

## 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.** 

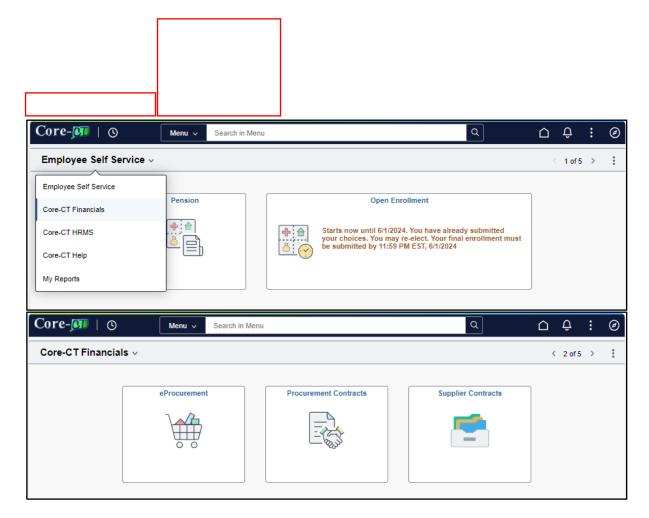
Procedure

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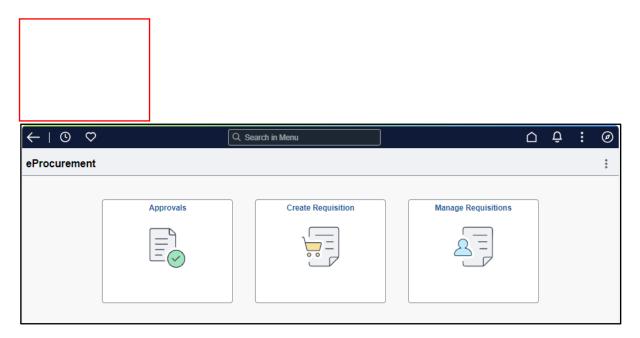
**Navigation:** Nav Bar > Menu > Core-CT Financials > eProcurement > Create Requisition

Or

Select Core-CT Financials Click the eProcurement tile



Click the Create Requisition tile



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Step	Action	
1.	Requesters can add favorites and <b>Favorites Groups</b> to a requisition without havin to save and submit. Click the <b>Favorites</b> tab to view favorite items.	ĊD

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

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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 <b>Select Item</b> option.
5.	Click the Select Item option.
6.	Click the Add to Favorites Group(s) button.

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	Add Selected Items
47 - LINE	Add to a new favorites group
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	OK Cancel
Action	
The Add Selected Items to Favorites Group(s) page of requester can add the items to a previously created favor	lisplays. From this page the
favorites group.	ances group or to a new
Enter <b>Print Supplies</b> into the <b>Group Name</b> field.	
Enter Paper, toner, etc into the Description field.	
Click the <b>OK</b> button.	
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**Step** 7.

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

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

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

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