



eCornerstone

Favorites versus History Functionality

As a tool for investigating or fixing browser problems, the eCornerstone support team may need to clear your web browser History, Temporary Internet Files, Forms or Passwords. Since this could happen at any time, it is important to understand the function and purpose of Favorites and History in a web browser and ensure that Favorites and History are used properly.

FAVORITES: Favorites provide a quick and easy way to return to a frequently visited or interesting web address. A commonly used web address should be saved as a Favorite to save time and reduce the likelihood of typing the address incorrectly. Favorites can also store web addresses that appear interesting, but may need more research in the future. In this way, the Favorite acts as a "bookmark" to give you an easy way to return to the current web address. Saving a web address as a Favorite is NOT automatic. When a web address is saved as a favorite, a small file is stored on the computer that holds the URL (web address). Favorites can be grouped into folders to keep them organized. Favorites should not be confused with the web browser's History function (see below). eCornerstone support will only remove Favorites from your computer in EXTREMELY rare situations.

CAUTION - Favorites stored on one computer are not accessible from other computers unless the web address is saved on both computers.

HISTORY: History provides a way to review the web addresses visited in the past. History is saved automatically. Because of this, History acts as a "safety net" or "recycle bin" if the web address cannot be remembered and was not saved as a Favorite. History should not be confused with the browser's Favorites (see above). eCornerstone support may need to clear the browser's History at any time. For this reason, do **NOT** use History to return to frequently visited web addresses. If you use History to find a previously visited web address, consider saving the address in your Favorites for future reference.

SUMMARY

Favorites are:

- For saving frequently visited web addresses
- For saving interesting web addresses
- NOT automatically saved
- Organized into folders for easy retrieval

History is used as a "safety net" or "recycle bin":

- For returning to visited web addresses that were forgotten
- For returning to visited web addresses that were not saved as Favorites
- Automatically saved
- Organized by date (cannot be reorganized)

Correct use of Favorites and History will ensure that you encounter minimal problems or frustration during your browsing experience.