

Adding/Deleting My Favorites on NavBar

Adding Favorites:


The screenshots illustrate the steps to add a favorite:

1. Navigate to the Voucher Search page.
2. Click the Actions icon (three vertical dots) in the blue banner.
3. Select the Add To Favorites option from the menu.
4. In the 'Add To Favorites' dialog, enter the favorite label 'Voucher Search' and click the Add button.
5. Click the OK button on the confirmation message 'Added 'Voucher Search' to 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.
4. 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:

The screenshots illustrate the steps to delete a favorite:

1. Click the NavBar icon (three vertical dots) in the blue banner.
2. Select the Favorites tile.
3. Click the Edit Favorites link.
4. In the 'Edit Favorites' dialog, check the checkbox next to 'Voucher Search' and click the Delete Selected button.
5. Click the Yes button on the confirmation dialog 'You have selected 1 favorite(s) to be deleted. Do you wish to continue?'.
6. Click the Save button on the 'Edit Favorites' dialog to apply changes.

Deleting My Favorites from NavBar

In this example we will delete Voucher Search page from Favorites tile on the NavBar

1. Locate and select the **NavBar** icon on the blue banner.
2. Select the **Favorites** tile.
3. Select the **Edit Favorites** link.
4. Using the **checkbox**, select the favorite to delete.
5. Click the **Delete Selected** button.
6. On the confirmation pop-up, select **Yes**.
7. Select the **Save** button to update.