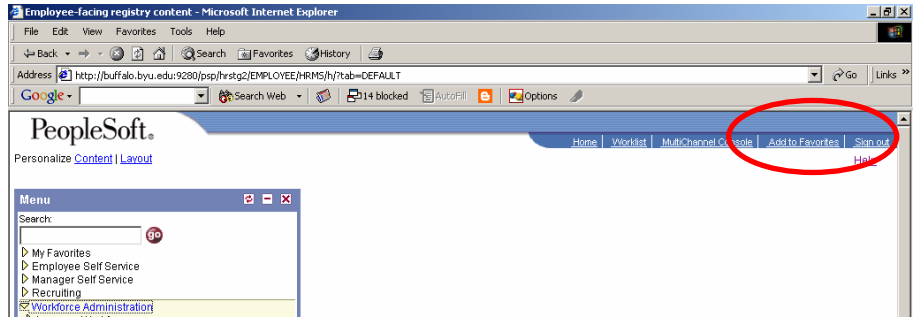


# Favorites Set-up & Maintenance (3/25/04)

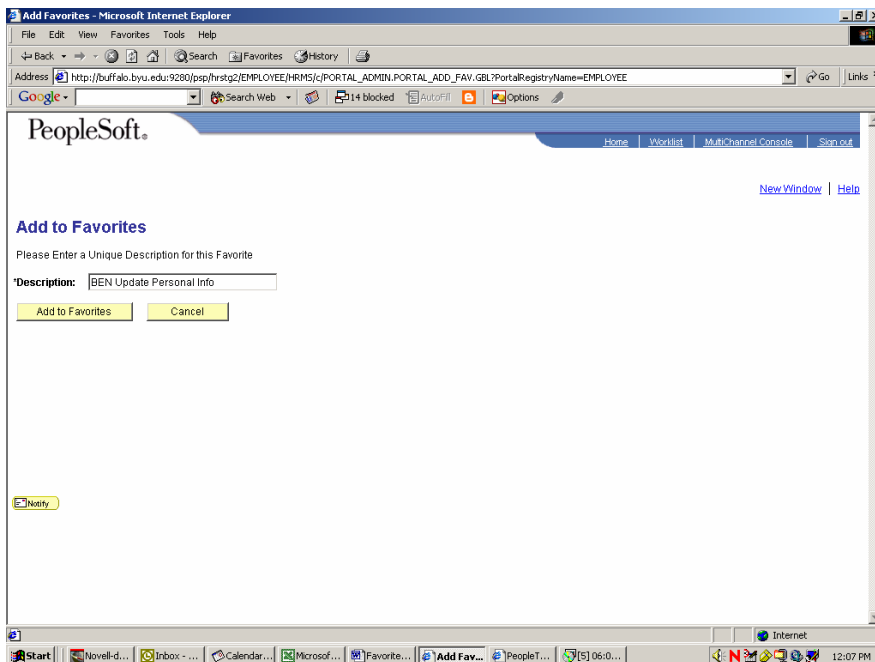
The favorites feature enables users to create and manage their own bookmark list of links to folders and content references. Favorites can be accessed through the *My Favorites* link on the menu.

## Set-up:

- 1) Navigate to the page you wish to bookmark.
- 2) Click on the *Add to Favorites* link.
- 3) Verify the delivered name of the page (while we are in the Stage mode, please type your department code at the beginning of the page name—see table below) and click *Add to Favorites*. Note that the program will sort the list in the order that the user added them. To change, see Maintenance.



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Department	Code
Employee Relations	ER
Equal Employment Opportunity	EEO
Compensation	COMP
Benefits	BEN
Staff & Admin Employment	STF
Student Employment	STD
Faculty Personnel	FAC
Payroll	PAY
Continuing Education	CON
Assistant Administrative VP	AVP

## Maintenance:

- 1) Click on the *Edit Favorites* link under *My Favorites*.
- 2) From here, delete, assign sequence numbers, customize, find or download. Be sure to click *Save* after you finish editing.
- 3) Delete: Find the favorite you wish to delete and click on the *Delete* button.
- 4) Assign Sequence Numbers: Sequence numbers allow the user to set the order of importance of favorites (the lower the number, the higher in the list it will appear). Enter a number in the *Sequence Number* box for the appropriate favorite.

## Edit Favorites

*Favorite	Sequence number	Delete
AVP Job Data	0	Delete
AVP Payroll Summary	0	Delete
AVP UPI	0	Delete
FAC Add/Update Position Info	0	Delete
FAC Additional Pay	0	Delete
FAC Contract Pay	0	Delete
FAC Job Data	0	Delete
FAC Tenure Status	0	Delete
Job Data	2	Delete
Pay Job Data	1	Delete

5) Customize: Click on the *Customize* link.

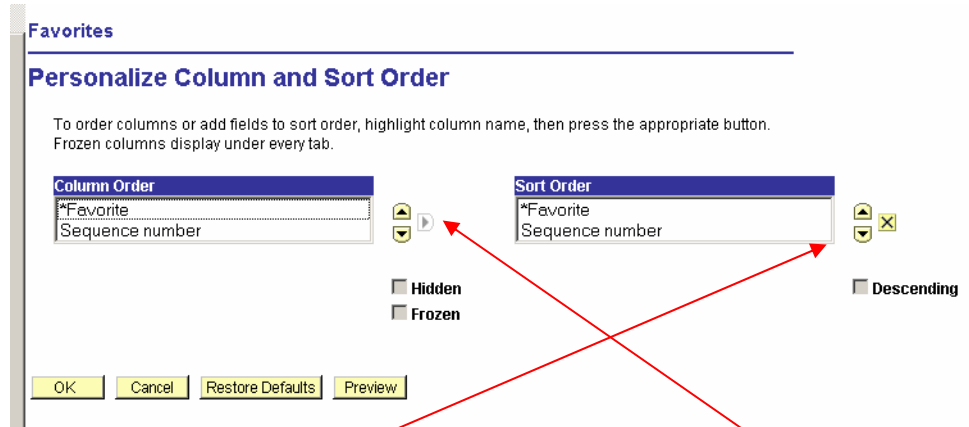
a. Change the order of the columns by clicking on the column name in the list and moving it up or down with the arrows.

b. Hide a column by clicking on the column name in the list and then clicking *Hidden*.

c. Freeze a column in place by clicking on the *Frozen* button.

d. To set a sort order for the favorites, determine if the appropriate column names are in the *Sort Order* box. If not, add them by selecting them in the *Column Order* box and then clicking the right arrow. Once in the sort box, select the column name to base the sort on and move it to the top using the up arrow. To have them sort in descending order click the *Descending* box. Remove column names from the *Sort Order* box by selecting the column name and clicking the *X*.

e. Click OK to return to *Edit Favorites*.



6) Find: Use the *Find* link to search for particular words among the favorites list. Click on *Find* and enter the word in the prompt window.

7) Download: Download the list of favorites into a spreadsheet by clicking on graph symbol.

8) **CLICK THE SAVE BUTTON TO SAVE ALL CHANGES AND UPDATES.**

Favorite	Sequence number	Delete
AVP Job Data	0	Delete
AVP Payroll Summary	0	Delete
AVP UPI	0	Delete
FAC Add/Update Position Info	0	Delete
FAC Additional Pay	0	Delete
FAC Contract Pay	0	Delete
FAC Job Data	0	Delete
FAC Tenure Status	0	Delete
Job Data	2	Delete
Pay Job Data	1	Delete