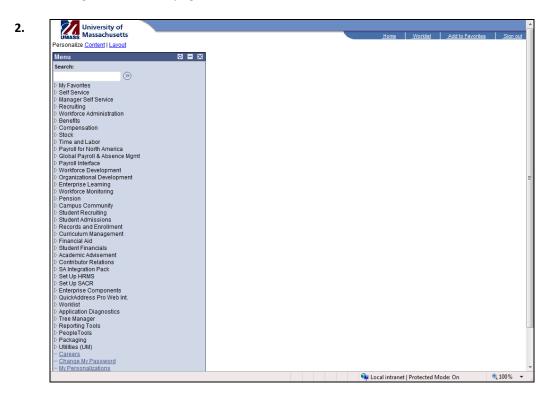


SiS - [Adding Favorites]

1. Consider this scenario:

Your goal is to add a page as a favorite.



3. Navigate to the page you want to save as a favorite.

In this example, you will navigate to the **Search/Match** page.

Click the Campus Community link.

- 4. Click the **Personal Information** link.
- 5. Click the Search/Match link.

Biodemo Processes ID Management	Search/Match Manual search ut
HRSA (UM)	entry of an existi
Search/Match	

University of Massachusetts	Home Worklist Add to Favorites Sit
Menu 🗖	
	A New Window I
 Biographical Health Information 	
▷ Identification	Search/Match
Participation Data	Enter any information you have and click Search. Leave fields blank for a list of all values.
Biodemo Processes	
ID Management	Find an Existing Value
▷ HRSA (UM)	
 Search/Match 	Use Saved Search:
- Search/Match (UM)	use saveu search.
 <u>Search/Match Integrated</u> Address Search 	
- Add/Update a Person	Search Type: = -
Personal Information	Search Parameter: begins with 👻
(Student)	Ad Hoc Search
▷ SEVIS	
Checklists	Description: begins with -
Communications	
▷ Comments	Search Clear Basic Search 🗒 Save Search Criteria Delete Saved Search
 3C Engine Service Indicators 	Basic Search Citeria Delete Saved Search
Service Indicators	
(Student)	
Organization	
Committees	
Campus Event Planning	
National Student Index NZI	
D Affiliations	
Custom Audits (UM)	
> 3Cs (UM)	
▷ RMS (UM)	
 Student Services Center 	
- Student Services Ctr	
(Student) ▷ Student Recruiting	
Student Admissions	
Records and Enrollment	
Curriculum Management	
Financial Aid	
Student Financials	
Academic Advisement	
D Contributor Relations D SA Integration Pack	
 Contributor Relations SA Integration Pack Set Up HRMS 	*

7. Click the Add to Favorites link. Add to Favorites

University of UMASS Massachusetts	Home Worklist Add to Favorites
	New Window Customize
Add to Favorites	
Please Enter a Unique Description for this Favorite	
*Description: Search/Match	
OK Cancel	
Tr Notify	

9. The **Add to Favorites** page displays the default name of the page you are saving as a favorite. Edit the **Description** field, if necessary.

- 10. Click the OK button.
- **11.** Access your favorites.

Click the **vertical** scrollbar.

12. Click the My Favorites link. ▷ My Favorites

UMASS Massachusetts	.Home Worklist	Add to Favorites
Menu		Add to Flavorices
My Favorites	A	New Window
- Checklist Management -		Terr milden
Person – Class Search	Search/Match	
- Search/Match	Enter any information you have and click Search. Leave fields blank for a list of all values.	
- Add to Favorites		
- Edit Favorites	Find an Existing Value	
 Self Service Manager Self Service 		
Recruiting	Use Saved Search:	
Workforce Administration		
Denefits	Search Type: = 💌	
Compensation Stock	Search Parameter: begins with 👻 🔍	
Time and Labor		
Payroll for North America	Ad Hoc Search	
D Global Payroll & Absence Mgmt	Description: begins with •	
Payroll Interface		
Workforce Development	Search Clear Basic Search 🗏 Save Search Criteria Delete Saved Search	
Organizational Development		
Enterprise Learning		
 Workforce Monitoring Pension 		
Campus Community		
Student Recruiting		
Student Admissions		
 Student Admissions Records and Enrollment 		
Student Admissions		
Student Admissions Records and Enrollment Curriculum Management Financial Aid Student Financials		
Student Admissions Records and Enrollment Curriculum Management Financial Aid Student Financials Academic Advisement		
Student Admissions Records and Enrollment Corriculum Management Financial Aid Student Financials Academic Advisement Contributor Relations		
 ▷ Student Admissions ▷ Records and Enrollment ▷ Curriculum Management ▷ Financial Aid ▷ Student Financials ▷ Academic Advisement ▷ Contributor Relations ▷ SA Integration Pack 		
Student Admissions > D Records and Enrollment > Curriculum Management > D Financial Aid > D Student Financials > D Academic Advisement > D Contributor Relations > D Student Financials > D Academic Advisement > D Contributor Relations > D Student Financials > D Student Jup HENAS > D SetUp JEACR >		
 Student Admissions Records and Enrollment Curriculum Management Financial Ald Student Financials Academic Advisement Contributor Relations SA Integration Pack Set Up HRNS Set Up SACR Set Components 		
b Student Admissions b Records and Enrollment c Curriculum Management c Curriculum Management c Curriculum Management b Candrationt Relations c Admission Pack b Contributor Relations c At Integration Pack b Set Up HRMS b Set Up ACR components c Muichaddress Pro Web Int. b Materia		
b Student Admissions b Records and Enrollment b Curriculum Management b Curriculum Management b Academic Advisement b Academic Advisement b Contributor Relations b SA Integration Pack b Set Up HNNS b Set Up SACR b Set Van SC Components b QuickAddress Pro Web Int. b Worklist		
 Student Admissions Records and Enrollment Curriculum Management Financial Aid Student Financials Academic Advisement Contributor Relations SA Integration Pack Set Up HNMS Set Up HNMS Set Up SACR Guinse Components QuickAddress Pro Web Int. Veroristic Arree Anager 		
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Student Admissions Necords and Enrollment Curriculum Management Curriculum Management Financial Aid Student Financials Academic Advisement Contributor Relations SAltup HNMS Set Up HNMS Set Up HNMS Set Up HNMS Denterprise Components Denterprise Components DuckAddress Pro Web Int. Application Diagnostics Pree Manager Reporting Tools PeopleTools		
b Student Admissions b Records and Enrollment c Curriculum Management c Curriculum Management c Curriculum Management c Curriculum Relations c Contributor Relations c Contributor Relations c SA tup SACR c Set Up HRNS c Set Up SACR c DuckAdress Pro Web Int. c Worklist c Application Diagnostics c Reporting Tools		

- **14.** The **My Favorites** menu option expands. In this example, you have previously added two other favorites (displayed above the Search/Match link).
- 15. Click the Edit Favorites link. Edit Favorites

University of UMASS Massachusetts		Home	Worklist	_Sign_out
Menu Menu Checklist Management - Person - Class Search	Edit Favorites	<u>nume</u>	New Window Cust	
- <u>Search/Match</u> - Edit Favorites Self Service Manager Self Service	Click the Save button after editing or deleting favorites.			
Recruiting	*Favorite Sequence number			
Workforce Administration	Checklist Management - Person 0 Delete			
 Benefits Compensation 				
▷ Stock	Class Search 0 Delete			
D Time and Labor D Payroll for North America	Search/Match 0 Delete			
Mgmt P aryoll Interface Workforce Development Organizational Development Enterprise Learning Workforce Monitoring Workforce Monitoring Student Recruiting Student Admissions Execute Admissions Curriculum Management Curriculum Management Curriculum Management Contributor Relations Student Financials Cantrol by SACR Externation Student Secomponents Get Up HRMS Get Up ARMS Get Up	Save Notify			

- 17. Use the Edit Favorites page to relabel favorites, modify the sequence in which they appear in the menu, and delete favorites.
- **18.** You can rename a favorite by simply typing over the name.
- **19.** To modify the sequence in which the favorites display on your menu, type the appropriate number in the **Sequence number** field.

UMASS Massachusetts		Home <u>Worklist</u>	<u>Sign out</u>
Menu 🗖			
✓ My Favorites		New Window	Customize Page
- Checklist Management -			
Person - Class Search	Edit Favorites		
- Search/Match	Edit Favorites		
- Edit Favorites	Click the Save button after editing or deleting favorites.		
D Self Service			
Manager Self Service	▼ Favorites Customize Find H First 4 1-3 of 3 ▶ Last		
▷ Recruiting	*Favorite Sequence number		
Workforce Administration Benefits	Checklist Management - Person 0 Delete		
Compensation			
▷ Stock	Class Search 0 Delete		
Time and Labor	Search/Match 0 Delete		
Payroll for North America			
Clobal Payroll & Absence			
Mgmt Pavroll Interface			
Vorkforce Development			
Organizational Development			
Enterprise Learning			
Workforce Monitoring			
▷ Pension			
Campus Community Student Recruiting			
Student Recruiting Student Admissions			
Records and Enrollment			
D Curriculum Management			
Financial Aid			
Student Financials	Save Notify		
Academic Advisement			
Contributor Relations			
D SA Integration Pack D Set Up HRMS			
D Set Up SACR			
Enterprise Components			
D QuickAddress Pro Web Int.			
Worklist			
Application Diagnostics			
Tree Manager			
Reporting Tools PeopleTools			
People roots Packaging			
D Utilities (UM)			
- Careers			

21. Enter the desired information into the Sequence number field.

Enter "1".

22. Enter the desired information into the Sequence number field.

Enter "2".

23. Enter the desired information into the Sequence number field.

Enter "3".

- 24. Click the Save button.
- **25.** The favorites now display based on the new sequence numbers you entered.
- **26.** To delete a favorite, click the **Delete** button next to the favorite.

Click the **Delete** button.

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UMASS Massachusetts				Home	Worklist	<u>Siqn</u>
Menu 🗖						
My Favorites – Checklist Management -	^ _				New Window C	ustomize Pa
Person						
- Class Search	Edit Favorites					
- Search/Match						
Edit Favorites Self Service	Click the Save button after editing or de	leting favorites.				
D Manager Self Service	✓ Favorites Custo	mize Find 🕍 👘 First 🗹 1-:	of 3 🕨 Last			
▷ Recruiting	*Favorite	Sequence number				
Workforce Administration Benefits	Search/Match	1	Delete			
D Benefits	Searchimaton					
D Stock	Class Search	2	Delete			
D Time and Labor	Checklist Management - Person	3	Delete			
Payroll for North America Global Payroll & Absence						
Momt	Windows Internet Explor	ar		X		
Payroll Interface	Windows Internet Explor	6				
Workforce Development						
Organizational Development Enterprise Learning		nt/selected rows from this page	? The delete will occur			
D Workforce Monitoring	when the tra	nsaction is saved.				
▷ Pension	=					
Campus Community				_		
Student Recruiting Student Admissions			OK Cancel			
Records and Enrollment						
Curriculum Management						
Financial Aid Student Financials	Save Notify					
Academic Advisement	and our intervention					
Contributor Relations						
SA Integration Pack						
Set Up HRMS						
 Set Up SACR Enterprise Components 						
 Set Up SACR Enterprise Components QuickAddress Pro Web Int. 						
Set Up SACR Enterprise Components QuickAddress Pro Web Int. Worklist						
D Set Up SACR D Enterprise Components D QuickAddress Pro Web Int. D Worklist D Application Diagnostics						
Set Up SACR Enterprise Components QuickAddress Pro Web Int. Worklist						
 ▷ Set Up SACR ▷ Enterprise Components ▷ QuickAddress Pro Web Int. ▷ Worklist ▷ Application Diagnostics ▷ Tree Manager ▷ Reporting Tools ▷ PeopleTools]					
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 ▷ Set Up SACR ▷ Enterprise Components ▷ QuickAddress Pro Web Int. ▷ Worklist ▷ Application Diagnostics ▷ Tree Manager ▷ Reporting Tools ▷ PeopleTools 						

28. Click the **OK** button. ОК

UMASS Massachusetts							<u>Home</u>	Worklist	Sign
Menu									
- Checklist Management -	1							New Window Cu	Istomize Pa
Person – Class Search	Edit Fa	voritoo							
- Search/Match	Eultra	vontes							
Edit Favorites Self Service	Click the S	ave button after ed	liting or deleting f	avorites.					
D Manager Self Service	▼ Favorite	es	Customize F	ind 🛗 🛛 First 🛙	1-2 of	2 🕨 Last			
Recruiting Workforce Administration	*Favorite			Sequence numb					
D Benefits	Search/M	latch			1	Delete			
Compensation Stock	Class Se	arch			2	Delete			
D Stock									
D Payroll for North America									
Global Payroll & Absence Momt									
Payroll Interface									
Workforce Development									
 Organizational Development Enterprise Learning 									
D Workforce Monitoring									
Pension	Ť								
Campus Community									
Student Recruiting Student Admissions									
Records and Enrollment									
D Curriculum Management	Save	Ser Notify							
Financial Aid									
Student Financials Academic Advisement									
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 Contributor Relations SA Integration Pack 									
 Contributor Relations SA Integration Pack Set Up HRMS 									
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Contributor Relations SAIntegration Pack Set Up HRNS Est Up SACR Enterprise Components O QuickAdress Pro Web Int. Worklist Application Diagnostics Tree Manager									
Contributor Relations SA Integration Pack Set Up HRNS Set Up SACR b Enterprise Components OutckAddress Pro Web Int. Worklist Application Diagnostics Tree Manager Reporting Tools									
Contributor Relations SAIntegration Pack Set Up HRNS Est Up HRNS Enterprise Components OutickAddress Pro Web Int. Worklist Application Diagnostics Tree Manager									

- 30. Click the Save button.
- **31.** View the edited favorites in the menu.

Click the **Home** link.

Click the My Favorites link.
 ▷ My Favorites

University of Massachusetts	Home Worklist Add to Fa	avorites
ersonalize Content Layout		
Menu 🖾 🗖 🔀		
Search:		
(>)		
My Favorites		
- Search/Match		
- Class Search		
- Add to Favorites		
- Edit Favorites		
Self Service		
Manager Self Service		
Recruiting		
Workforce Administration		
Benefits		
Compensation		
Stock Time and Labor		
Pavroll for North America		
Global Payroll & Absence Mgmt		
Payroll Interface		
Workforce Development		
Organizational Development		
Enterprise Learning		
Workforce Monitoring		
Pension		
Campus Community		
Student Recruiting		
Student Admissions		
Records and Enrollment		
Curriculum Management		
Financial Aid		
Student Financials		
Academic Advisement		
Contributor Relations		
SA Integration Pack		
Set Up HRMS		
Set Up SACR		
Enterprise Components		
QuickAddress Pro Web Int.		
Worklist		
Application Diagnostics		
Tree Manager		
PeopleTools		
People loois Packaging		

- **35.** The edited favorites display.
- **36.** Congratulations! You have successfully added a favorite. **End of Procedure.**