Discover how to use the Add Item drop-down menu to add and remove frequently used local resources in WorldShare Acquisitions. You can add local resources that are frequently added to invoice items (e.g., postage) to the Add Item drop-down menu.

Note:

- Favorites are user-based, not institution-based.
- You can add up to five favorite local resources

### Add a favorite local resource

1. From the Add Item drop-down menu on the invoice page, select **Manage Favorites**.
2. From the Manage Favorites dialog, enter the **name** of the local resource you want to add as a favorite. As you type, the system automatically suggests names of potential matches.
3. Select the **local resource** from the drop-down list.
4. Select an **item type** from the Invoice Item Type drop-down list.
5. Click **Add**. The local resource appears in the Favorites table.
6. Click **Close** to return to the invoice screen.

### Remove a favorite local resource

1. From the Add Item drop-down menu on the invoice page, select **Manage Favorites**.
2. From the Manage Favorites dialog, locate the local resource you want to remove and click the **Remove button** (✓).
3. Click **Close** to return to the invoice screen.