As a KFS Favorite Account Manager you have the ability to create and/or edit the favorite accounts for other users.

Locate the link for User Favorite Accounts at the Bottom/center of the KFS Main Menu in the Lookup and Maintenance area.

Click create new to start a profile for a new user.

To search for existing profiles, you may User Favorites Profile Lookup? or use the search features such as account number or NetID.
To search for the profile of a specific user, enter the NetID in the User Principal Name field on the Profile Lookup screen or click on the lookup tool to search for a user.

You may search for a user by applying any of the search criteria to the left.

When you locate the person you are looking for click return value. If the user you select already has a profile, KFS will prevent you from creating another one.
Follow the same process to create favorites for others as you would for yourself.

- Provide a description
- Enter the accounts and any additional information you choose
- Submit.

No approval is required upon submission.
If you want to set up multiple users with the same set of accounts, you may use the copy function.

When you copy a profile, the list of favorites will be created in a new doc and the original user’s NetID will appear in both the Original and Copy fields.

To update the NetID in the copy field, search for the new NetID and remove the original principal NetID, and select return value.
- Provide the description of who you are copying from/to
- Click submit
- Receive acknowledgement that the favorites have been created.

Document was successfully submitted.