

# PEOPLESOFT FAVORITES OPTIONS

In the Universal Navigation Header (in the upper right hand corner and includes Home, Worklist, Add to Favorites, and Search), you can mark favorites in PeopleSoft. Favorites are similar to standard browser “bookmarks” for frequently menu items.

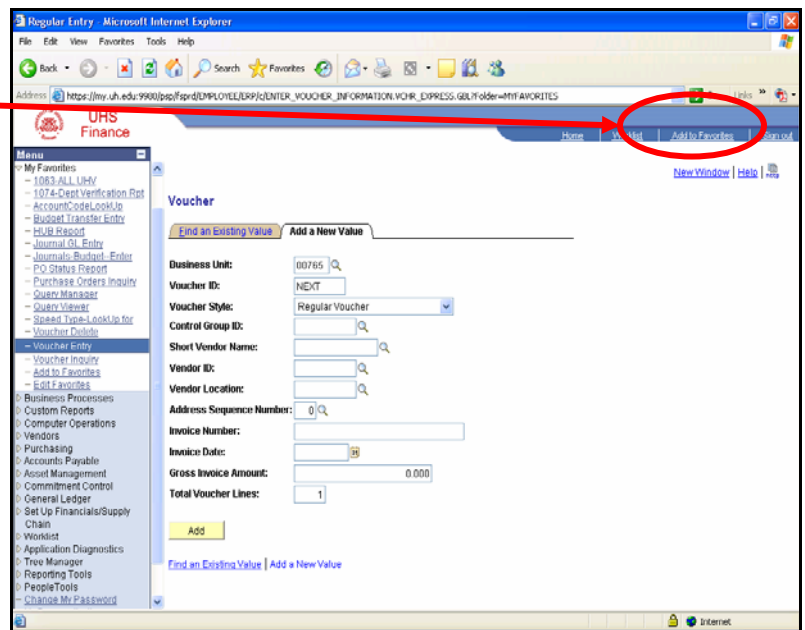
Once you add a Favorite, it is maintained (in the Menu on the left-hand side of the screen) under the [My Favorites](#) folder.

Once a Favorite is saved, expand the [My Favorites](#) folder and click the hyperlink you want to view.

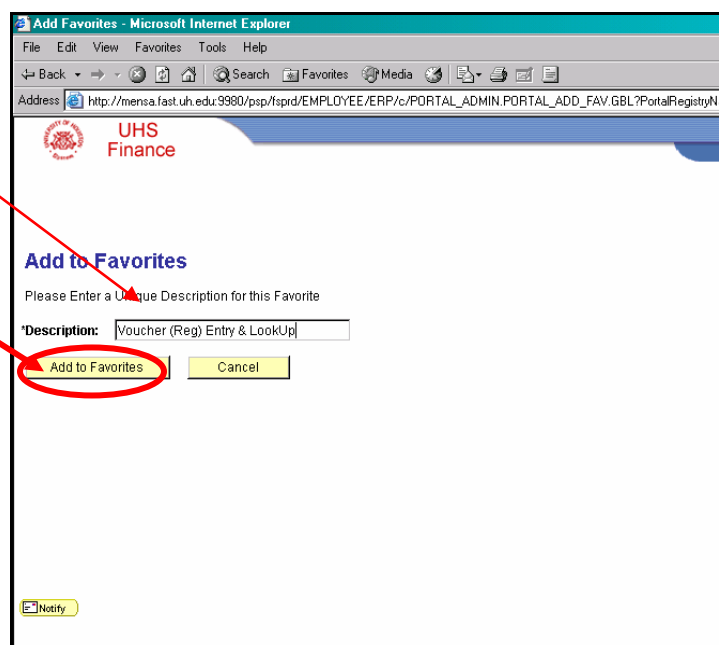
In case a duplicate favorite is added, you have the option to keep all or edit an existing one.

## TO CREATE:

1. Click [Add to Favorites](#) (in the Universal Navigation Header) while in the page that you want to bookmark.



2. The “Add to Favorites” page displays.
3. In the text field, the page name will default **or** enter a unique description for the favorite.
4. Click [Add to Favorites](#) and the favorite is saved and displayed in the [My Favorites](#) folder.



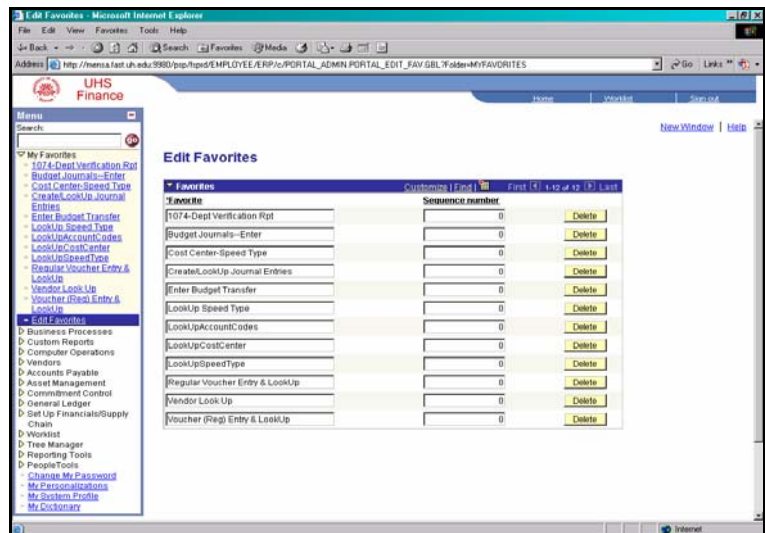
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## To EDIT NAME OF A FAVORITE:

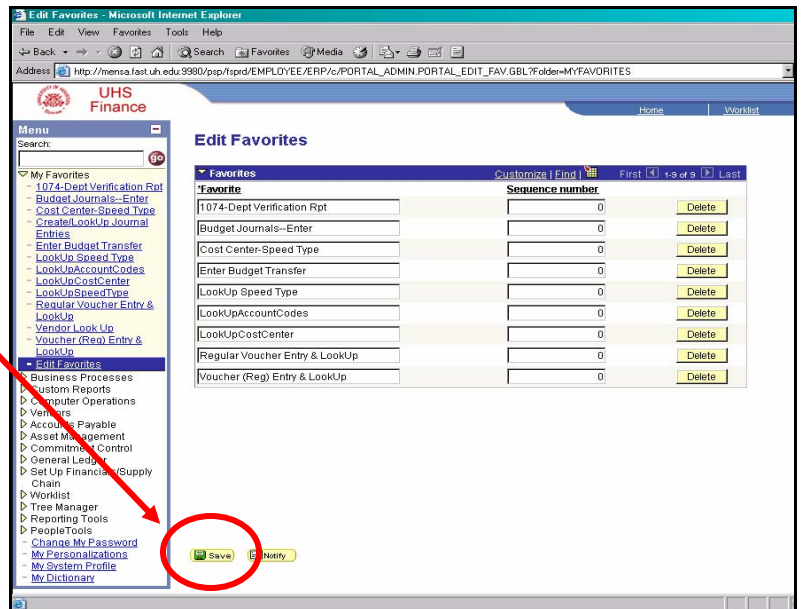
From the Menu select:

- ▶ My Favorites
- ▶ Edit Favorites

1. Locate the favorite you wish to modify.
2. Click in the field to make your changes as needed.



3. Click .




## To See Changes:

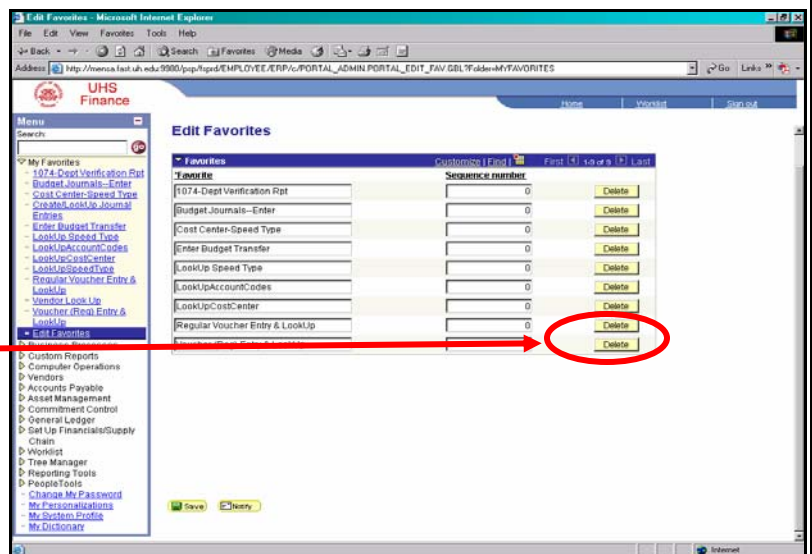
- ▶ Click on [My Favorites](#) to collapse list.
- ▶ Click on [My Favorites](#) again and change should be displayed.

## To DELETE A FAVORITE:

From the Menu select:

- ▶ My Favorites
- ▶ Edit Favorites

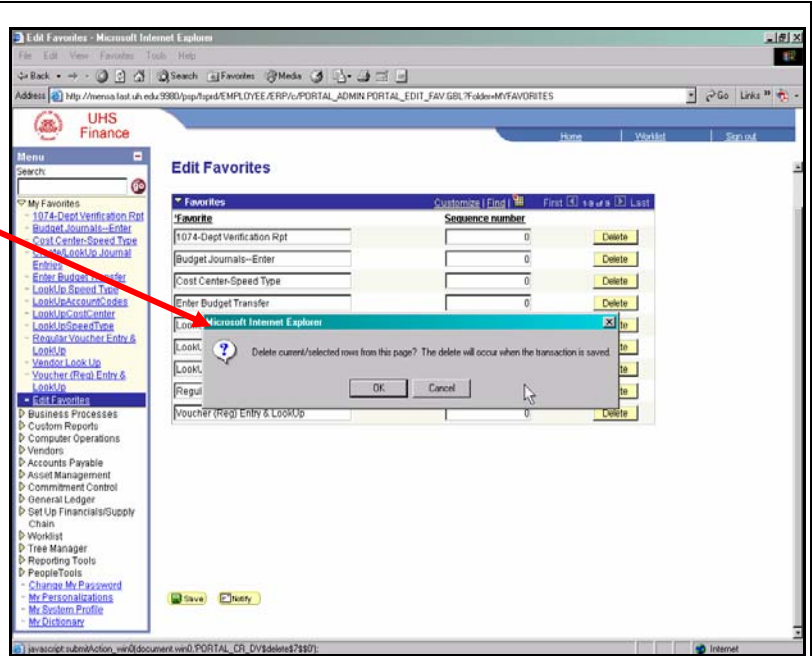
1. Locate the favorite you wish to delete.
2. Click on the  to the right of that favorite.

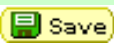


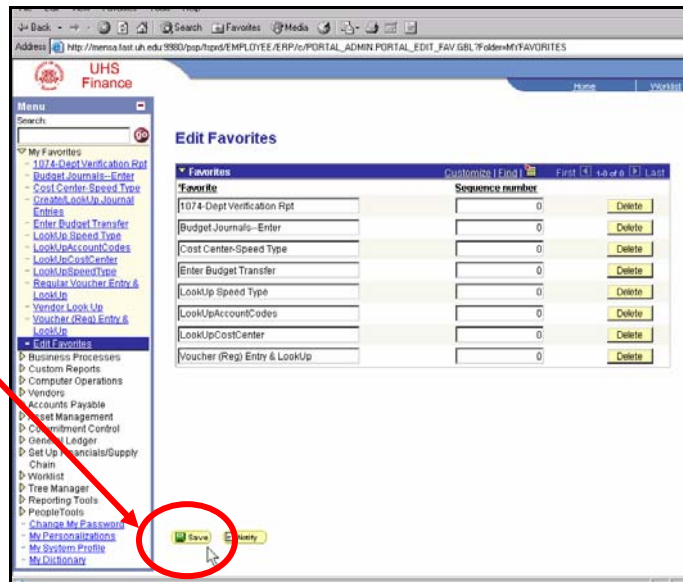
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3. A pop up will come up asking you again if you are sure you want to delete that favorite

4. Click .



5. Click  at bottom of window to complete the deletion of that favorite.



## TRICKS/TIPS:

*Edit Favorites allows you to maintain your **PeopleSoft** favorites.*

*You can re-label and re-sequence your **PeopleSoft** favorites from Edit Favorites.*

*You can also edit saved **PeopleSoft** favorites when a URL is updated or one is deleted.*