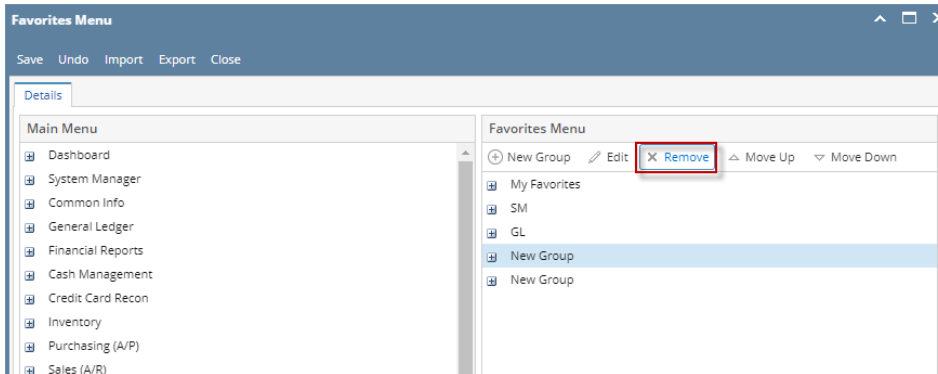


How to Remove Favorites

How to remove items on Favorites Menu screen:

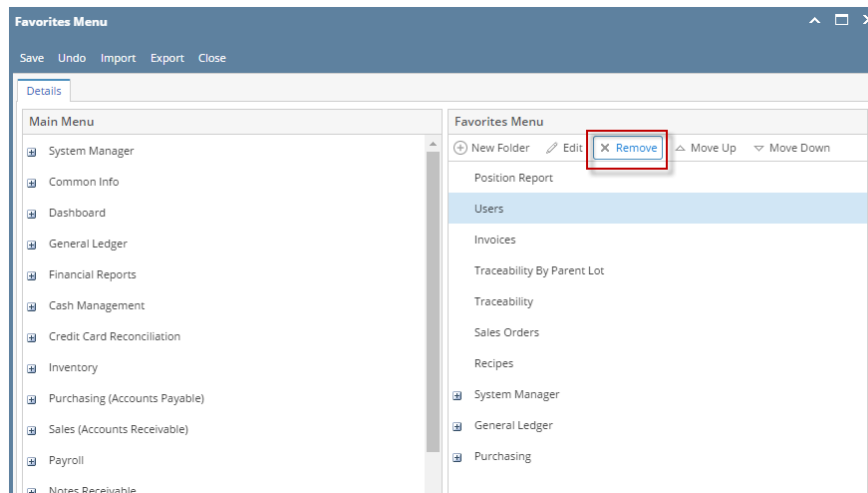
1. Log in on i21
2. Click the **Home** button at the top most part of the navigation menu
3. Click the **Customize** hyperlink to open the Favorites Menu screen
4. Select a menu or a folder then click **Remove** button



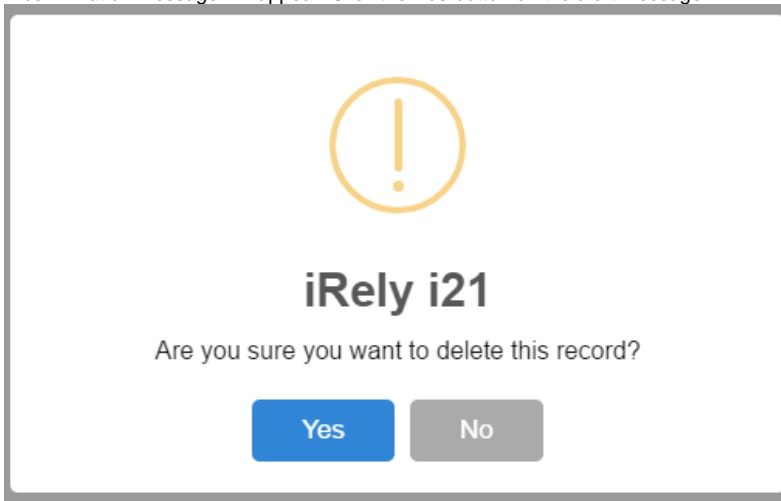
5. A confirmation message will appear. Click the **Yes** button on the alert message. Menu/Folder will be removed from the list. Note that if a parent folder has been deleted, all the favorite menus under it will also be deleted.
6. Click the **Save** button to save the changes.

How to remove items on Favorites Menu screen:

1. Log in on i21
2. Click the username on menu header then select **Manage Favorites** menu
3. Select a menu or a folder then click **Delete** button



4. A confirmation message will appear. Click the **Yes** button on the alert message.

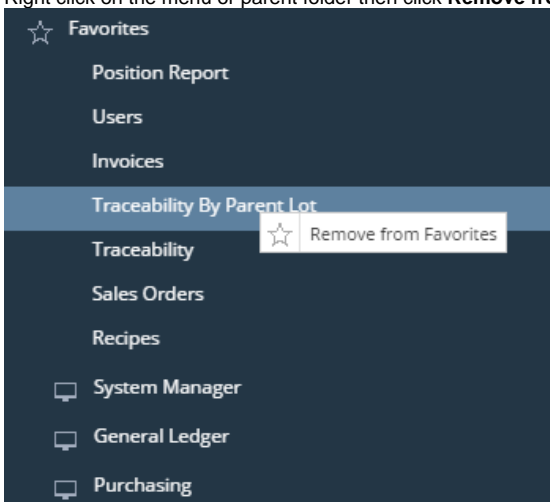


Menu/Folder will be removed from the list. Note that if a parent folder has been deleted, all the favorite menus under it will also be deleted.

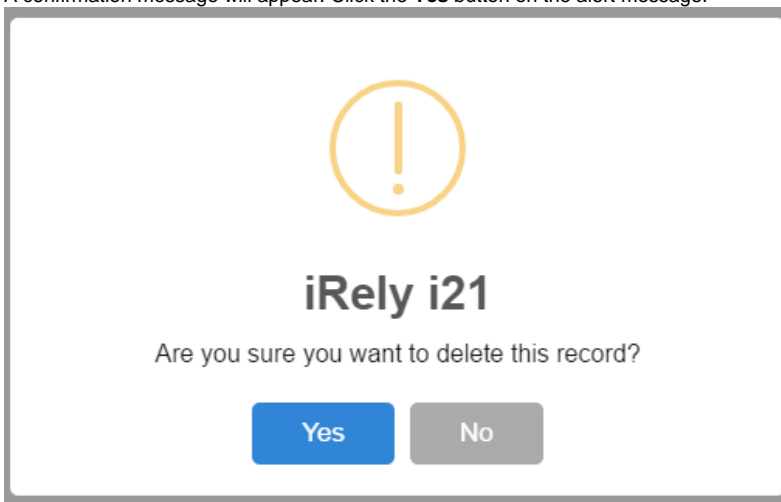
5. Click the **Save** button to save the changes.

How to remove favorites from the menu tree using right click:

1. Expand the Favorites menu
2. Right click on the menu or parent folder then click **Remove from Favorites**



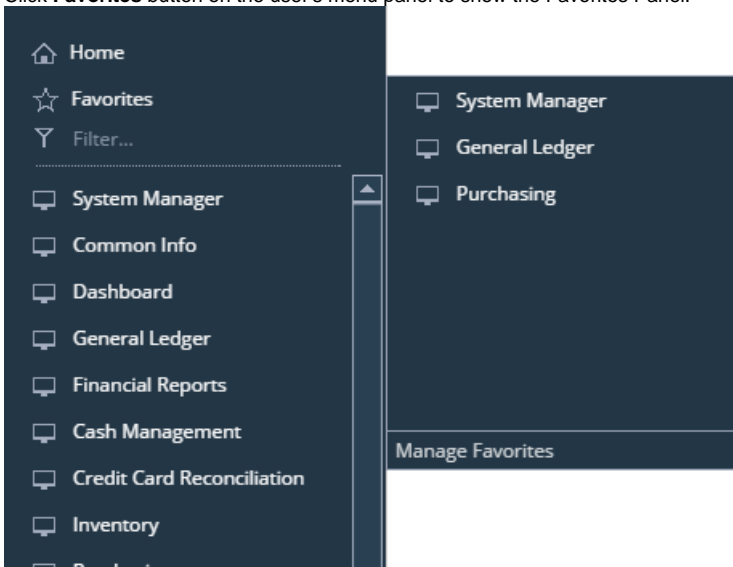
3. A confirmation message will appear. Click the **Yes** button on the alert message.



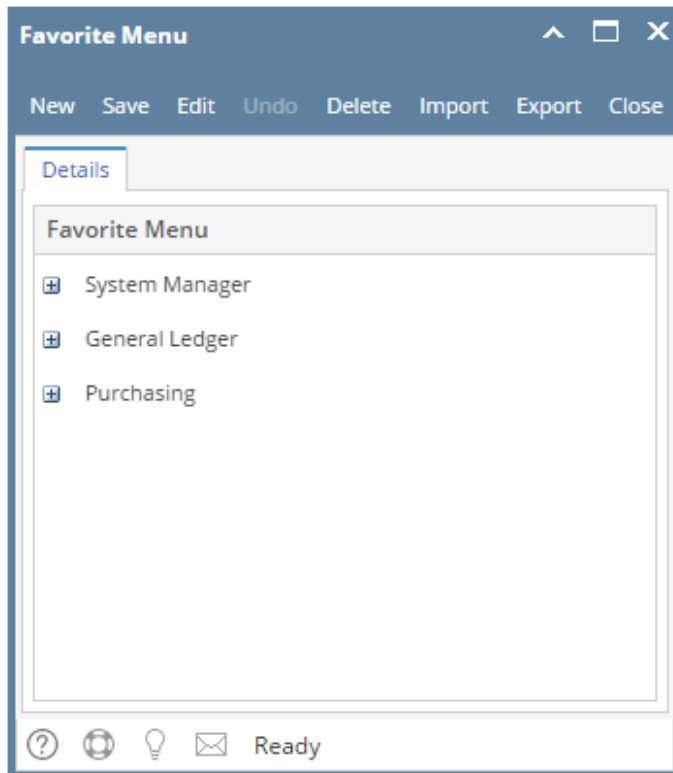
Menu/Folder will be removed from the list. Note that if a parent folder has been deleted, all the favorite menus under it will also be deleted.

How to remove items on Favorites:

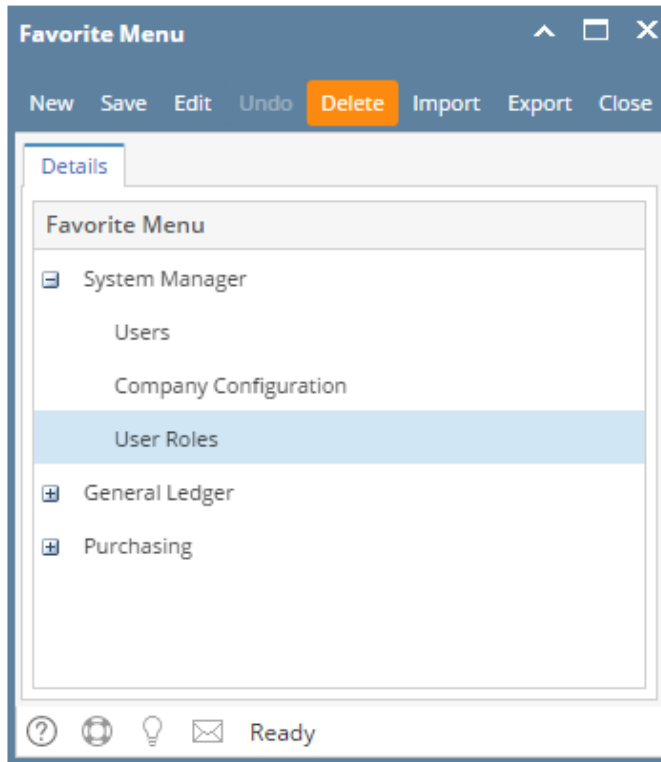
1. Log in on i21
2. Click **Favorites** button on the user's menu panel to show the Favorites Panel.



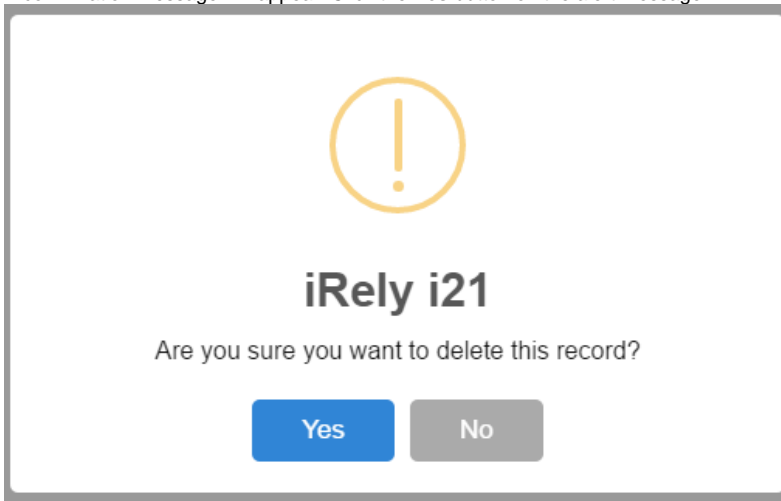
3. Click **Manage Favorites** button to open the **Favorites Menu** screen



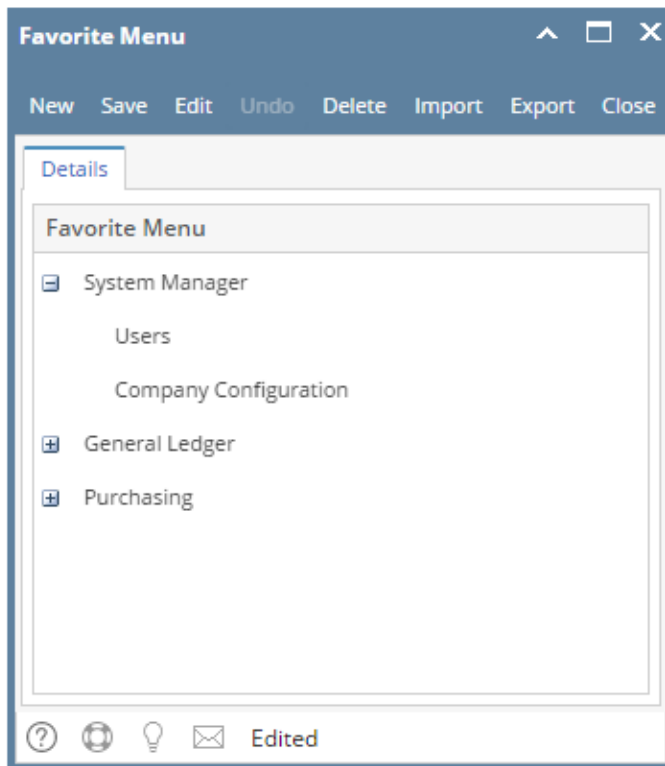
4. Select a menu or a folder then click **Delete** button



5. A confirmation message will appear. Click the **Yes** button on the alert message.



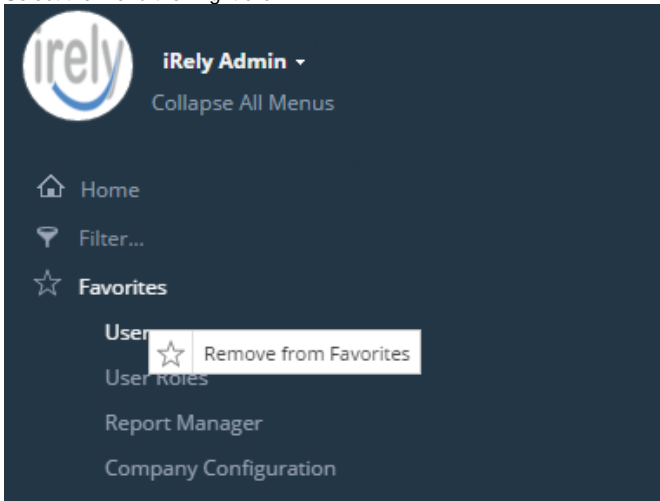
Menu/Folder will be removed from the list. Note that if a parent folder has been deleted, all the favorite menus under it will also be deleted.



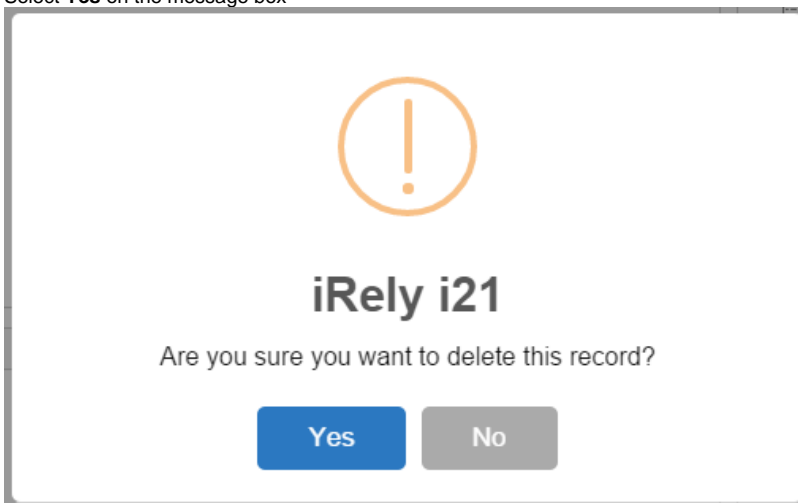
6. Click the **Save** button to save the changes.

1. Log in on i21
2. Expand the **Favorites** folder

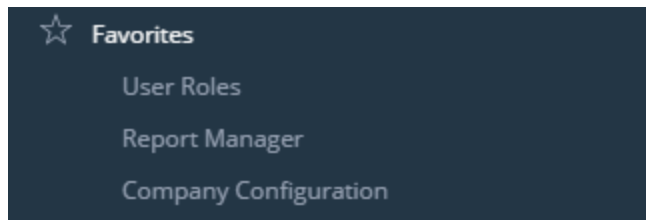
3. Select the menu then right click



4. Click the **Remove from Favorites** button
5. Select **Yes** on the message box



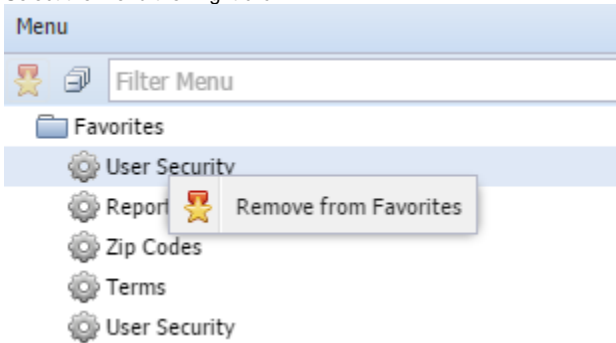
Menu will be removed from Favorites folder.



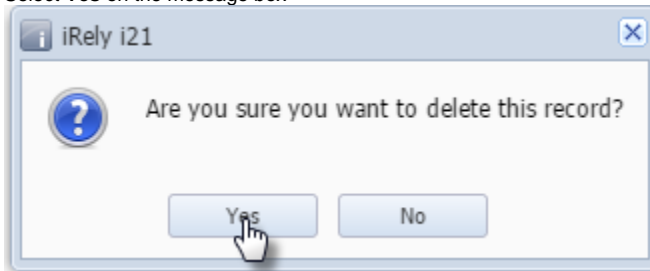
How to remove items on Favorites:

1. Log in on i21
2. Expand the **Favorites** folder

3. Select the menu then right click



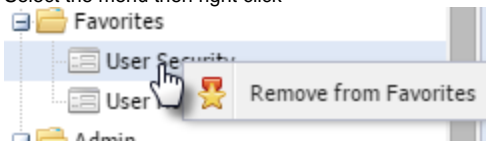
4. Click the **Remove from Favorites** button
5. Select **Yes** on the message box



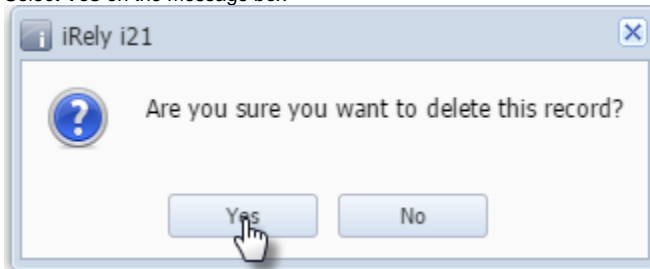
Menu will be removed from Favorites folder.

How to remove items on Favorites:

1. Log in on i21
2. Expand the **Favorites** folder
3. Select the menu then right click



4. Click the **Remove from Favorites** button
5. Select **Yes** on the message box



Menu will be removed from Favorites folder.