# 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
- Click the <u>Customize</u> hyperlink to open the Favorites Menu screen
   Select a menu or a folder then click **Remove** button

Select a mend of a folder then click <b>Keniove</b> batton	
Favorites Menu	^ □ ×
Save Undo Import Export Close	
Details	
Main Menu	Favorites Menu
Dashboard	⊕ New Group 🖉 Edit 🗙 Remove 🛆 Move Up 🗢 Move Down
<ul> <li>System Manager</li> </ul>	My Favorites
Common Info	
General Ledger	⊞ GL
Financial Reports	■ New Group
Cash Management	■ New Group
Credit Card Recon	
Inventory     Inventory	
Purchasing (A/P)	
😟 Sales (A/R)	

- 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

Favorites Menu ^ 🗆 X					
Save Undo Import Export Close					
Details					
Main Menu	Favorites Menu				
■ System Manager	🕂 New Folder 🖉 Edit 🗙 Remove 🗠 Move Up 🗢 Move Down				
😰 Common Info	Position Report				
Dashboard	Users				
🗃 General Ledger	Invoices				
Financial Reports	Traceability By Parent Lot				
Cash Management	Traceability				
Credit Card Reconciliation	Sales Orders				
Inventory	Recipes				
Purchasing (Accounts Payable)	System Manager				
	General Ledger				
Payroll	Purchasing     ■				
Receivable					

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



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.

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iRely i21
Are you sure you want to delete this record?
Yes No

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.

Favorite Menu		^	□ >
New Save Edit Undo Delete I	Import	Export	Close
Details			
Favorite Menu			
<ul> <li>System Manager</li> </ul>			
Users			
Company Configuration			
🗄 General Ledger			
⑦ Ø Ø Kated			

6. Click the Save button to save the changes.

Log in on i21
 Expand the Favorites folder

3. Select the menu then right click

	iRely Admin - Collapse All Menus	
	🔓 Home	
	🕈 Filter	
	☆ Favorites	
	User Remove from Favorites User Roles	
	Report Manager	
	Company Configuration	
4. ( 5. :	Click the <b>Remove from Favorites</b> button Select <b>Yes</b> on the message box	

(]
iRely i21
Are you sure you want to delete this record?
Yes No

Menu will be removed from Favorites folder.



# How to remove items on Favorites:

- Log in on i21
   Expand the Favorites folder

3. Select the menu then right click

	Menu
	😤 🕑 Filter Menu
	Favorites
	🄯 User Security
	🔯 Report 🦉 Remove from Favorites
	😳 Zip Codes
	😳 Terms
	😳 User Security
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:



Menu will be removed from Favorites folder.