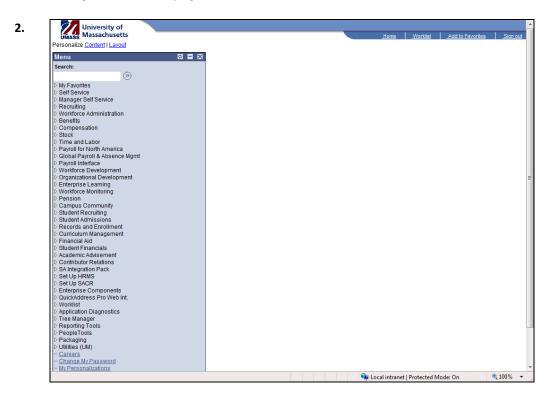


SiS - [Adding Favorites]

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 | |
| | |
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| Tr Notify | |
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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 | | |
| 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 | | |
| 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.

r

| 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 | | | | | | |
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| 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 |] | | | | | |
| ▷ Set Up SACR ▷ Enterprise Components ▷ Components ▷ QuickAddress Pro Web Int. ▷ Worklist ▷ Application Diagnostics ▷ Tree Manager ▷ Reporting Tools ▷ PeopleTools ▷ Packaging | | | | | | |
| ▷ 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 | | | | | | | | | |
| | | | | | | | | | |
| Contributor Relations | | | | | | | | | |
| Contributor Relations SA Integration Pack | | | | | | | | | |
| Contributor Relations SA Integration Pack Set Up HRMS | | | | | | | | | |
| ▷ Contributor Relations ▷ SA Integration Pack ▷ Set Up HRMS ▷ Set Up SACR | | | | | | | | | |
| Contributor Relations SA Integration Pack SA Up HRMS Set Up HRMS Set Up SACR Enterprise Components | | | | | | | | | |
| ▷ Contributor Relations ▷ SA Integration Pack ▷ Set Up HRMS ▷ Set Up SACR | | | | | | | | | |
| Contributor Relations SA Integration Pack Set Up HRMS Set Up SACR Enterprise Components QuickAddress Pro Web Int. Worklist Application Diagnostics | | | | | | | | | |
| 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.**