FAVORITES RESOURCES & SEARCHES

FAVORITES

The Orange Grove repository resources and search queries can be saved for future use by adding them to your personal Favorites page.

Add a Resource to Favorites

1. Click the Add to favorite’s button on the right-hand side of the resource summary page to display the Add to favorites dialog box.

2. In the Add to favorites dialog box, enter tags to help search for the resources and select a version option.

- Selecting the Always use latest version option will update the resource to a later version when one is available.
- Selecting the This version option means the resource will not be updated.
- Selecting the Add button adds the resource to your Favorites list and displays a Successfully added to favorites message and a Remove favorites button. Selecting the Remove favorites button removes the resource from your Favorites list.
Add a Search to Favorites

1. Enter your **key words** in the *Quick search* box provided on your dashboard page and click **Enter** on your keyboard or the **magnifying glass icon**. In this example we will use the key words Creative Writing.

2. Click the **Add search to favorite’s** button on the right-hand side of the *Search results* page to open the **Add search to favorites** dialog box.

3. Enter a **name** to help identify the search. Click **Add** or **Cancel** to exit without saving.

4. The dialog box will close and you will be given confirmation that the search query has successfully been added to your *Favorites* page.
Accessing Favorite Resources & Searches

Saved resources and search queries can be accessed on your Favorites page. Click Favorites on the left-hand side of the page to display the Favorites page.

Favorite Searches

1. On the Favorites page, select Searches to display the saved search queries.
2. Click the title of the search query to execute the search.
3. Click the Remove button to delete the query from your Favorites page.

Favorite Resources

1. On the Favorites page, select Resources to display the saved resources.
2. Click the Title of the resource to access the resource’s summary page.
3. Click Remove from favorites to delete the resource from your Favorite list.