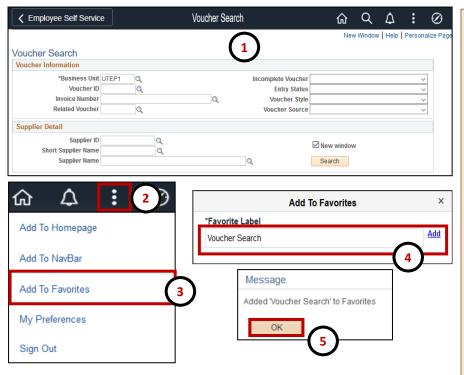
Adding/Deleting My Favorites on NavBar

Adding Favorites:



Adding My Favorites on NavBar

In this example, we will add the Voucher Search page to Favorites tile on the Menu:

Menu > Financials > Accounts Payable>
Vouchers> Add/Update

- 1. Navigate to PeopleSoft page you want to add as a favorite.
- 2. Locate and select the **Actions** icon on the blue banner.
- 3. Select **Add to Favorites** link to add the page as a favorite.
- A description name will show as a default but it can be changed, select the Add hyperlink.
- 5. Click **OK** on the confirmation pop-up, the page will be saved as a new favorite.

Deleting Favorites:

