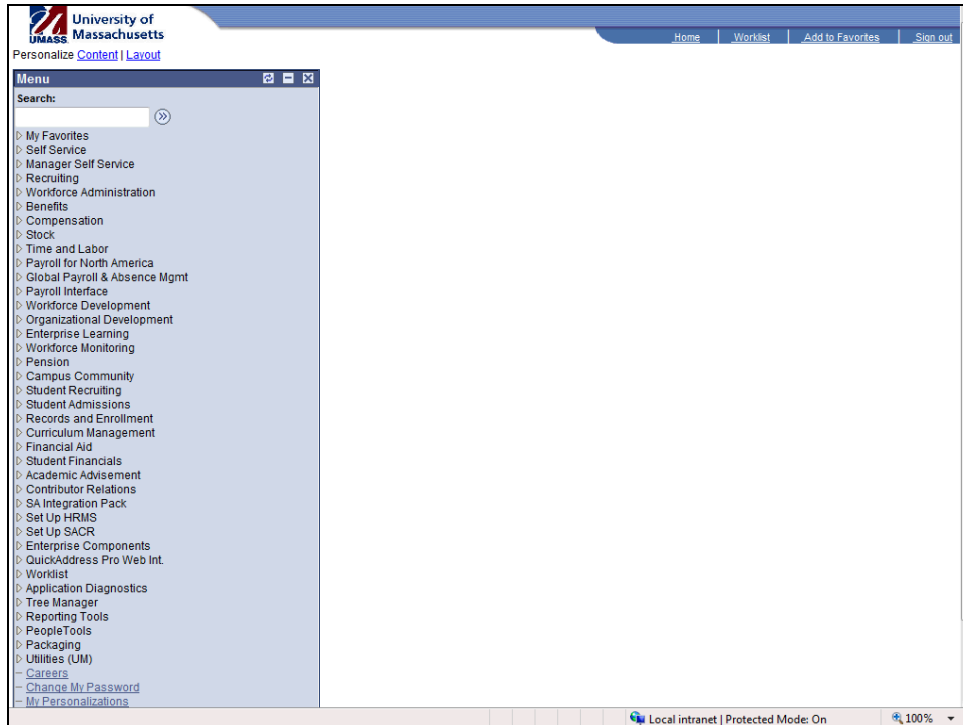


iSiS - Adding Favorites

1. Consider this scenario:

Your goal is to add a page as a favorite.

- 2.



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.

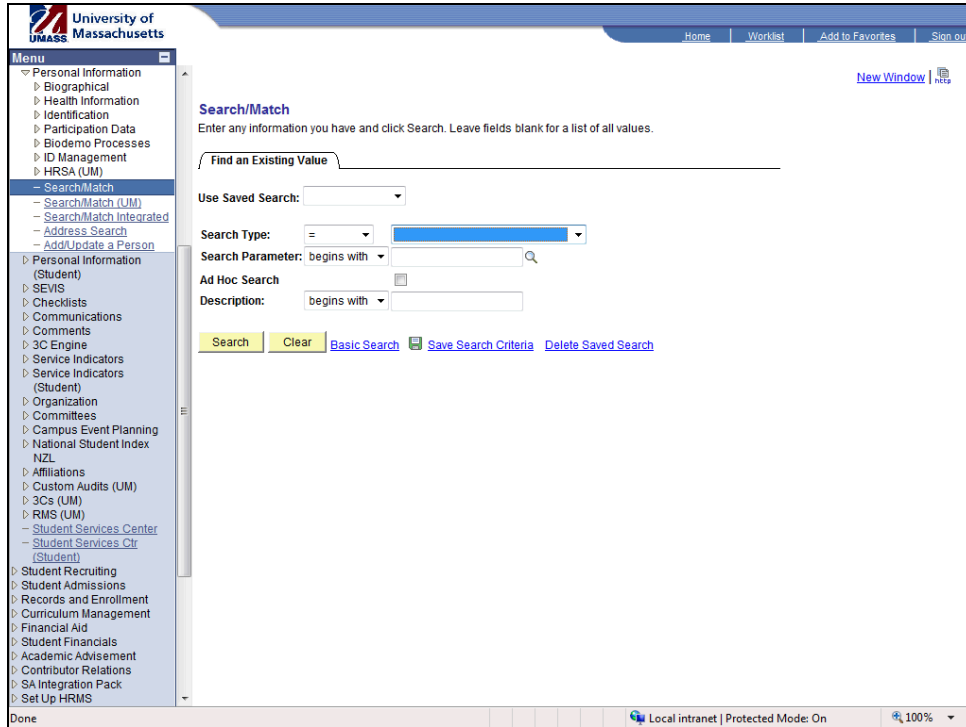
[▶ Campus Community](#)

4. Click the **Personal Information** link.

5. Click the **Search/Match** link.



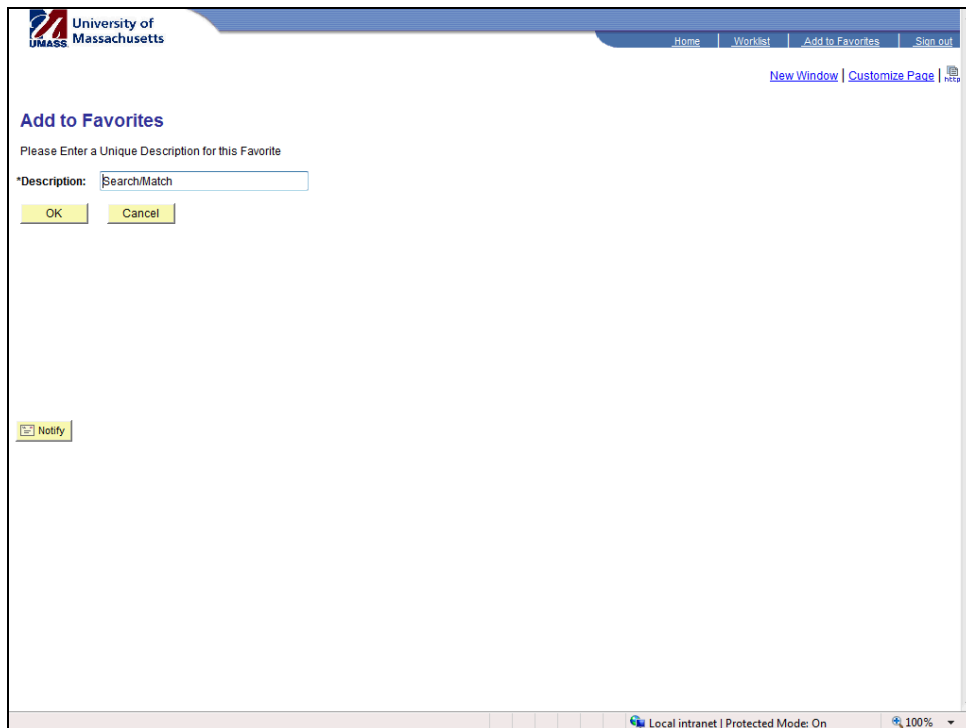
6.



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

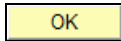


8.



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.

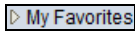
10. Click the **OK** button.



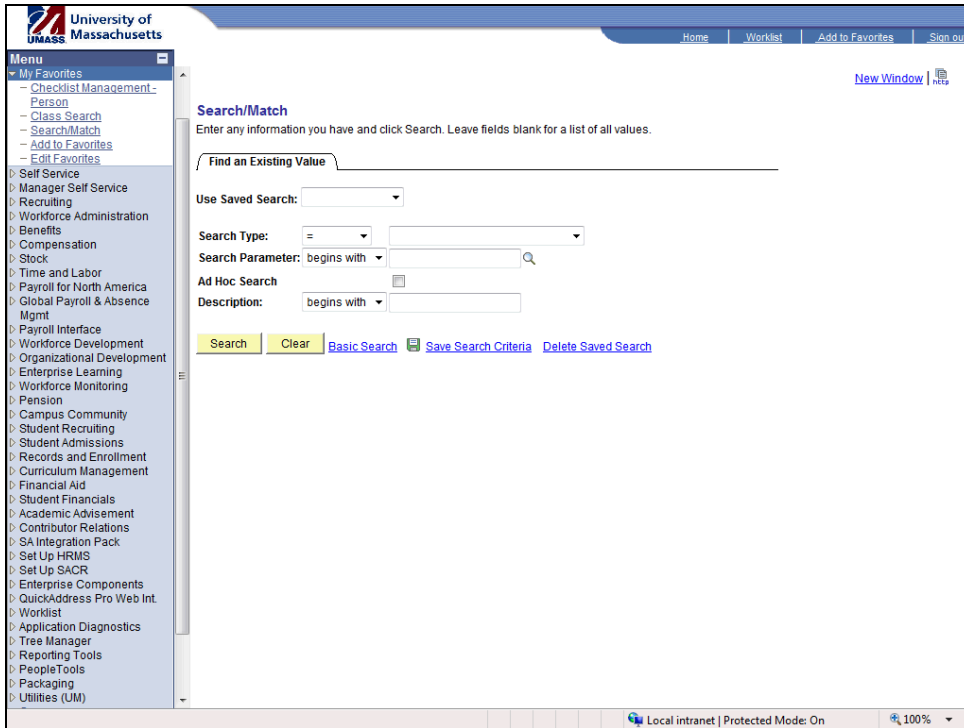
11. Access your favorites.

Click the **vertical** scrollbar.

12. Click the **My Favorites** link.

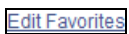


- 13.



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.



16.

University of Massachusetts

Home Worklist Sign out

New Window | Customize Page | Help

Menu

- My Favorites
 - Checklist Management - Person
 - Class Search
 - Search/Match
 - Edit Favorites
- Self Service
- Manager Self Service
- Recruiting
- Workforce Administration
- Benefits
- Compensation
- Stock
- Time and Labor
- Payroll 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 HRIMS
- Set Up SACR
- Enterprise Components
- QuickAddress Pro Web Int.
- Worklist
- Application Diagnostics
- Tree Manager
- Reporting Tools
- PeopleTools
- Packaging
- Utilities (UM)
- Careers

Edit Favorites

Click the Save button after editing or deleting favorites.

Customize | Find | First | 1-3 of 3 | Last

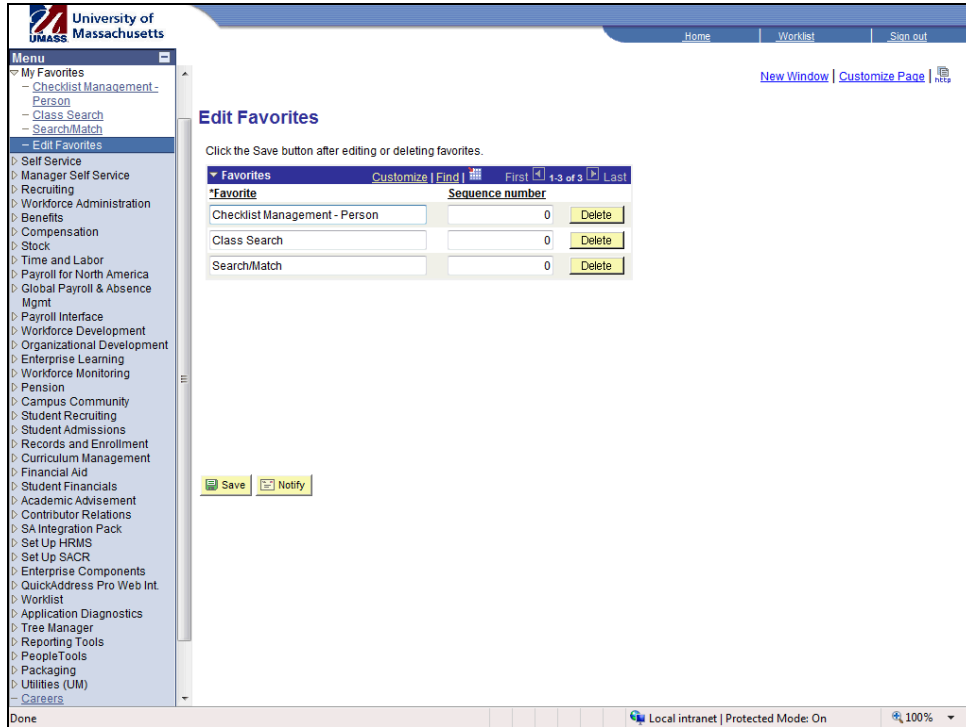
Favorite	Sequence number	
Checklist Management - Person	0	Delete
Class Search	0	Delete
Search/Match	0	Delete

Save Notify

Local intranet | Protected Mode: On 100%

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.

20.



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.

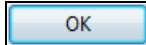
Click the **Delete** button.



27.

The screenshot shows the 'Edit Favorites' page in a web browser. The page title is 'Edit Favorites' and it includes a navigation menu on the left. The main content area contains a table of favorites with columns for 'Favorite' and 'Sequence number'. The table lists three items: 'Search/Match' (sequence 1), 'Class Search' (sequence 2), and 'Checklist Management - Person' (sequence 3). Each item has a 'Delete' button. A confirmation dialog box is overlaid on the page, asking: 'Delete current/selected rows from this page? The delete will occur when the transaction is saved.' The dialog has 'OK' and 'Cancel' buttons. The browser's status bar at the bottom shows 'Local intranet | Protected Mode: On' and '100%' zoom.

28. Click the **OK** button.



29.

This screenshot shows the 'Edit Favorites' page after the confirmation dialog has been closed. The table of favorites is now only two items long: 'Search/Match' (sequence 1) and 'Class Search' (sequence 2). The 'Checklist Management - Person' item has been removed. The 'Save' and 'Notify' buttons are visible at the bottom of the main content area. The browser's status bar at the bottom shows 'Done' and 'Local intranet | Protected Mode: On'.

30. Click the **Save** button.

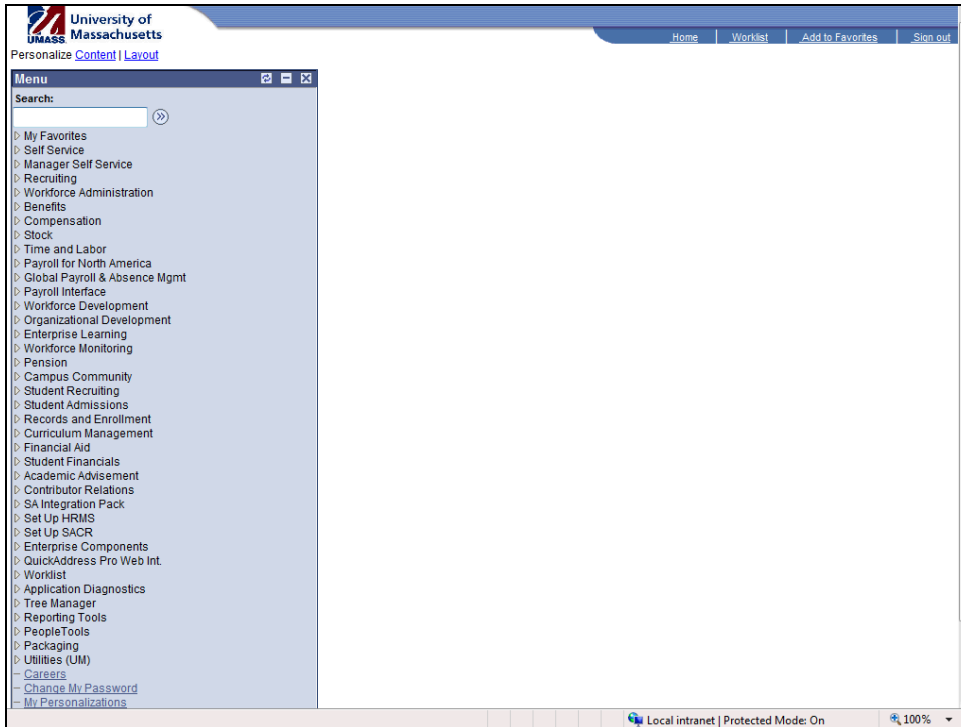


31. View the edited favorites in the menu.

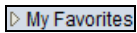
Click the **Home** link.



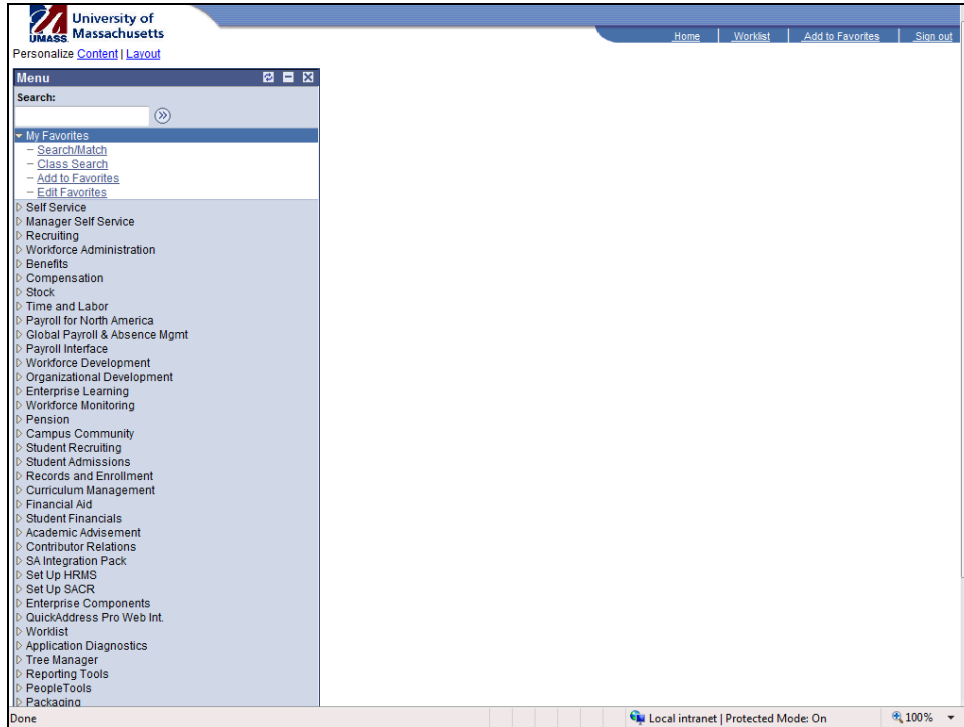
32.



33. Click the **My Favorites** link.



34.



35. The edited favorites display.

36. Congratulations! You have successfully added a favorite.
End of Procedure.