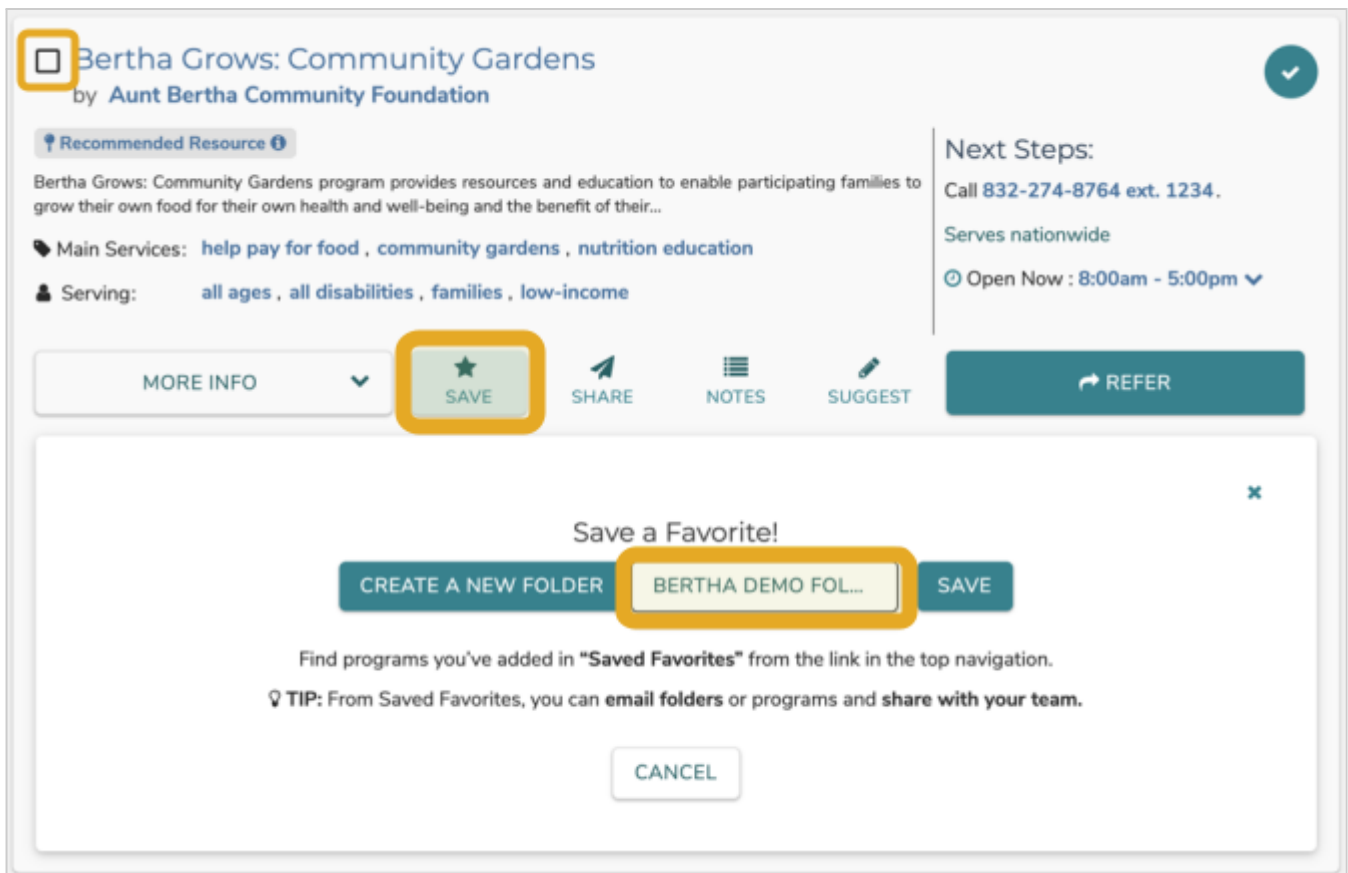# Tip Sheet: Favorites Folders

Favorites folders allow you to create curated, customizable resource lists that are easy to reference and share with colleagues and seekers.

Please note: You must have an account to create and save favorites.

Saving Favorites

- Add programs to a favorites folder by clicking "Save" and selecting the appropriate folder (or creating a new folder).

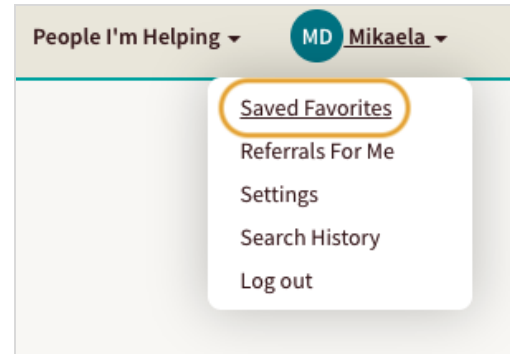- Save multiple programs by selecting multiple programs with the checkbox.

Accessing Favorites

Access saved favorites under your account menu.
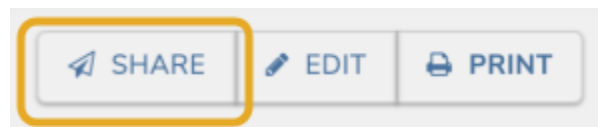
- By default, folders are **Personal** and only visible to you.

- Folders and can be **shared** with other associates in your group (for example, "Case Managers") for collaboration.
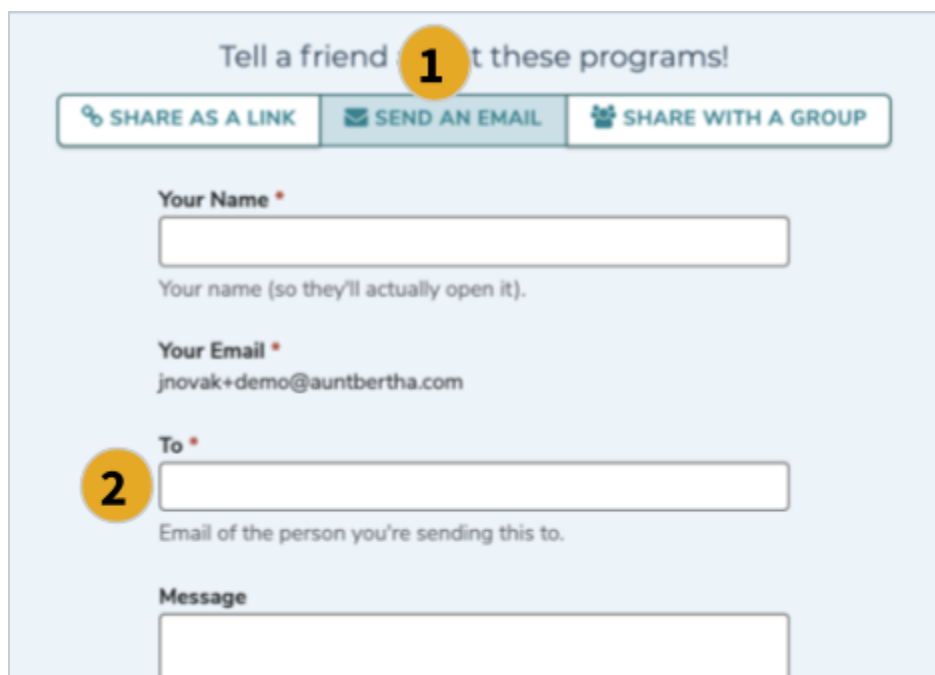
Sharing Favorites

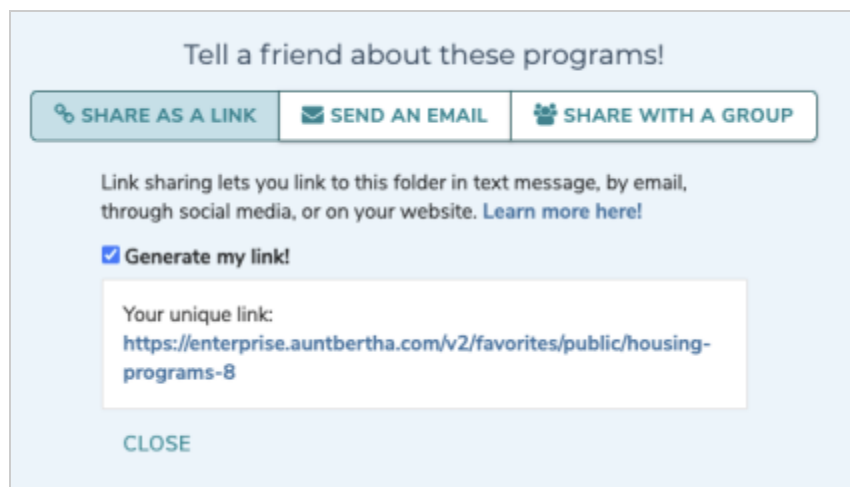**Share your curated folders with colleagues or the individuals you work with.**

1. **Share via Email**

Folders can be easily shared via email to staff or Seekers.

2. Sharing via Hyperlink

Folders can also be shared via a public link. Seekers will be able to filter programs by their zip code to see nearby programs. The link opens to a read-only version of the folder in which folks can filter programs by their zip code. From the folder, they can also start a new search of the full network, if the resources in the folder don't meet their needs.

Tell a friend about these programs!

| % SHARE AS A LINK | ✉ SEND AN EMAIL | 👥 SHARE WITH A GROUP |

Link sharing lets you link to this folder in text message, by email, through social media, or on your website. Learn more here!

☑ Generate my link!

Your unique link:
https://enterprise.auntbertha.com/v2/favorites/public/housing-programs-8

CLOSE

3. Sharing with Groups

As mentioned above, folders can be shared with other members of your group so that you can collaborate.

If you share your favorite folder with your group, everyone in the selected group will have equal access to the folder and can add and remove programs to create a list curated by your team. Updates are made in real time so there is no need to re-share with your group when additions or changes are made.

Tell a friend about these programs!

| % SHARE AS A LINK | ✉ SEND AN EMAIL | 👥 SHARE WITH A GROUP **1** |

Share with:* [Case Management ⌄] **2**

The members of the group(s) you share with will be able to:

★ See this folder in their own My Favorites page
⊕ Add or remove programs in the folder

SEND   CLOSE