

Favorites Options

In PeopleSoft 8.9, Favorites allows end users to add commonly used pages to the Menu that are always available. This feature cuts down on navigation time when accessing several pages in different areas of PeopleSoft. Favorites are similar to standard browser “bookmarks” for frequently used pages.

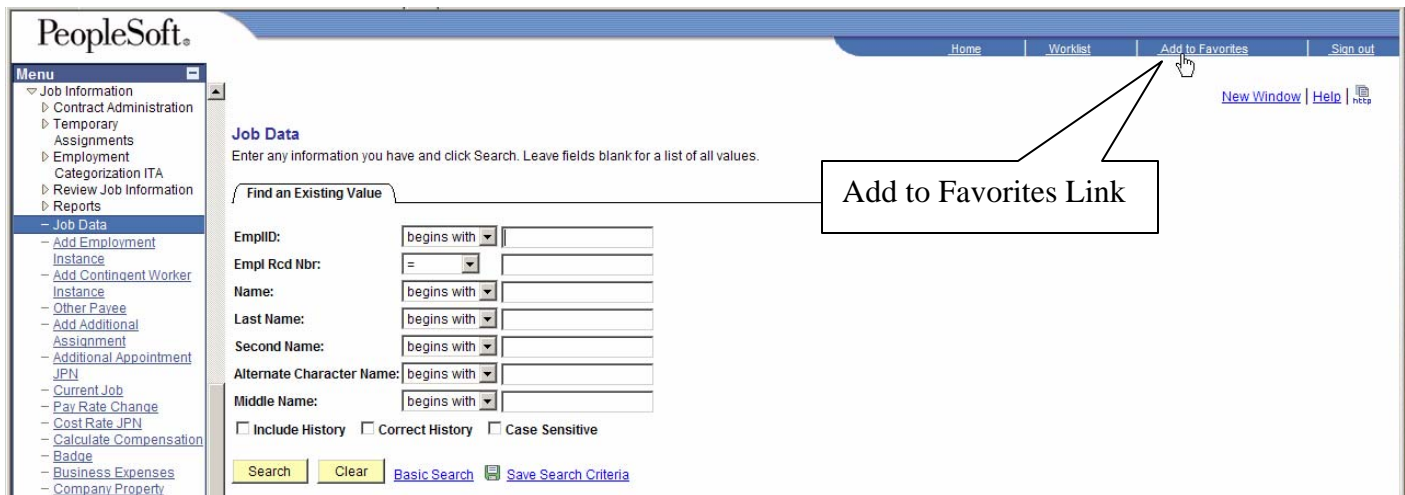
My Favorites is located on the Menu and there is also an [Add to Favorite](#) link in the header. Once a Favorite is added, it is maintained (in the Menu on the left-hand side of the page) under My Favorites. Users can create, delete or edit favorites. This document explains how to complete each task.

Create – Add page to list of Favorites

Delete – Remove page from list of Favorites

Edit – Change page name and/or rearrange the order in which information appear in Menu folder.

Create Favorites



[Add to Favorites](#) Link

Click on link while in the page that you want to bookmark.

My Favorites

Appears in Menu

**Note: You must be on the page you want to save. (The above example is on the Job Data page)*

PeopleSoft. Home Worklist Add to Favorites Sign out

New Window | Help | Customize Page |

Add to Favorites

Please Enter a Unique Description for this Favorite

*Description: Job Data

OK Cancel

Notify

Description can be changed.

Click OK to save

<p>Description</p>	<p>In the text field, the page name will default OR enter a unique description for the favorite. Cursor must be in field to change description name.</p>
<p>OK</p>	<p>Click OK and the favorite is saved and displayed in the My Favorite folder.</p>

Navigation: Home

PeopleSoft. Home Worklist Add to Favorites Sign out

Personalize Content | Layout Help

Menu

Search:

My Favorites

- Job Data
- Add to Favorites
- Edit Favorites

Job Data page saved in folder

<p>My Favorites</p>	<p>Click on My Favorites in Menu to display list</p>
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Delete Favorites

Navigation: Home

PeopleSoft.

Home | Worklist | Sign out

[New Window](#) | [Help](#) | [Customize Page](#) |

Menu

Search:

My Favorites

- Add a Person
- Create Tenure Data
- Job Data
- Modify a Person
- New Hire

Edit Favorites

Click the Save button after editing or deleting favorites.

Favorite Sequence number

Favorite	Sequence number	Delete
Add a Person	0	Delete
Create Tenure Data	0	Delete
Job Data	0	Delete
Modify a Person	0	Delete
New Hire	0	Delete

Save Notify

My Favorites

This number identifies Leave Accrual report.

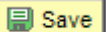
Edit Favorites

Click on Process Monitor link.

Delete

Click  button to remove favorite.

Save

Click  button after deleting favorite(s)

***Note:** Favorites title/label can also be changed/renamed on this page. Remember to click Save button.

Edit Favorites

Navigation: Home

The screenshot shows the 'Edit Favorites' page in PeopleSoft. On the left is a 'Menu' with a search bar and a list of categories including 'My Favorites', 'Benefits', 'Campus Community', etc. The main content area is titled 'Edit Favorites' and contains a table of favorites. A callout box points to the 'Favorite' column with the text 'Favorites title/label can be modified.' Another callout box points to the 'Save' button with the text 'Click Save button after editing is complete.' The table has the following data:

*Favorite	Sequence number	
Add Person	1	Delete
Modify a Person	2	Delete
Job Data	3	Delete
Create Tenure Data	4	Delete

My Favorites	This number identifies Leave Accrual report.
Edit Favorites	Click on Process Monitor link.
Sequence Number	Enter number (i.e. 1,2,3,4, etc.) in field for favorites to appear in a specific order.
	Click button after editing favorite(s)

**Note: Favorites titles/label can also be changed/renamed on this page. Remember to click Save button.*