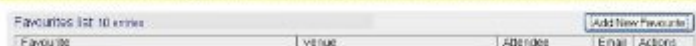


## 11. Favourites list

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 venues and attendees roles on map when making a booking.



[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.



[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.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>