
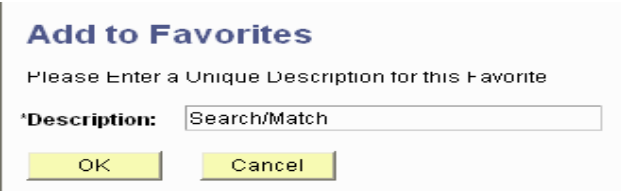


Favorites

The following table provides the specific areas being described (right of table) and the steps required to accomplish the Favorites task(left of table).

Area	Steps
OVERVIEW	<p>Favorites allow you to create your own list of bookmarks to folder and content references in PeopleSoft. The Favorites you create become part of your PeopleSoft user profile. This means that when you log-in to PeopleSoft at another workstation, your PeopleSoft Favorites will be there. PeopleSoft Favorites should not be confused with the Favorites that are created within your Internet Explorer browser.</p>
NAVIGATION	<ol style="list-style-type: none"> 1. Log in to PeopleSoft. 2. Navigate to the folder or content that you want to bookmark. <p>Note that if you create a Favorite while in a record, the Favorite is a shortcut for the navigation, not to a record.</p>
ADD TO FAVORITE	<ol style="list-style-type: none"> 3. Click Add to Favorites in the top right hand corner of the page.  <ol style="list-style-type: none"> 4. Edit or accept the Description. 5. Click OK.  <ol style="list-style-type: none"> 6. You will be returned to your original page.
ACCESSING FAVORITES	<ol style="list-style-type: none"> 1. Click My Favorites at the top of the Menu. 2. Click on the hyperlink of the page you want to access.
EDITING FAVORITES	<ol style="list-style-type: none"> 1. Click My Favorites at the top of the Menu. 2. Click Edit Favorites. 3. To re-label a favorite, type a new name in the text box. To delete a favorite, press the Delete button associated with it. To reorder favorites, type an appropriate number in the Sequence number box. 4. Save.