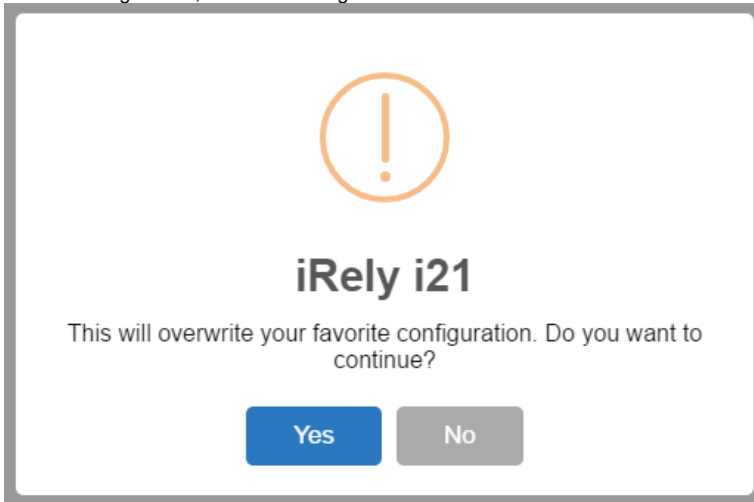
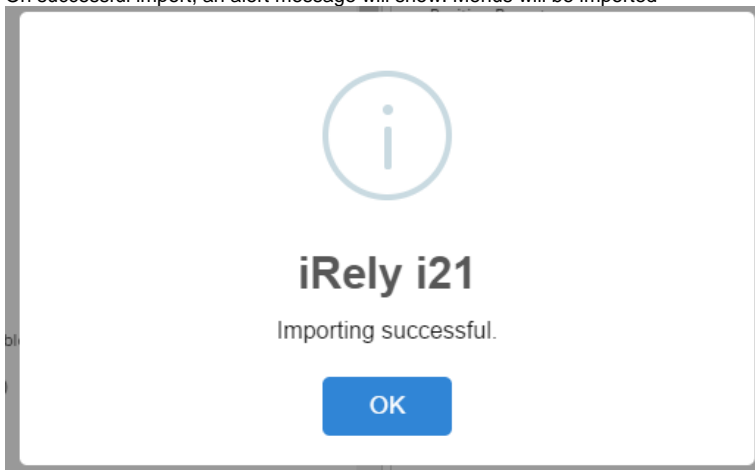


How to Import a Favorites List

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. Click the **Import** button and locate the csv file for importing.
5. After selecting the file, an alert message will show. Click **Yes** button

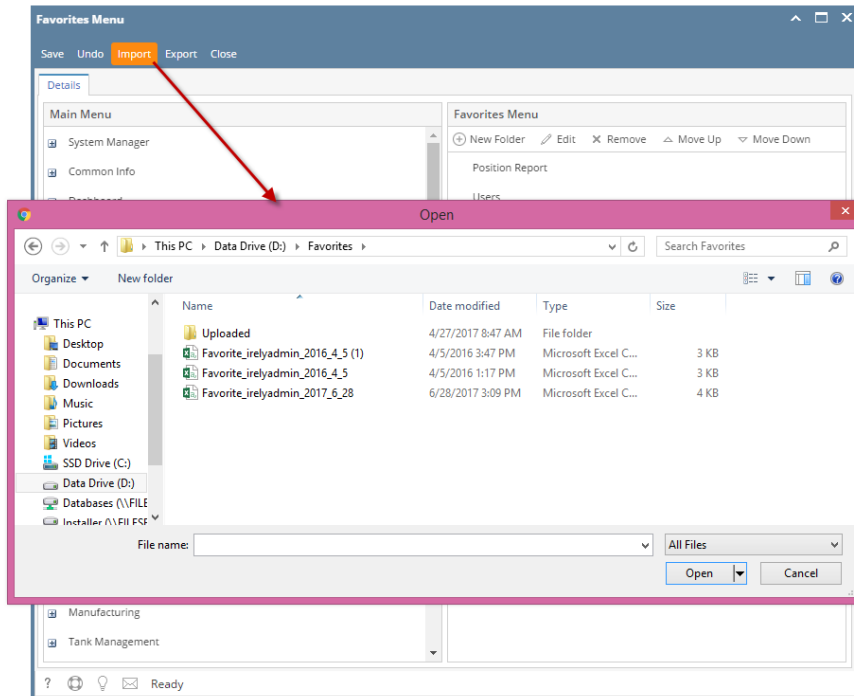


On successful import, an alert message will show. Menus will be imported

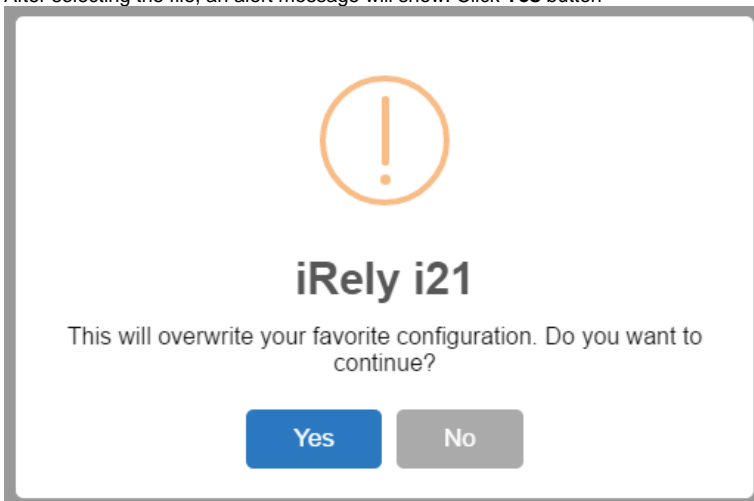


1. Log in on i21
2. Click the username on menu header then select **Manage Favorites** menu

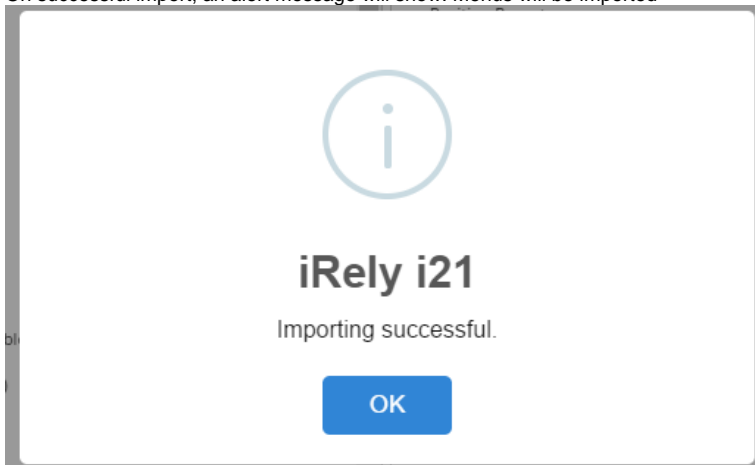
3. Click the **Import** button and locate the csv file for importing.



4. After selecting the file, an alert message will show. Click **Yes** button

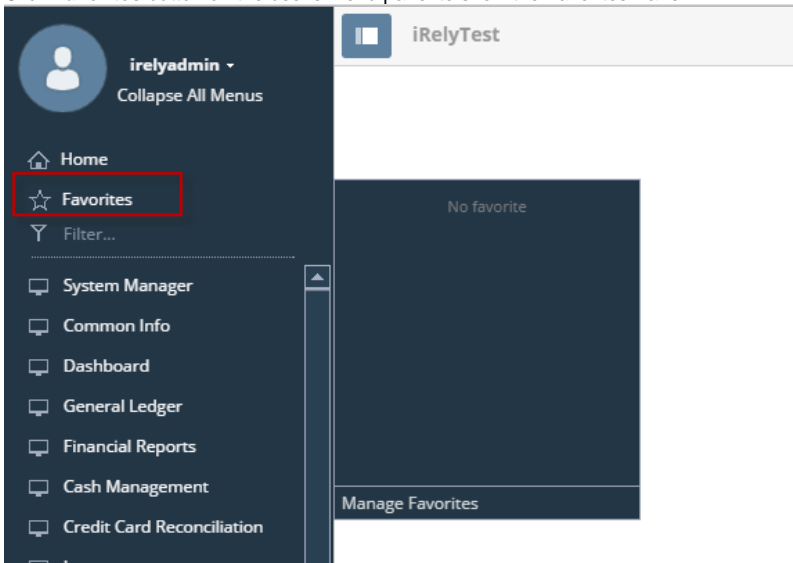


On successful import, an alert message will show. Menus will be imported

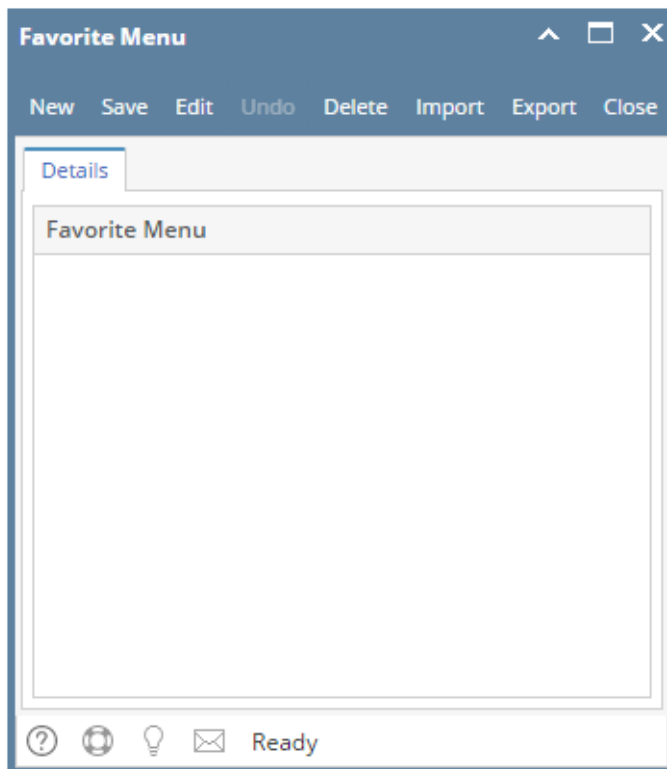


1. Log in on i21

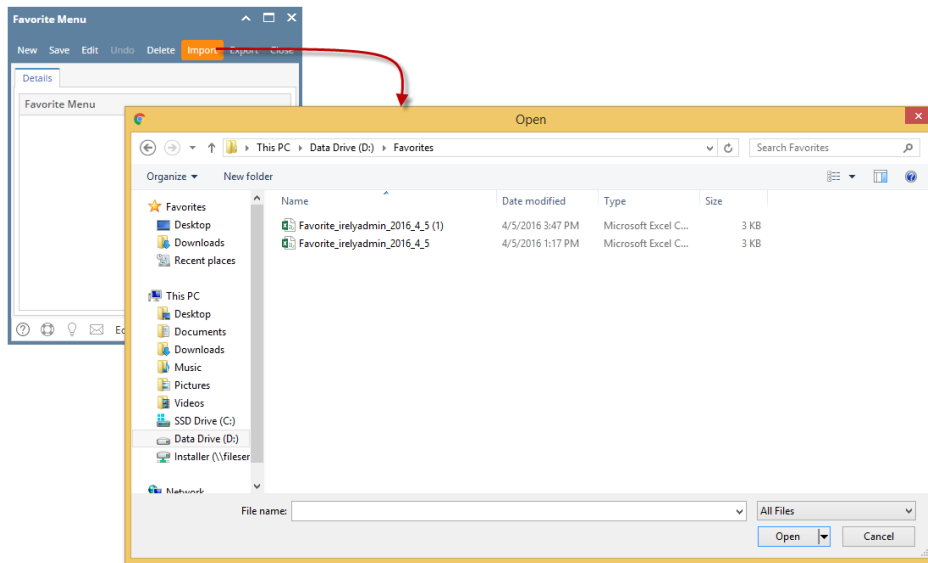
2. Click **Favorites** button on the user's menu panel to show the Favorites Panel.



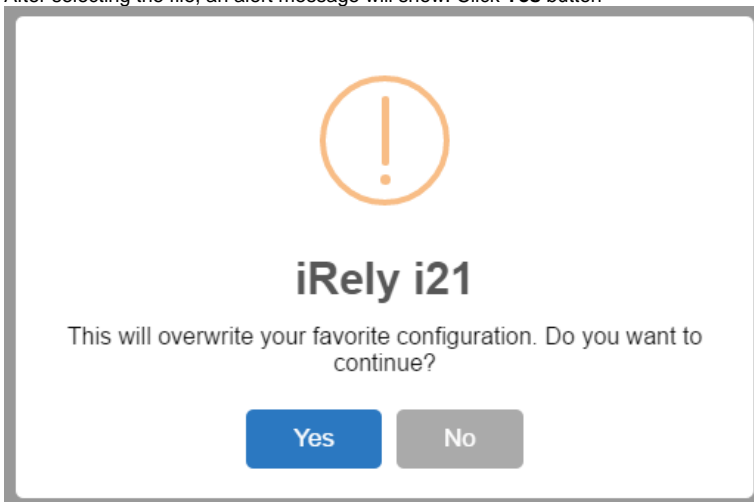
3. Click **Manage Favorites** button to open the **Favorites Menu** screen



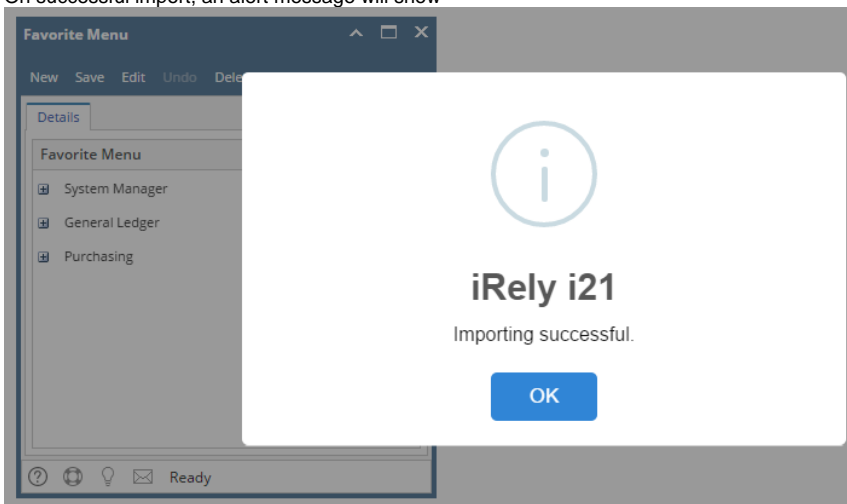
4. Click the **Import** button and locate the csv file for importing.



5. After selecting the file, an alert message will show. Click **Yes** button



6. On successful import, an alert message will show



Menus will be imported

