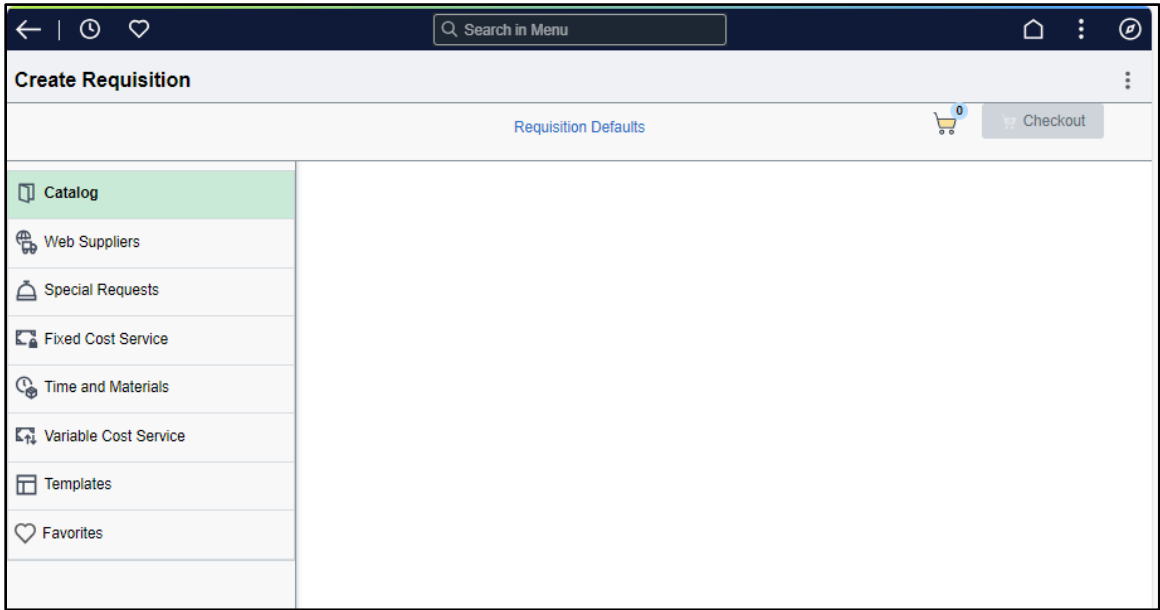
Or


*Select Core-CT Financials
Click the eProcurement tile*



Click the *Create Requisition* tile





Step	Action
1.	<p>Requesters can add favorites and Favorites Groups to a requisition without having to save and submit.</p> <p>Click the Favorites tab to view favorite items.</p> <div data-bbox="443 1129 898 1211"></div>

← | 🕒 | ❤️ | 🔍 Search in Menu | 🏠 | ⋮ | 🔄

Create Requisition

Requisition Defaults | 🛒 0 | 🏠 Checkout

Favorites

> Favorites Groups

Favorites - Ungrouped Items 2 rows

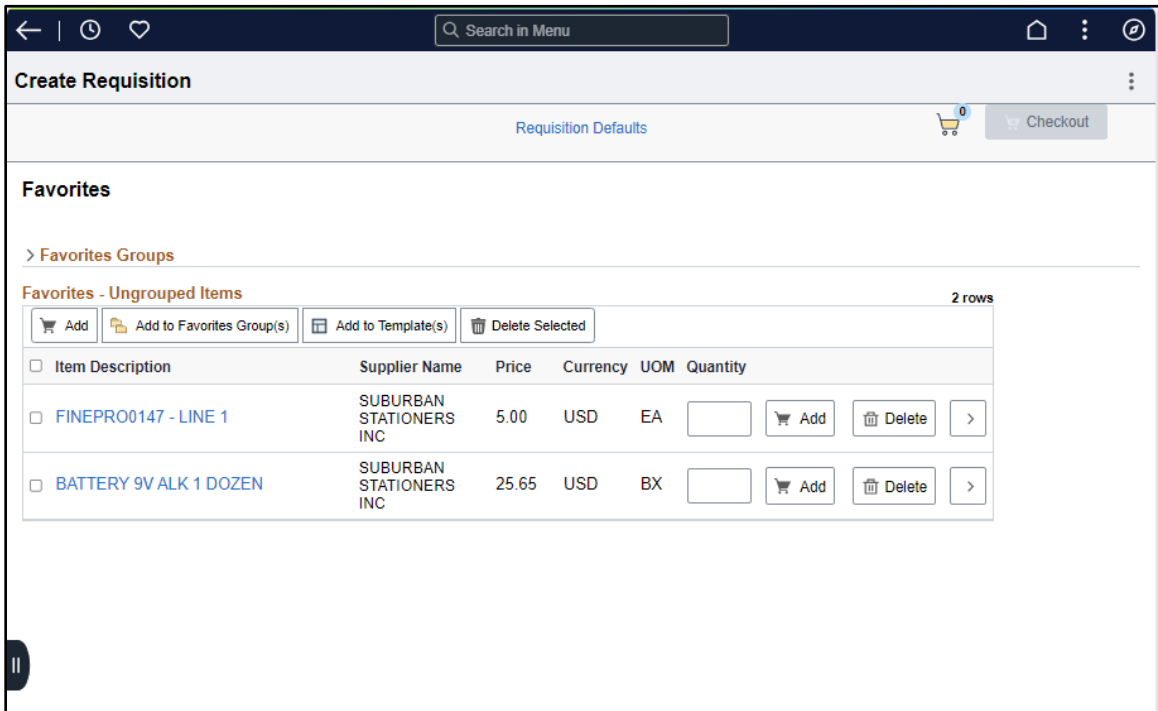
Add |
 Add to Favorites Group(s) |
 Add to Template(s) |
 Delete Selected



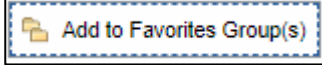
<input type="checkbox"/>	Item Description	Supplier Name	Price	Currency	UOM	Quantity			
<input type="checkbox"/>	FINEPRO0147 - LINE 1	SUBURBAN STATIONERS INC	5.00	USD	EA	<input type="text"/>	<input type="checkbox"/> Add	<input type="checkbox"/> Delete	>
<input type="checkbox"/>	BATTERY 9V ALK 1 DOZEN	SUBURBAN STATIONERS INC	25.65	USD	BX	<input type="text"/>	<input type="checkbox"/> Add	<input type="checkbox"/> Delete	>

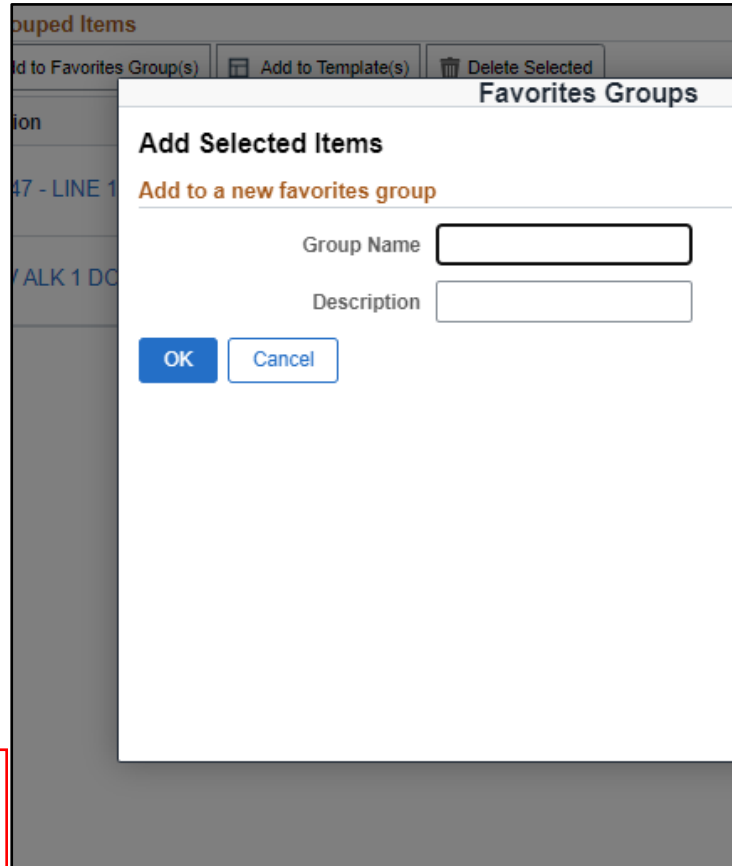
⏸




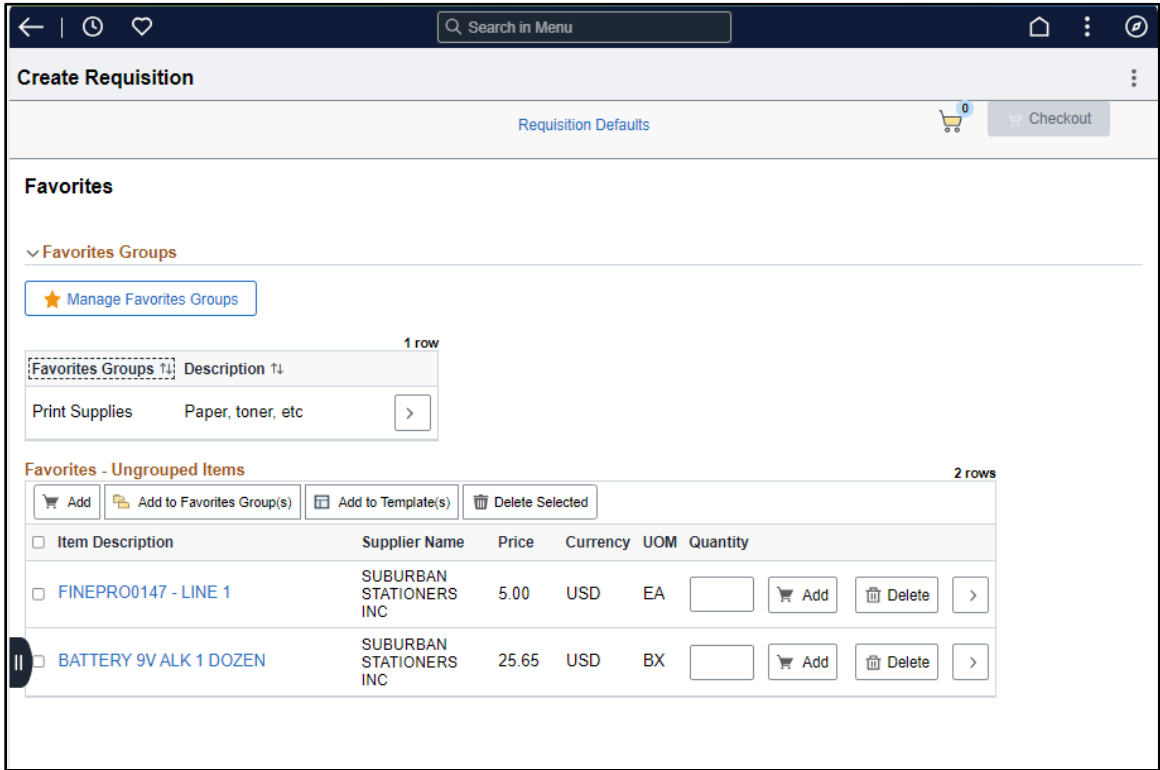
Step	Action
2.	Favorite items are added as Ungrouped Items . They can be left as ungrouped, or organized into groups.

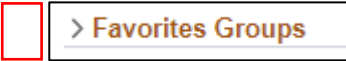


Step	Action
3.	Note the Add to Favorites Group(s) button.
4.	In this example two items will be added to a new favorites group. Click the Select Item option. 
5.	Click the Select Item option. 
6.	Click the Add to Favorites Group(s) button. 



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.	<p>The Print Supplies group is displayed as a collapsed group box at the top of the page.</p> <p>The Ungrouped items are always listed at the bottom of the page.</p>
12.	<p>Click the Expand Section button to view the items within the group.</p> 

← | 🕒 | ❤️ | 🔍 Search in Menu | 🏠 | ⋮ | 🔄

Create Requisition

Requisition Defaults | 🛒 0 | 🛒 Checkout

Favorites

✓ Favorites Groups

★ Manage Favorites Groups

1 row

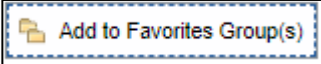
Favorites Groups	Description
Print Supplies	Paper, toner, etc

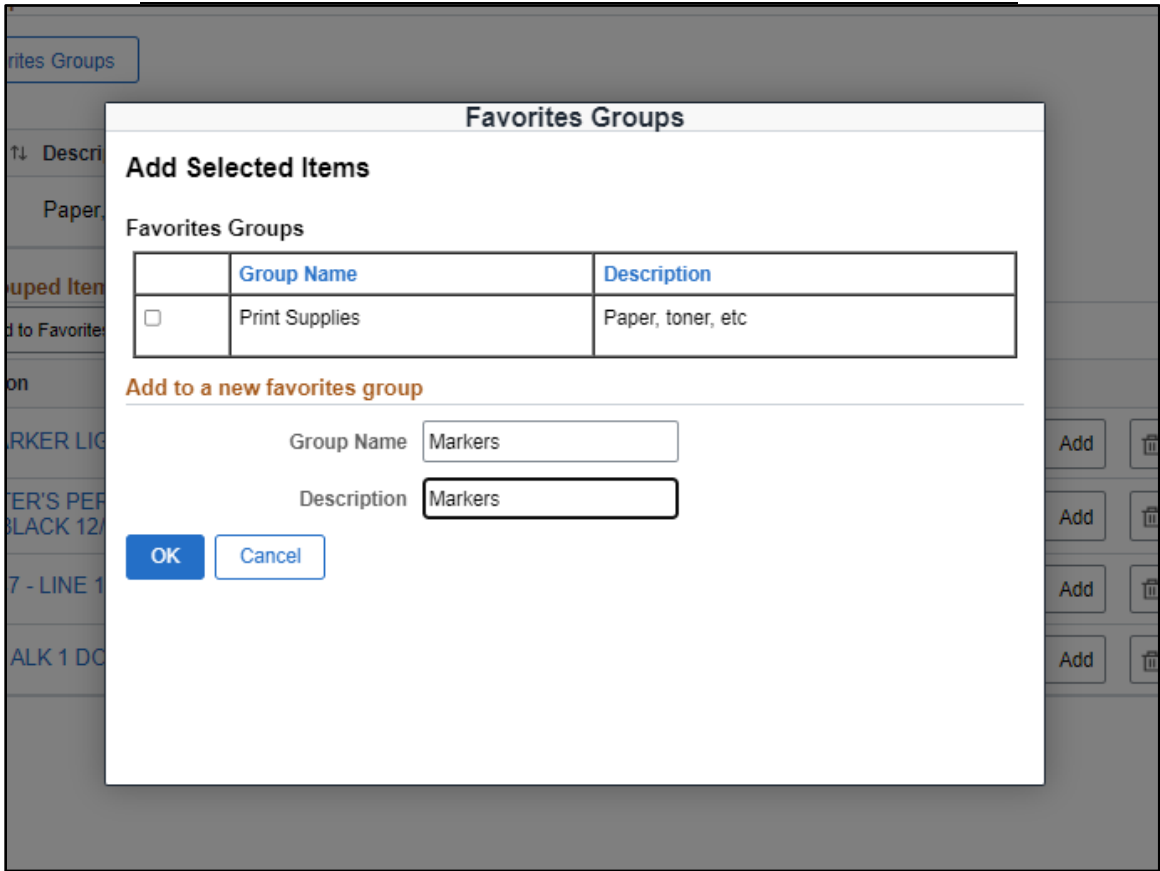
Favorites - Ungrouped Items


4 rows

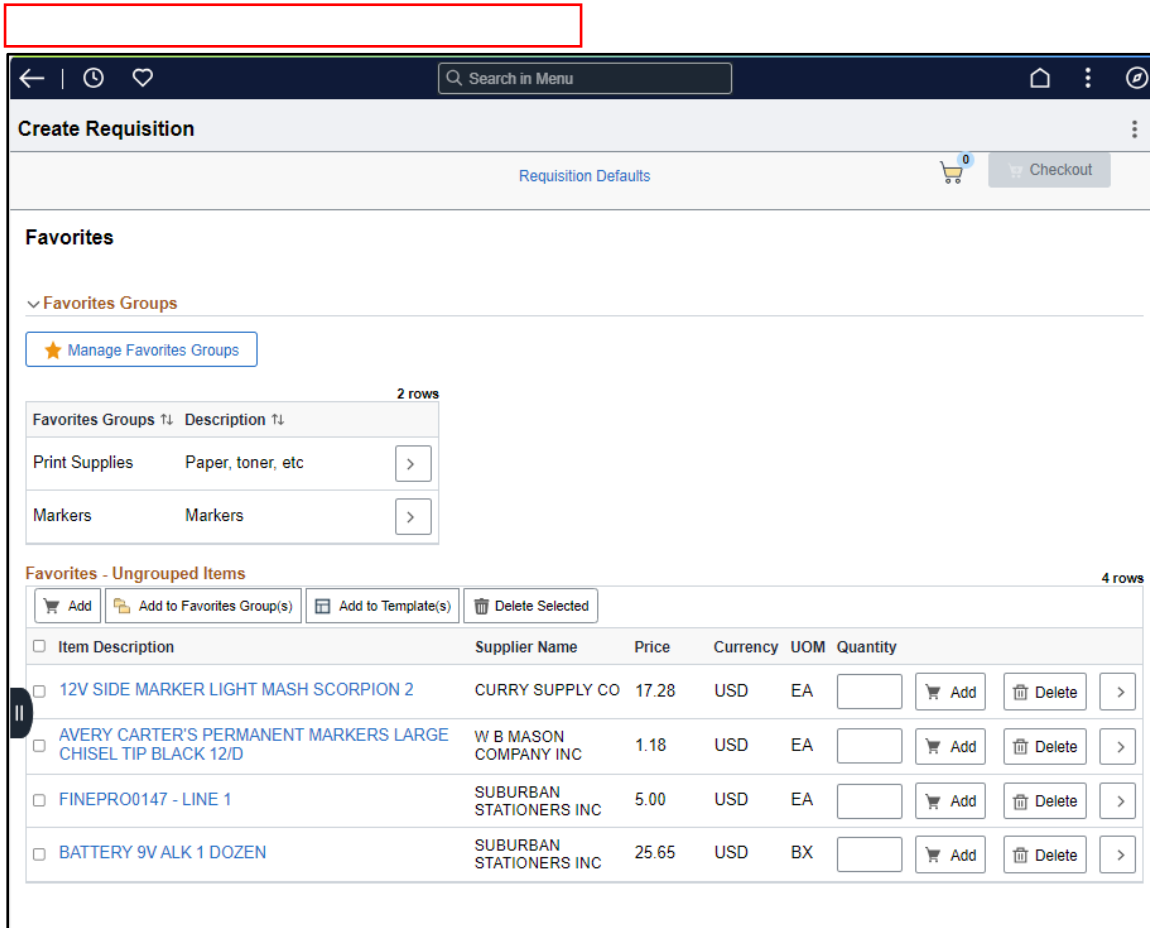
🛒 Add | 📁 Add to Favorites Group(s) | 📄 Add to Template(s) | 🗑 Delete Selected

<input checked="" type="checkbox"/>	Item Description	Supplier Name	Price	Currency	UOM	Quantity			
<input checked="" type="checkbox"/>	12V SIDE MARKER LIGHT MASH SCORPION 2	CURRY SUPPLY CO	17.28	USD	EA	<input type="text"/>	🛒 Add	🗑 Delete	>
<input checked="" type="checkbox"/>	AVERY CARTER'S PERMANENT MARKERS LARGE CHISEL TIP BLACK 12/D	W B MASON COMPANY INC	1.18	USD	EA	<input type="text"/>	🛒 Add	🗑 Delete	>
<input checked="" type="checkbox"/>	FINEPRO0147 - LINE 1	SUBURBAN STATIONERS INC	5.00	USD	EA	<input type="text"/>	🛒 Add	🗑 Delete	>
<input checked="" type="checkbox"/>	BATTERY 9V ALK 1 DOZEN	SUBURBAN STATIONERS INC	25.65	USD	BX	<input type="text"/>	🛒 Add	🗑 Delete	>

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



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.	<p>The Markers group is added.</p> <p>Favorite Items and/or Favorite Groups can be selected and:</p> <ul style="list-style-type: none"> - Added to the requisition. - Added to other Favorites Groups - Deleted from Favorites/Favorites Groups - Added to Templates
19.	End of Procedure.