

# MANAGING INDEX FAVORITES IN THE USER PROFILE

Users who frequently utilize different indexes can store these indexes on their profiles and quickly select them during checkout.

Users can create an unlimited number of code favorites. Index favorites can be created through the user profile.

## STEP-BY-STEP

1. Click on your name on the upper right hand bar. Choose **View my profile**.
2. Go to **Default User Settings > Custom Field and Accounting Code Defaults**.
3. Click the **Codes** tab.
4. Click the **Edit** button next to the index line.
5. A new window opens and has a **Create New Value** button. Click it.
6. Search for the index you want, in the **Search For Value** section at the bottom using either the index number or the description.
7. Check the box next to the index you want and click the **Add Values** button.
8. To make an index your default, click on the index, check the default box and **Save**.
9. To delete an index, click on the index and click the **Remove** button.