
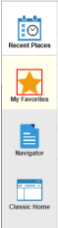
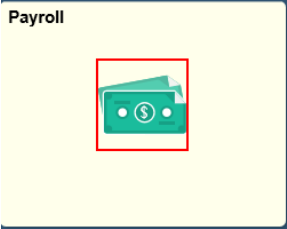
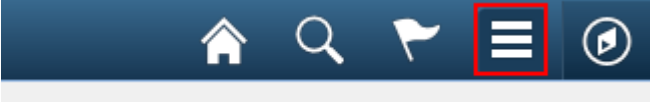
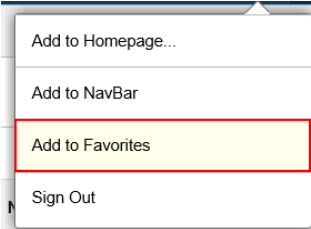
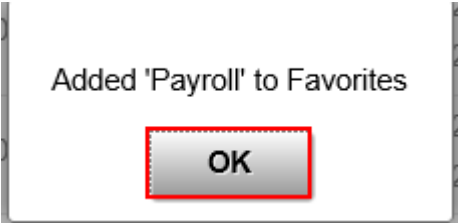


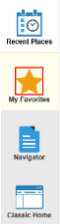





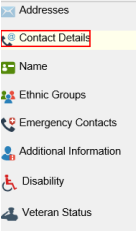

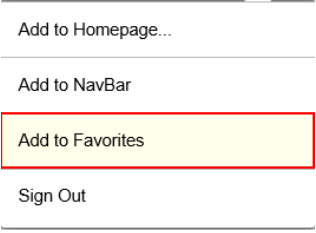
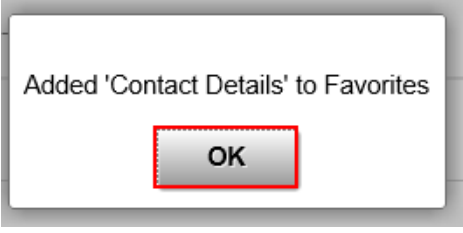
Creating Favorites

Step	Action
1.	First you will use the NavBar to review your current favorites.
2.	Click the NavBar button. 
3.	Click the My Favorites button. 
4.	Notice, you currently do not have any favorites. You will begin by adding the Payroll page (a Fluid page) to your favorites. Use the Payroll tile to navigate to the Payroll page.
5.	Click outside the NavBar and the Tiles to close the NavBar .
6.	Click the Payroll button. 
7.	The Payroll pages display. Use the Actions icon on the banner to add this page to your favorites.
8.	Click the Actions List button. 

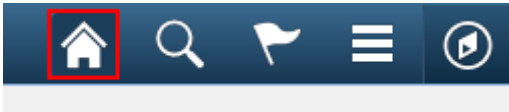

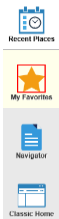




Step	Action
9.	<p>Notice the Actions menu displays several options.</p> <p>For this topic you will use the Add to Favorites option.</p>
10.	<p>Click the Add to Favorites link.</p> 
11.	<p>Click the OK button.</p> 
12.	<p>Next you will navigate back to the Employee Self Service Home Page and confirm that the Payroll page has been added to your favorites.</p> <p>Note: you could also use the NavBar on this page to navigate to your favorites.</p>
13.	<p>Click the Home button.</p> 
14.	<p>Click the NavBar button.</p> 
15.	<p>Click the My Favorites button.</p> 
16.	<p>Notice the Payroll page now displays in the My Favorites section on the NavBar.</p>
17.	<p>Click outside the NavBar and the Tiles to close the NavBar.</p>


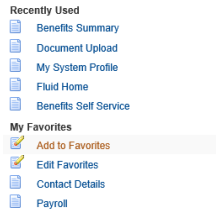


Step	Action
18.	Next you will add the Contact Details page to your favorites. This page is found under the Personal Details tile.
19.	Click the Personal Details button. 
20.	Click the Contact Details link. 
21.	The Personal Details page displays. You will use the Actions menu to add this page to your favorites.
22.	Click the Actions List button. 
23.	Click the Add to Favorites link. 
24.	Click the OK button. 
25.	Next you will navigate back to the Employee Self Service Home Page and confirm that the Contact Details page has been added to your favorites. Note: You could also use the NavBar on this page to navigate to your favorites.

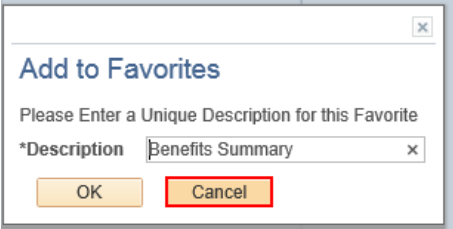

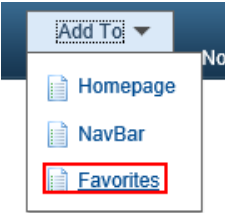
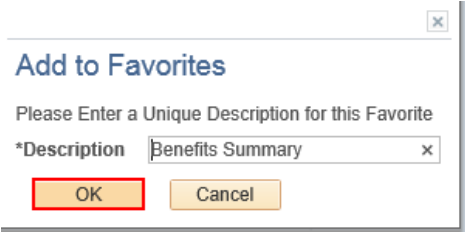
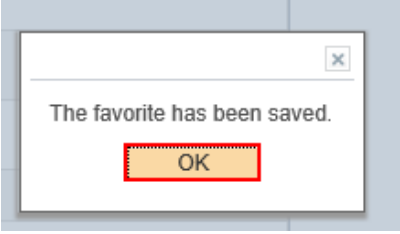


Step	Action
26.	Click the Home button. 
27.	Click the NavBar button. 
28.	Click the My Favorites button. 
29.	Notice the Contact Details page now displays in the My Favorites section on the NavBar as well as the Payroll page you added previously.
30.	Click outside the NavBar and the Tiles to close the NavBar .
31.	Next you will add the Benefits Summary page (a classic page) to your favorites. This page is found under the Benefits tile.
32.	Click the Benefits object. 
33.	Click the Benefits Summary link. 


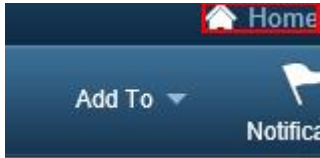
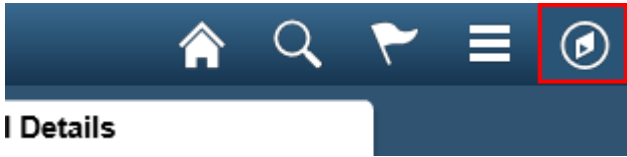
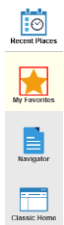


Step	Action
34.	<p>The Benefits Summary page displays.</p> <p>You can add this page to your favorites in two ways:</p> <ul style="list-style-type: none">-- Using the Favorites link on the Menu Bar--Using the Add To button on the Banner <p>We will explore both in this topic.</p> <p>First, the Favorites link</p>
35.	<p>Click the Favorites button.</p> 
36.	<p>The Favorites menu displays.</p> <p>This menu has two sections:</p> <p>Recently used: This section contains links to pages that you recently visited.</p> <p>My Favorites: This section has two links that allow you to manage your favorites--Add to Favorites and Edit Favorites. It also has links to the two favorites you created in this topic.</p> <p>Editing Favorites is covered in another topic. For this topic, you will use the Add to Favorites link.</p>
37.	<p>Click the Add to Favorites menu.</p> 
38.	<p>The Add to Favorites dialog box displays.</p> <p>You can edit the value in the Description field, if you want or you can accept the default value--the name of the page you are adding to your favorites.</p> <p>To add the page to your favorites, click the OK button. A confirmation page will display. Click OK on that page.</p> <p>For this topic, however, you will use the second way to add the page to your favorites--using the Add To button on the banner.</p> <p>Click Cancel to close this dialog box.</p>



Step	Action
39.	Click the Cancel button. 
40.	Click the Add To link. 
41.	Add To menu displays. You will use the Favorites link.
42.	Click the Favorites menu. 
43.	The Add to Favorites dialog box displays. For this example, you will accept the default value in the Description field.
44.	Click the OK button. 
45.	Click the OK button. 



Step	Action
46.	Now, you will check to be sure that the page has been added to your favorites. You will start by looking at the Favorites menu.
47.	Click the Favorites button. 
48.	Notice, Benefits Summary now displays in the My Favorites section along with the two pages that you added previously-- Contact Details and Payroll .
49.	Click outside the menu to close it.
50.	Now you will navigate to the Employee Self Service home to confirm that the Benefits Summary page appears on the My Favorites section on the NavBar. You will use the Home link on the Menu Bar . Note: depending on the screen resolution used on your computer, the NavBar may not be visible on your screen from a classic page.
51.	Click the Home link. 
52.	Click the NavBar button. 
53.	Click the My Favorites button. 
54.	Notice, the My Favorites section of the NavBar now lists all three of the pages that you added to your favorites.
55.	Click outside the NavBar and the Tiles to close the NavBar .
56.	End of Procedure.