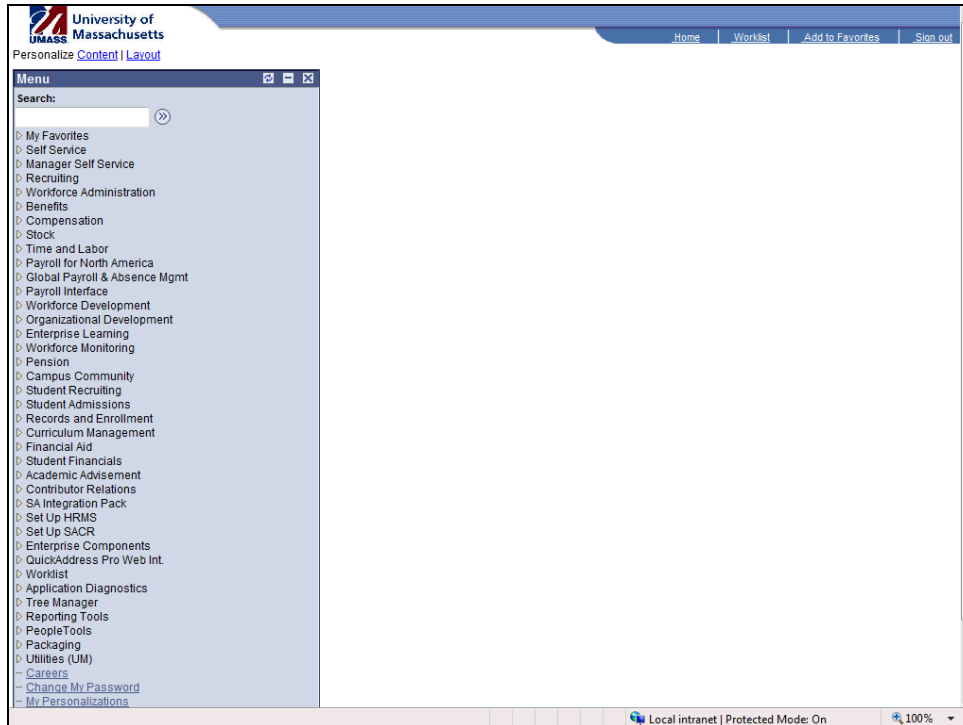


## iSiS - Adding Favorites

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.

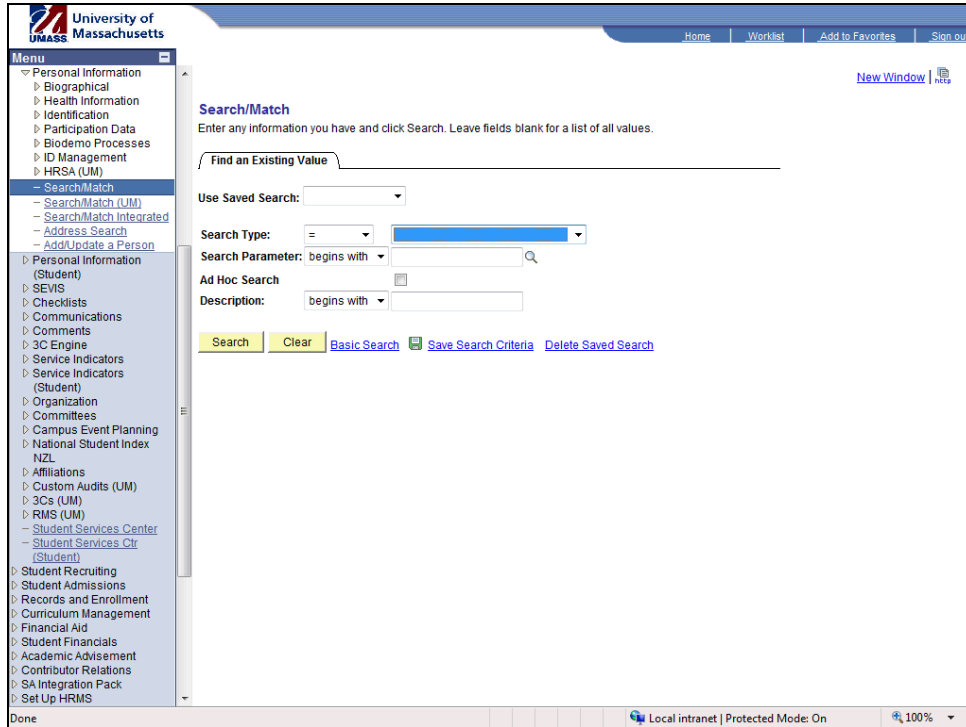
[Campus Community](#)

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

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



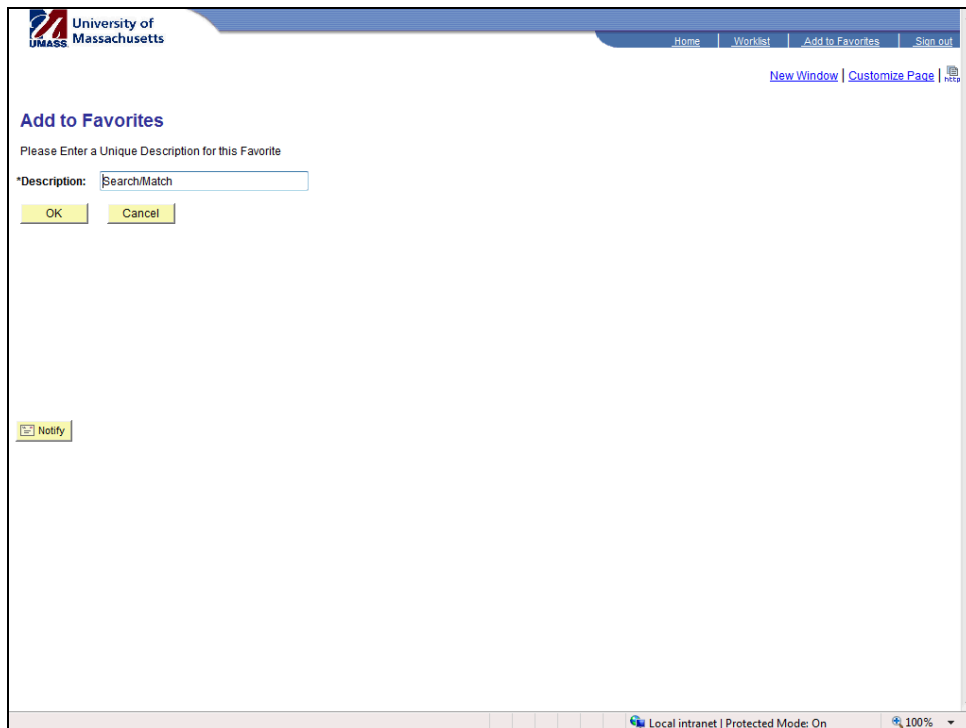
6.



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

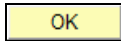


8.



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.

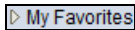
10. Click the **OK** button.



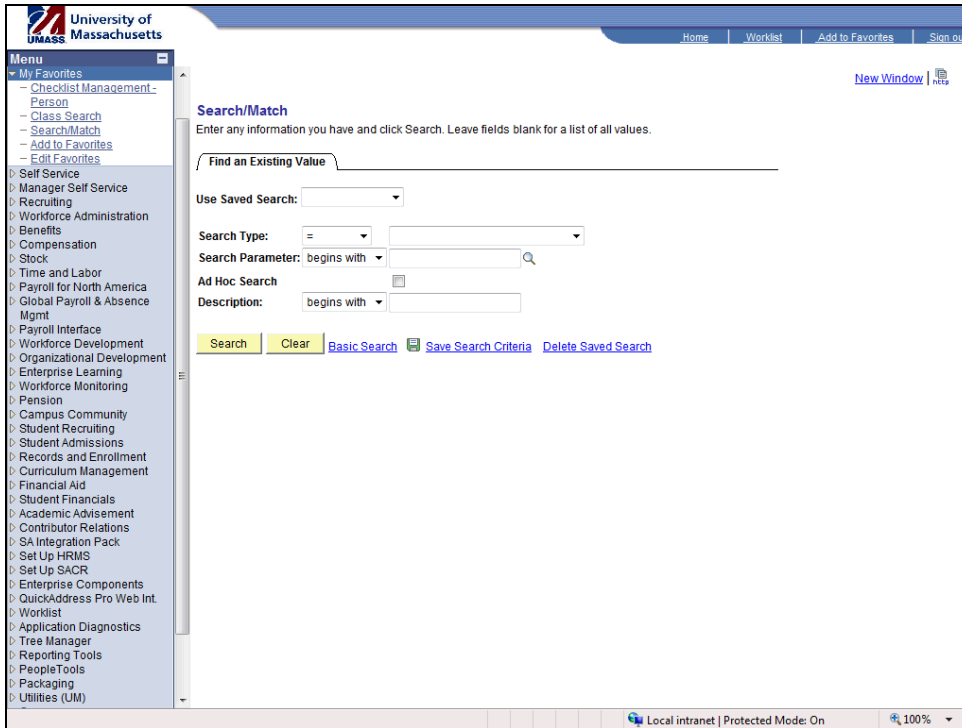
11. Access your favorites.

Click the **vertical** scrollbar.

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

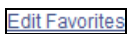


- 13.



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

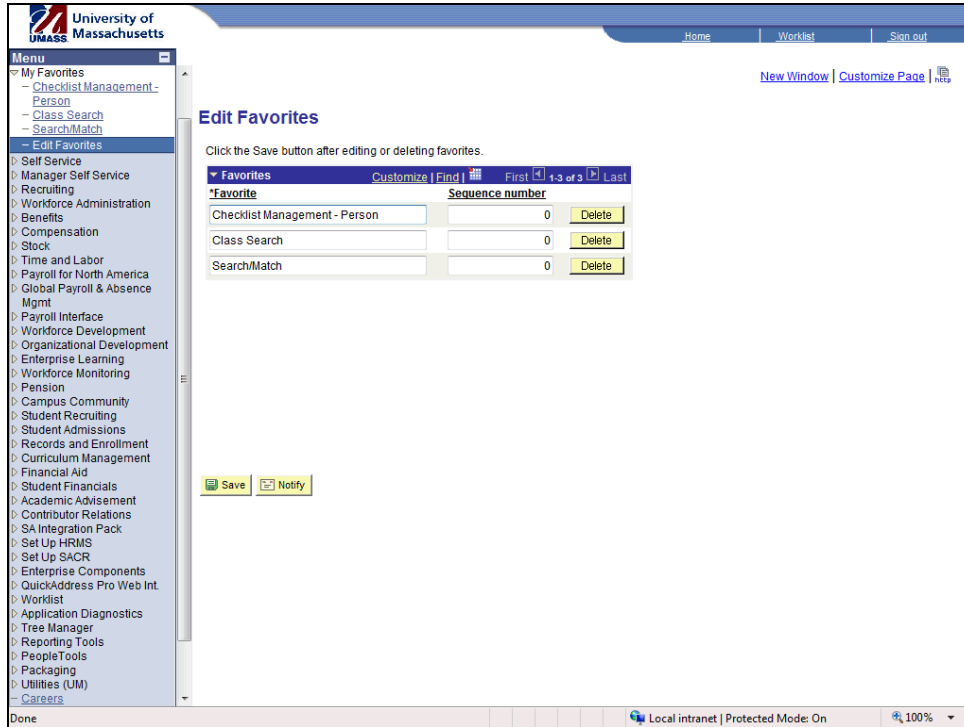
Favorite	Sequence number	
Checklist Management - Person	0	Delete
Class Search	0	Delete
Search/Match	0	Delete

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.

University of Massachusetts

Home | Worklist | Sign out

New Window | Customize Page |

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
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- Payroll Interface
- Workforce Development
- Organizational Development
- Enterprise Learning
- Workforce Monitoring
- Pension
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- Student Recruiting
- Student Admissions
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- 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
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### Edit Favorites

Click the Save button after editing or deleting favorites.

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

*Favorite	Sequence number	
Search/Match	1	Delete
Class Search	2	Delete
Checklist Management - Person	3	Delete

Save | Notify

Windows Internet Explorer

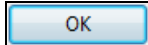
Delete current/selected rows from this page? The delete will occur when the transaction is saved.

OK Cancel

javascript:submitAction\_win0(document.win0,'PORTAL\_CR\_DV\$delete\$2550');

Local intranet | Protected Mode: On | 100%

28. Click the **OK** button.



29.

University of Massachusetts

Home | Worklist | Sign out

New Window | Customize Page |

Menu

- My Favorites
  - Checklist Management - Person
  - Class Search
  - Search/Match
  - Edit Favorites
- Self Service
- Manager Self Service
- Recruiting
- Workforce Administration
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- PeopleTools
- Packaging
- Utilities (UM)
- Careers

### Edit Favorites

Click the Save button after editing or deleting favorites.

Customize | Find | | First | 1-2 of 2 | Last

*Favorite	Sequence number	
Search/Match	1	Delete
Class Search	2	Delete

Save | Notify

Done

Local intranet | Protected Mode: On | 100%

30. Click the **Save** button.

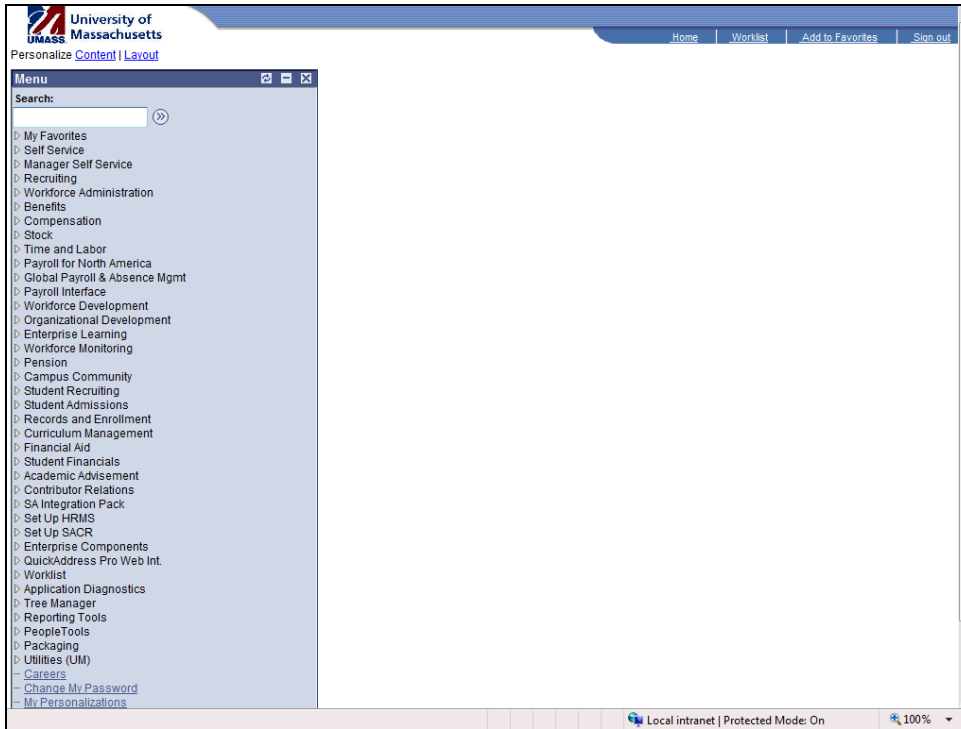


31. View the edited favorites in the menu.

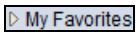
Click the **Home** link.



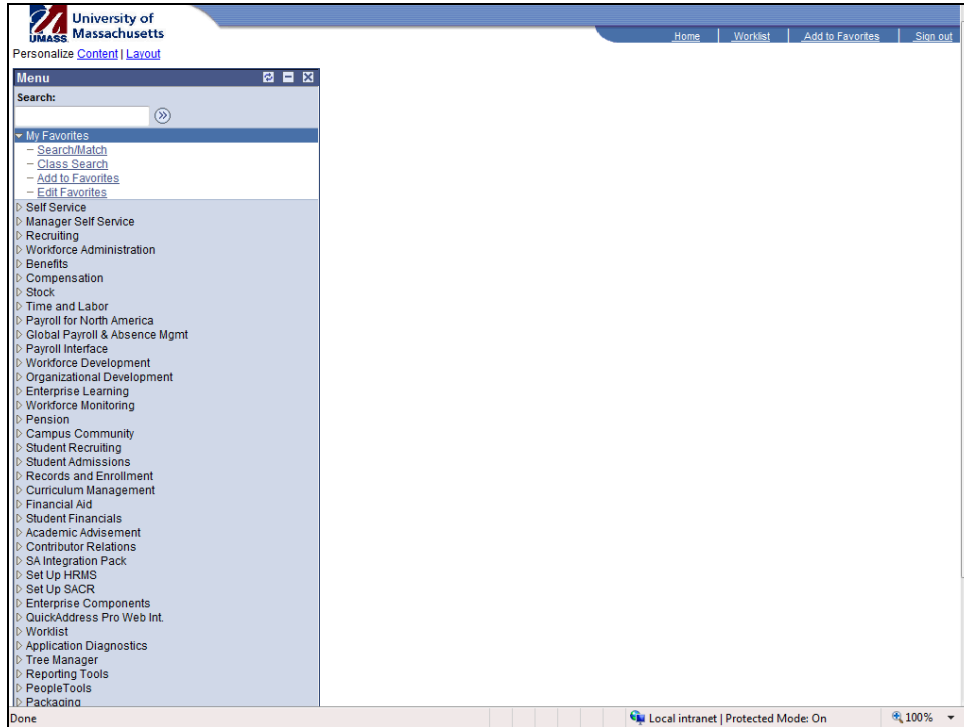
32.



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



34.



35. The edited favorites display.

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