

Navigating with Favorites

Step	Action
1.	First you will use the NavBar to view your favorites and then navigate to the Benefit Summary page.
2.	Click the NavBar button.
3.	Click the My Favorites button.
4.	 Notice the My Favorites section displays the three favorites you previously created. They are displayed in alphabetical order: Benefits Summary Contact Details Payroll Click on each to navigate directly to the Benefit Summary page, or the Contact Details page, or the Payroll page. You will start with Benefits Summary.
5.	Click the Benefits Summary link. Benefits Summary Contact Details Payroll Payroll



Step	Action
6.	The Benefits Summary page displays.
	Next you will use the Favorites menu to navigate to the Contact Details page. You could also use the NavBar which is off screen on this screen shot. Depending on the
	resolution of your monitor, a classic page may resize and allow you to view the NavBar or you may have to scroll to the right to view it.
7.	Click the Favorites button.
	Favorites Main Menu
	ORACLE [.]
8.	Notice, the My Favorites section lists the three favorites you previously added.
	For this example, you will view the Contact Details page next.
9.	Click the Contact Details link.
	My Favorites
	Image: Add to Favorites Image: Add to Favorites Image: Add to Favorites Image: Add to Favorites
	Benefits Summary Contact Details
	Payroll
10.	Click the NavBar button.
	$\bigcirc \ \land \ \bigtriangledown \ \bigtriangledown \ \bigtriangledown \ \bigtriangledown \ \bigtriangledown \ \land \ \checkmark \ \land \ \bigtriangledown \ \land \ \land \ \land \ \land \ \lor \ \land \ \lor \ \rule \$
11.	The Contact Details page now displays.
	Next, you will use the NavBar to navigate to the Payroll page.
12.	Click the My Favorites button.
	Casase Anno



Step	Action
13.	Click the Payroll link. NavBar: My Favorites Benefits Summary Contact Details My Favorites Payroll
14.	The Payroll page displays. You have finished using My Favorites t o navigate to each of your favorites.
15.	Click the Home button.
16.	End of Procedure.