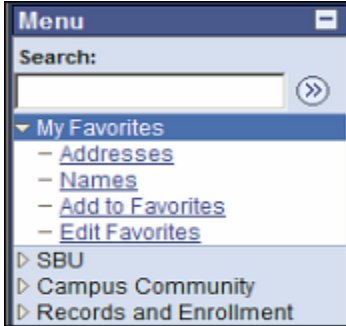


# Using Favorites

The **Favorites** list is like your own list of bookmarks to PeopleSoft pages that you use frequently. This is completely separate from the Favorites (or Bookmarks) in your browser. Once you add a Favorite, it appears in the PeopleSoft Menu Bar under **My Favorites**.



You can navigate to the page easily by expanding the **My Favorites** folder and clicking the link for the page that you want to view.

## Adding Favorites

- Open the page that you want to designate as a favorite.
- Click **Add to Favorites** in the navigation header.



- The **Add to Favorites** page appears, with the page name as the default in the Description field.



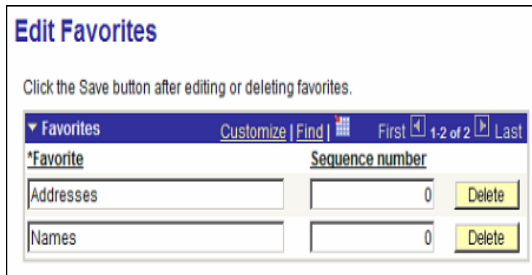
If you like, update the Description for the favorite.

Click **OK**.

The favorite is saved in **My Favorites**.

## Editing Favorites

- Expand the **My Favorites** in the Menu Bar.
- Click **Edit Favorites**.



To **rename** a Favorite, type a new name in the text box.

To **delete** a Favorite, press the **Delete** button associated with it.

To **reorder** Favorites, type an appropriate number in the **Sequence** number box.

Click **Save**.