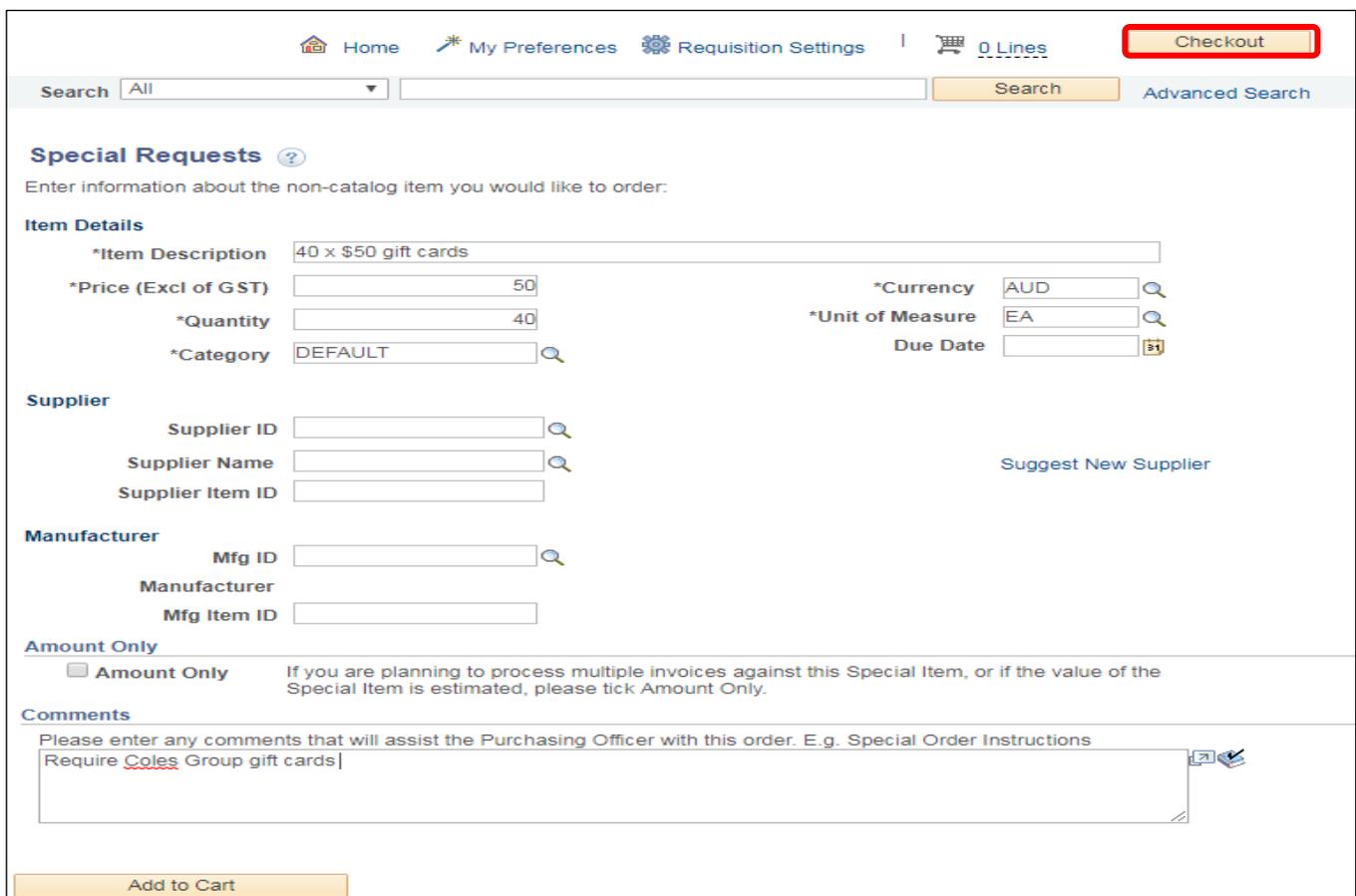# ePro - Favourite Projects

Introduction

This function enables you to list and save your most used project codes and how to use your favourite projects when creating a Requisition.

Procedure

Create your Requisition and when completed go to **Checkout.**

1. Setting up Favourite Projects

1.1 To set up your favourite projects click on **Manage my Projects**

1.2 Enter your favourite project code(s) in the **search box**, to keep adding project codes click on the **plus** sign to add more lines. If you no longer wish to use a project code, you can delete the row by clicking the **minus** sign.

1.3 Click **OK** when you have completed your list.

2. Using Favourite Projects

2.1   Expand the **arrow** on the Line Description

2.2   Expand the **Accounting Lines** arrow

2.3   Click on the **Chartfield Tab** where your project field is visible (depending on the way you have personalised your Requisition – refer below, it could be on Chartfield Tab 1, 2 or 3) click on the **magnify glass.**

Personalising your Requisition allows you to access relevant information without having to tab through multiple tabs to review and edit the data. The personalisation choices you make will remain the same for all your Requisitions until you edit the fields again. Refer to the Personalisation Guide for steps on how to do this.

2.4   Ensure the **My Projects only** is ticked and click Look Up, you can untick this box to search other Projects that are not listed in your favourites. Select the project code you require for your Requisition purchase.

2.5   The selected project code will be used for your Requisition

3. Changing multiple lines on your requisition using **Mass Change**

3.1   If you have multiple lines for your Requisition, you can do a Mass Change. Click on **Mass Change**

3.2   Click on Chartfields2 or Chartfields3 to view the **Fund**, **Dept** and **Project.** Enter the project code; Dept and Fund code you want to use for your Requisition and click **OK**

3.3   Choose the **action** to make the change and click **OK.**

You will then go back to the Checkout – Review & Submit screen. Click **Save and Submit** when the Requisition is completed.

Further written and digital guides are available on eProcurement Online Resources webpage.

Contact Us

For further support or questions, please contact the Finance and Procurement Support Team.
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