

## Employee Self Service Sneak Peek #3 Adding a Favorite

Sneak Peek...
Your Favorites

### Reduce Your Navigation Steps by Adding Favorites!

#### Using Your Favorites



Once you have saved a favorite, you can access it at any time through the "My Favorites" option in the Menu Pagelet. You can also edit or delete favorites via the "Edit Favorites" menu option.




The Add to Favorites link in the Universal Navigation Menu allows you to save a page as a favorite.

When you have navigated to a page you wish to save as a favorite, just click the Add to Favorites link.

#### Add to Favorites

Please Enter a Unique Description for this Favorite

\*Description:

The Add to Favorites page allows you to change the Description for the page you wish to save as a favorite. Once you have updated the Description and clicked OK, that page is saved under "My Favorites" in the Menu Pagelet.

### Complete the "Creating Favorites" Online Tutorial Now!

HR Direct has created tutorials for all Employee Self Service features in the UMass Productivity Kit. The online tutorials are waiting for you. Check out the HR Direct Fundamentals tutorials, including "Creating Favorites" now:

→ [HR Direct Training](#)