

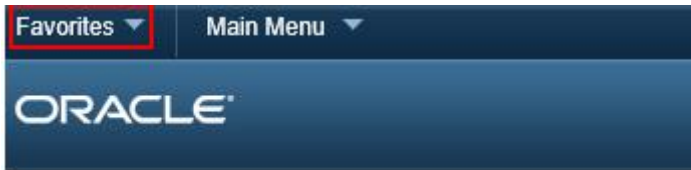
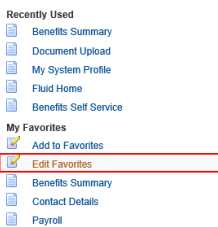
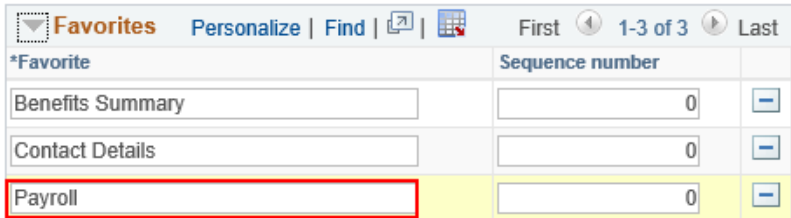
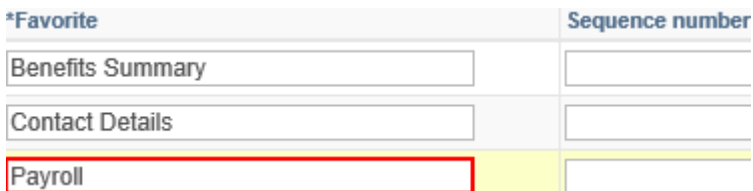
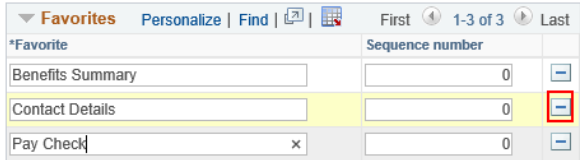




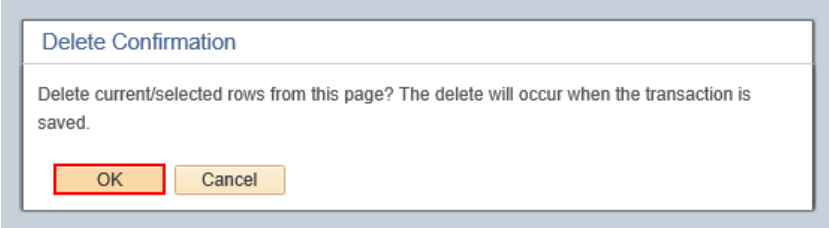




## Editing Favorites on a Classic Page

Step	Action
1.	You will use the <b>NavBar</b> and then <b>Classic Home</b> to navigate to a classic page.
2.	Click the <b>NavBar</b> button. 
3.	Click the <b>Classic Home</b> button. 
4.	The <b>Classic Home</b> page displays. You will use the <b>Favorites</b> link to edit your favorites.
5.	Click the <b>Favorites</b> button. 
6.	The <b>Favorites Menu</b> displays. The <b>Recently Used</b> section displays pages you have recently visited. The <b>My Favorites</b> section has two links that allow you to <b>Add to Favorites</b> and <b>Edit Favorites</b> . In this topic you will use the <b>Edit Favorites</b> link. This section also lists your current favorites, the ones you created in the previous topic: <ul style="list-style-type: none"><li>-- Benefits Summary</li><li>-- Contact Details</li><li>-- Payroll</li></ul>
7.	In this topic, you will rename <b>Payroll</b> to <b>Pay Check</b> and you will delete the <b>Contact Details</b> favorite.

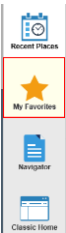


Step	Action
8.	<p>Click the <b>Edit Favorites</b> menu.</p> 
9.	<p>The <b>Edit Favorites</b> page displays.</p> <p>You can use this page to:</p> <p>Change the name of a favorite (edit the value in the <b>Favorite</b> field--this is a required field.)</p> <p>Change the order in which favorites are listed (enter numbers in the <b>Sequence number</b> field to represent the order in which you want the favorites lists. The default order is alphabetical, in ascending order)</p> <p>Delete a Favorite (Use the minus or delete button)</p>
10.	First, you will edit Payroll. You will change it to Pay Check.
11.	<p>Click in the <b>Favorite</b> field.</p> 
12.	<p>Enter the desired information into the <b>Favorite</b> field. Enter a valid value e.g. "<b>Pay Check</b>".</p> 
13.	Next, you will delete <b>Contact Details</b> .
14.	<p>Click the <b>Delete row 2</b> link.</p> <p>Click the Save button after editing or deleting favorites.</p> 



Step	Action
15.	<p>Click the <b>OK</b> button.</p>  A dialog box titled "Delete Confirmation" with the text "Delete current/selected rows from this page? The delete will occur when the transaction is saved." and two buttons: "OK" (highlighted with a red box) and "Cancel".
16.	<p>Notice the <b>Favorites</b> grid now contains only two favorites. <b>Contact Details</b> is no longer there and <b>Pay Check</b> rather than <b>Payroll</b> displays in the last row.</p> <p>Be sure to save your changes</p>
17.	<p>Click the <b>Save</b> button.</p>  Two buttons: "Save" (highlighted with a red box) and "Notify".
18.	<p>Next, you will confirm that the changes you made are reflected on the <b>Favorites</b> menu accessed from the <b>Favorites</b> link.</p>
19.	<p>Click the <b>Favorites</b> button.</p>  A screenshot of the Oracle interface showing a "Favorites" button (highlighted with a red box) and a "Main Menu" button, with the Oracle logo below them.
20.	<p>Notice, the <b>My Favorites</b> section now displays two favorites:</p> <ul style="list-style-type: none"><li>-- <b>Benefits Summary</b></li><li>-- <b>Pay Check</b></li></ul> <p>The edits you made are reflected on the menu.</p>
21.	<p>Next you will return to the <b>Employee Self Service Home Page</b> and confirm that the changes you made display in the <b>My Favorites</b> section on the <b>NavBar</b>.</p>
22.	<p>Click the <b>Home</b> link.</p>  A screenshot of the NavBar showing a "Home" link (highlighted with a red box) and an "Add To" dropdown menu.
23.	<p>Click the <b>NavBar</b> button.</p>  A screenshot of the NavBar showing a "NavBar" button (highlighted with a red box) and other navigation icons.



Step	Action
24.	<p>Click the <b>My Favorites</b> object.</p> 
25.	<p>Notice the changes you made are reflected in the <b>My Favorites</b> section. This section lists two favorites:</p> <ul style="list-style-type: none"> <li>-- <b>Benefits Summary</b></li> <li>-- <b>Pay Check</b></li> </ul>
26.	Click outside the <b>NavBar</b> and the Tiles to close the <b>NavBar</b> .
27.	<b>End of Procedure.</b>