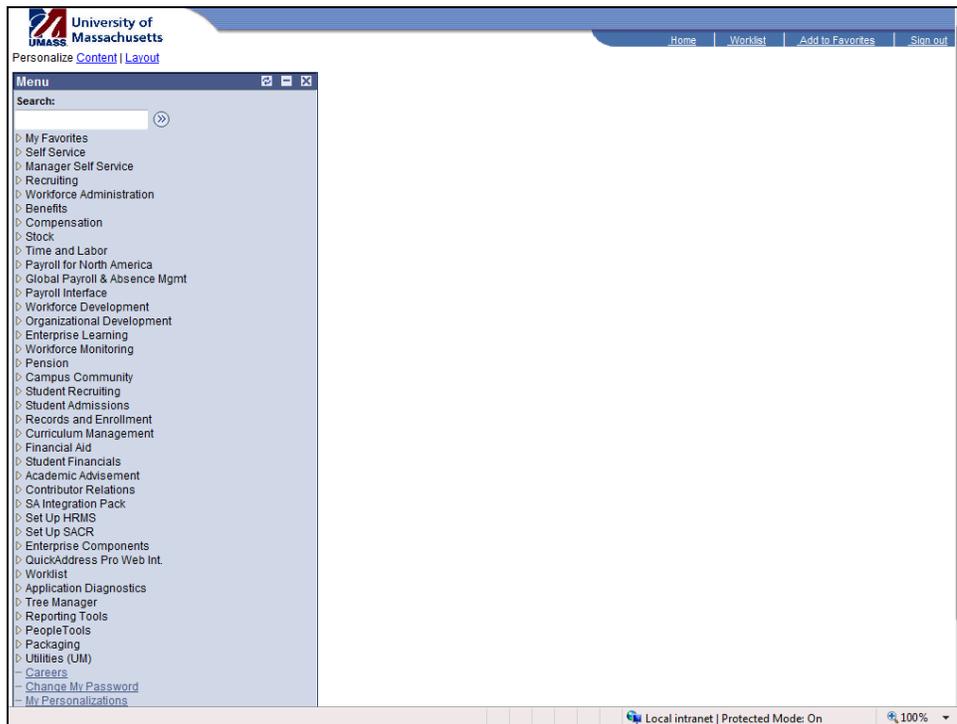


## SiS - [Adding Favorites]

1. Consider this scenario:

Your goal is to add a page as a favorite.

2.



3. Navigate to the page you want to save as a favorite.

In this example, you will navigate to the **Search/Match** page.

Click the **Campus Community** link.

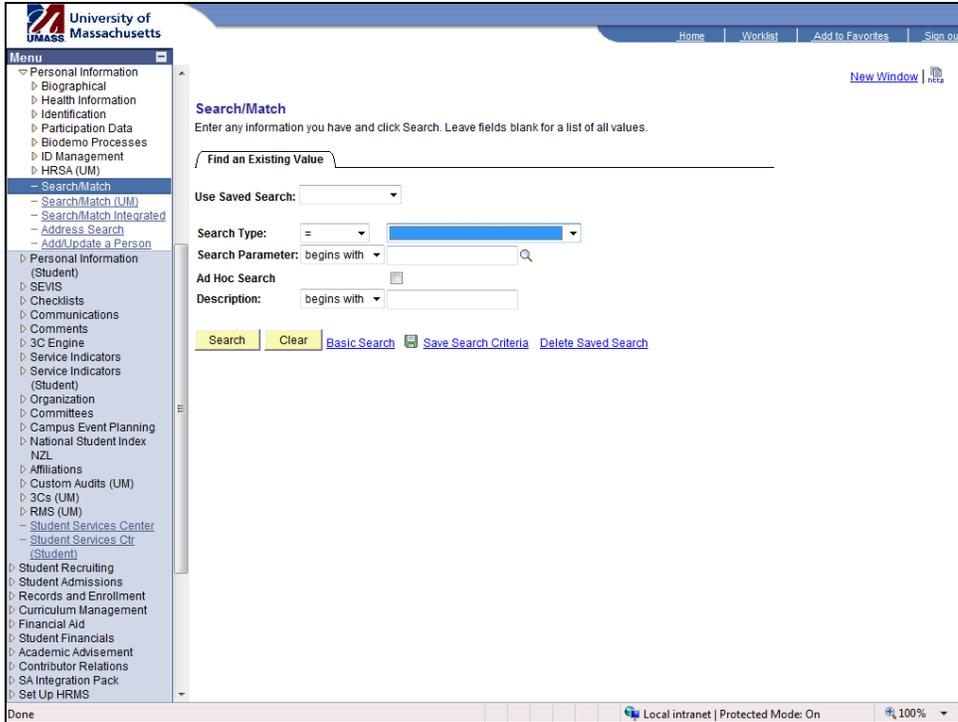
[▶ Campus Community](#)

4. Click the **Personal Information** link.

5. Click the **Search/Match** link.



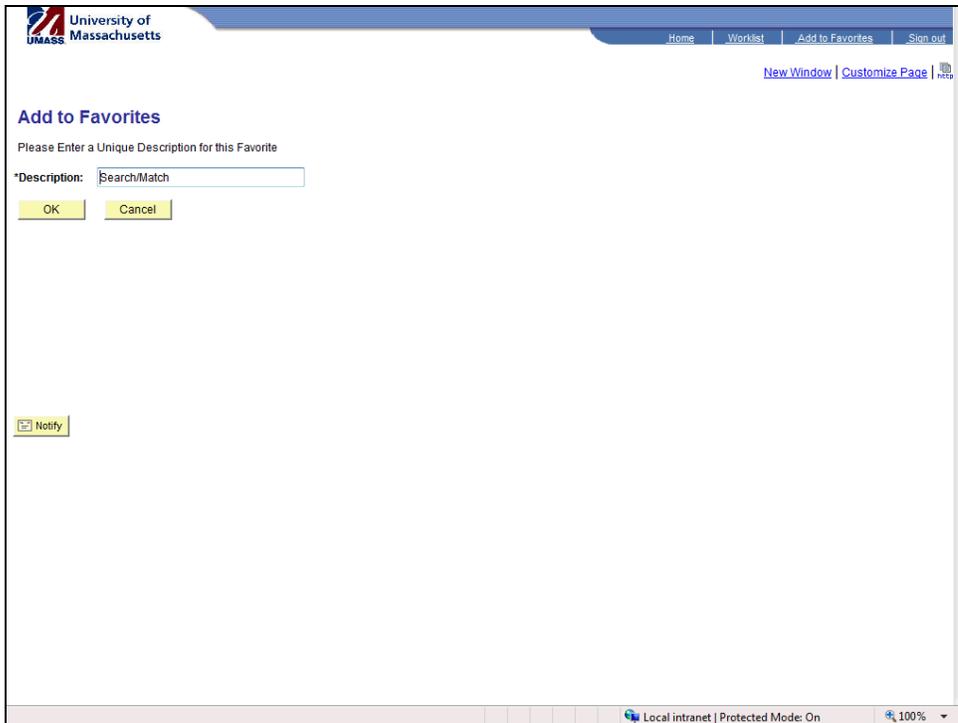
6.



7. Click the **Add to Favorites** link.

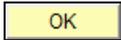


8.



9. The **Add to Favorites** page displays the default name of the page you are saving as a favorite. Edit the **Description** field, if necessary.

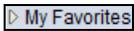
10. Click the **OK** button.



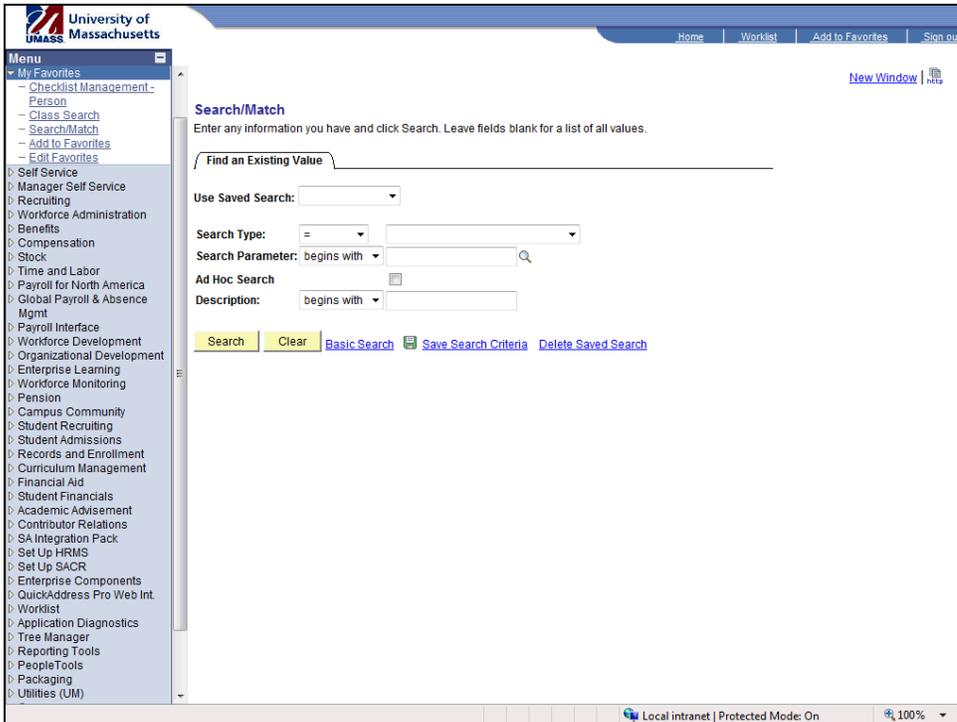
11. Access your favorites.

Click the **vertical** scrollbar.

12. Click the **My Favorites** link.

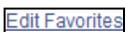


- 13.

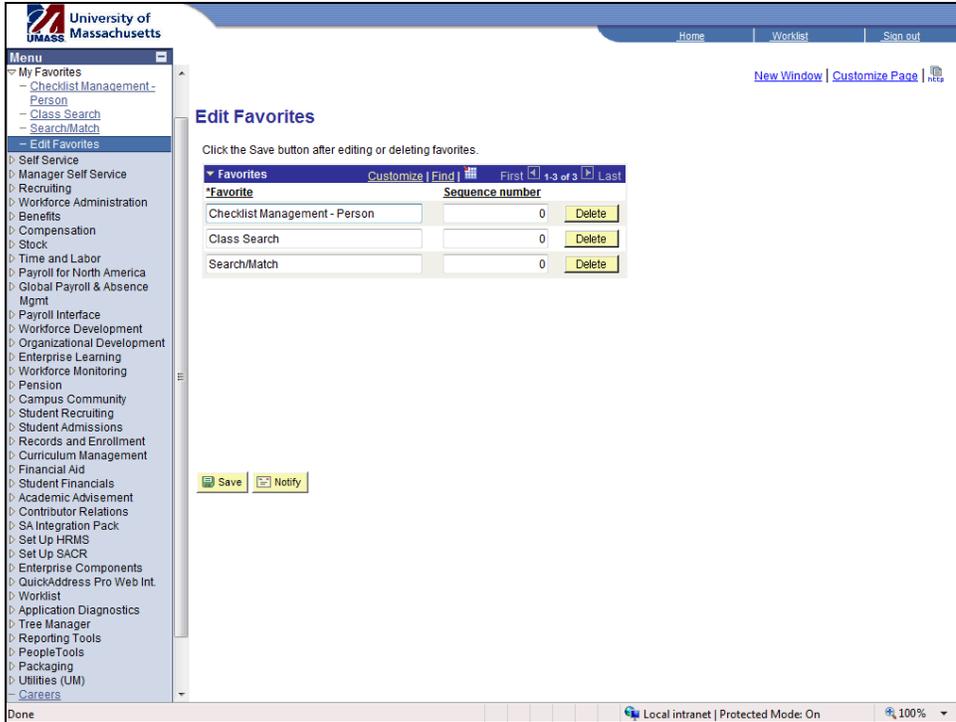


14. The **My Favorites** menu option expands. In this example, you have previously added two other favorites (displayed above the Search/Match link).

15. Click the **Edit Favorites** link.

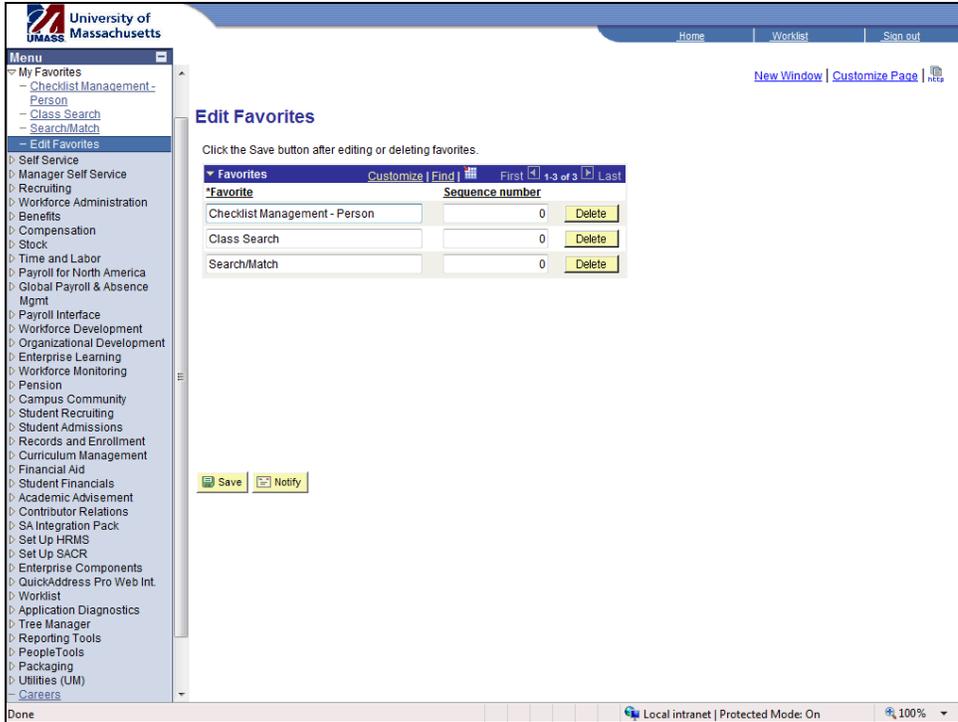


16.



17. Use the **Edit Favorites** page to relabel favorites, modify the sequence in which they appear in the menu, and delete favorites.
18. You can rename a favorite by simply typing over the name.
19. To modify the sequence in which the favorites display on your menu, type the appropriate number in the **Sequence number** field.

20.



21. Enter the desired information into the **Sequence number** field.

Enter "1".

22. Enter the desired information into the **Sequence number** field.

Enter "2".

23. Enter the desired information into the **Sequence number** field.

Enter "3".

24. Click the **Save** button.



25. The favorites now display based on the new sequence numbers you entered.

26. To delete a favorite, click the **Delete** button next to the favorite.

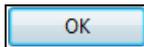
Click the **Delete** button.



27.

The screenshot shows the 'Edit Favorites' page in a web browser. A confirmation dialog box is open, asking: 'Delete current/selected rows from this page? The delete will occur when the transaction is saved.' The dialog has 'OK' and 'Cancel' buttons. In the background, the 'Edit Favorites' table is visible with three rows: 'Search/Match' (Sequence number 1), 'Class Search' (Sequence number 2), and 'Checklist Management - Person' (Sequence number 3). Each row has a 'Delete' button. The page also includes a 'Save' button and a 'Notify' button.

28. Click the **OK** button.



29.

The screenshot shows the 'Edit Favorites' page after the confirmation dialog has been closed. The 'Delete' buttons for the 'Search/Match' and 'Class Search' rows are no longer visible, indicating they have been removed. The 'Save' and 'Notify' buttons remain at the bottom of the table area.

30. Click the **Save** button.

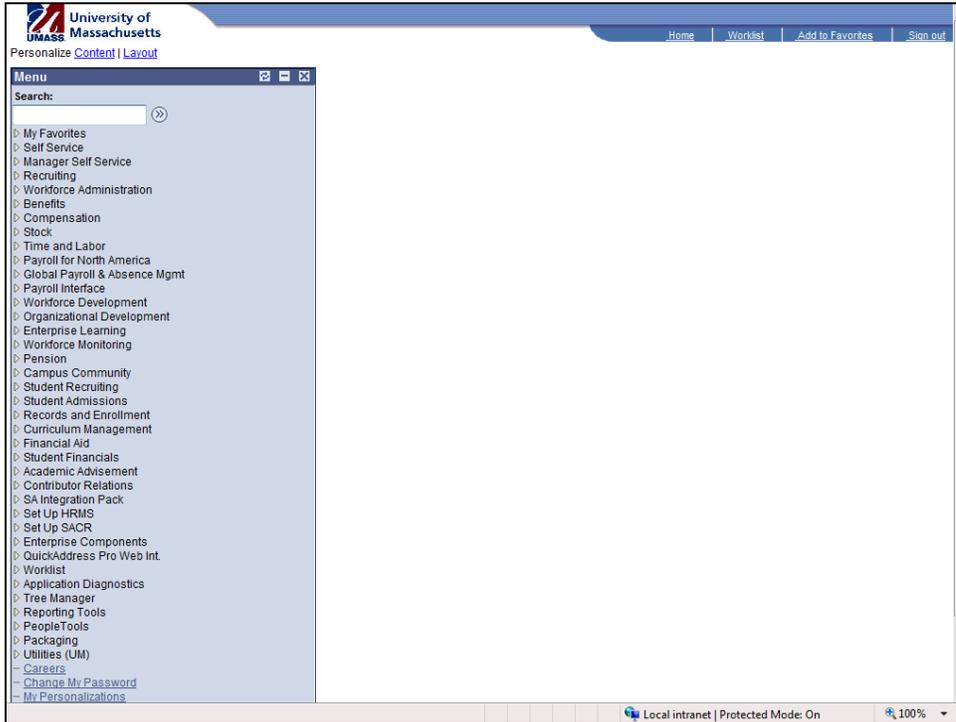


31. View the edited favorites in the menu.

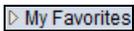
Click the **Home** link.



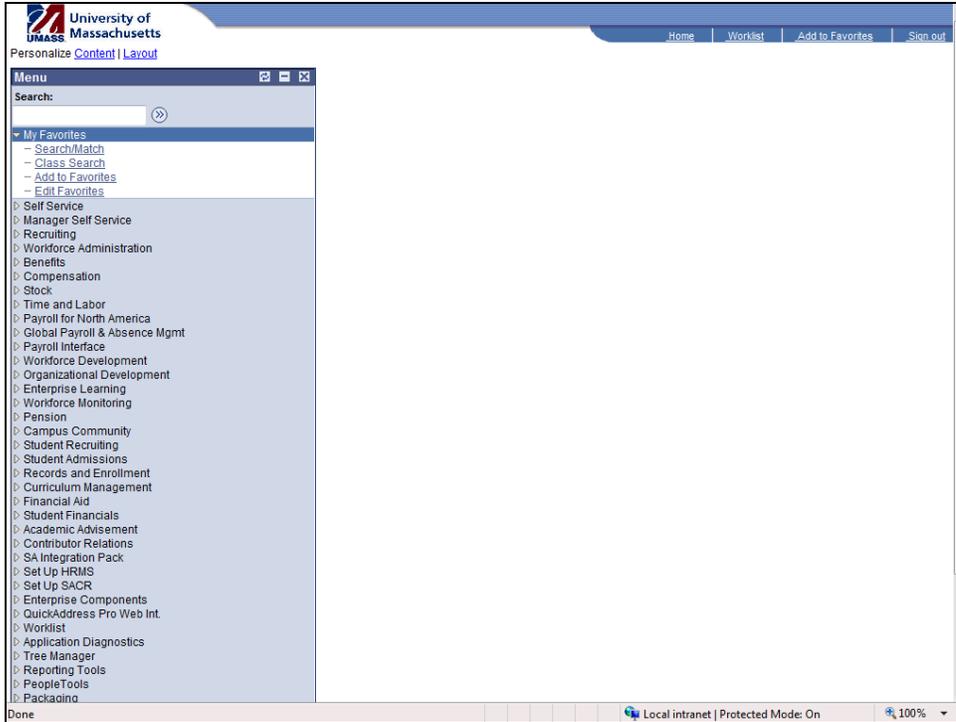
32.



33. Click the **My Favorites** link.



34.



35. The edited favorites display.

36. Congratulations! You have successfully added a favorite.

**End of Procedure.**