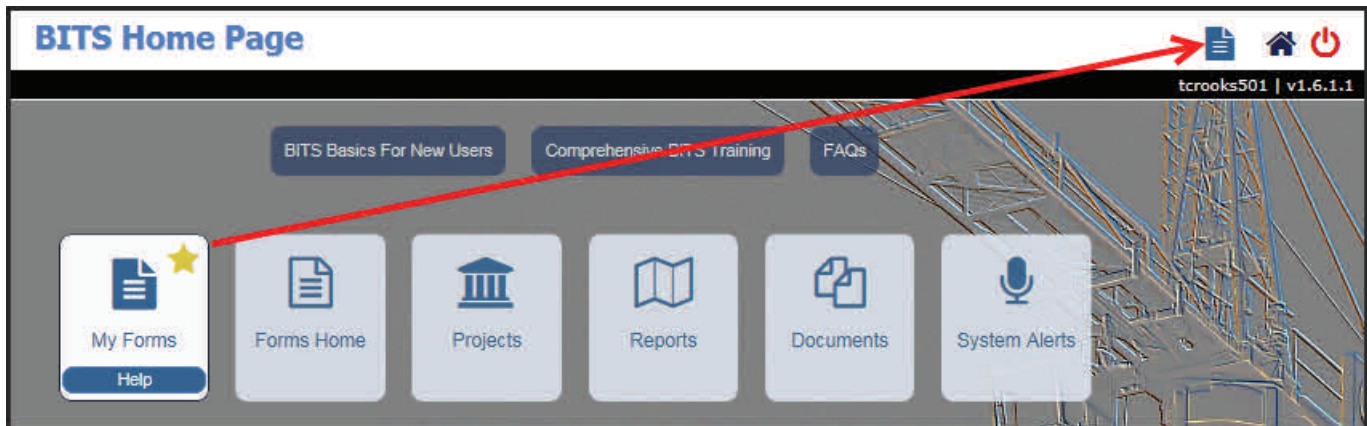


BITS "Favorites"

This is to advise BITS users of a newly added feature. On the BITS Home Page, users may now add "favorites" which are quick links to one or more of their favorite BITS pages. These links are added as icons in the top menu bar, adjacent to the Home and Logoff icons.

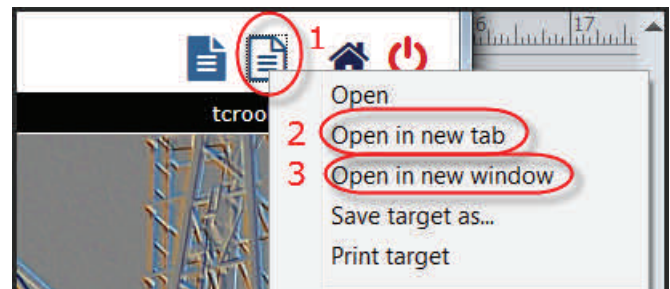


To add a "favorite", just click on the star-shaped icon. A gold-colored star indicates the menu item has already been added to the top menu bar. To remove an item from the top menu, just click the star again and it turns blue, indicating the item is no longer a "favorite". The user can add as many favorites as desired to the top menu bar.

1) Once the user's "favorite" icons have been added to the top menu bar, the user can click on them from any other BITS page to quickly access the specific BITS webpages the icons represent.

2) The BITS user can also "right-click" on the icon and then select "Open in new tab". The advantage of this is to allow the user to keep the browser tabs open for both the page they are leaving and the new page they are accessing.

3) Similar to the above, the BITS user can also "right-click" on the icon and then select "Open in new window". This keeps the browser tab open for the page they are leaving, but rather than opening a new tab, a complete new browser instance is opened.



CAUTION: Although Options 2 and 3 above are useful for keeping multiple BITS pages open, once the user signs out of BITS in any one tab or window, it kills their BITS session for all tabs/windows. The other tabs or windows may still be open for viewing, but no data updates can be done. Be cautious and save data frequently when using either of the latter two navigation options. □