

## 11. Favourites list

By clicking on this link either on the main menu on booking homepage or the link in the top right corner of the homepage, users will be able to add frequently used venues to a favourites list. This list makes booking or launching a conference even simpler.

Favourites List.

Your favourites list can be accessed by clicking the **Add Favourite** button during the conference venue and attendee selection step when making a booking.



Favourite	Venue	Attendee	Email	Actions
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[1]

Figure 25: Add a favourite venue

If there are already favourites in a user's list, this is where they will be able to amend venue details. If the list is empty, a user simply clicks on **Add New Favourite** (Figure 25) and fills in the venue details (Figure 26). Once all of the details are filled in, clicking on **Save Changes**

Fields marked with ★ are mandatory.



Save Changes Cancel

[2]

Figure 26: Venue details

If a user is in the middle of booking a conference and has no favourites, the **Add Favourite** button will be greyed out (as mentioned in section 2.2).

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**Source URL:** <https://community-stg.jisc.ac.uk/library/janet-services-documentation/11-favourites-list>

### Links

[1] <http://community.ja.net/system/files/images/vc-booking25.jpg>

[2] <http://community.ja.net/system/files/images/vc-booking26.jpg>