UNIVERSITY OF
South Carolina

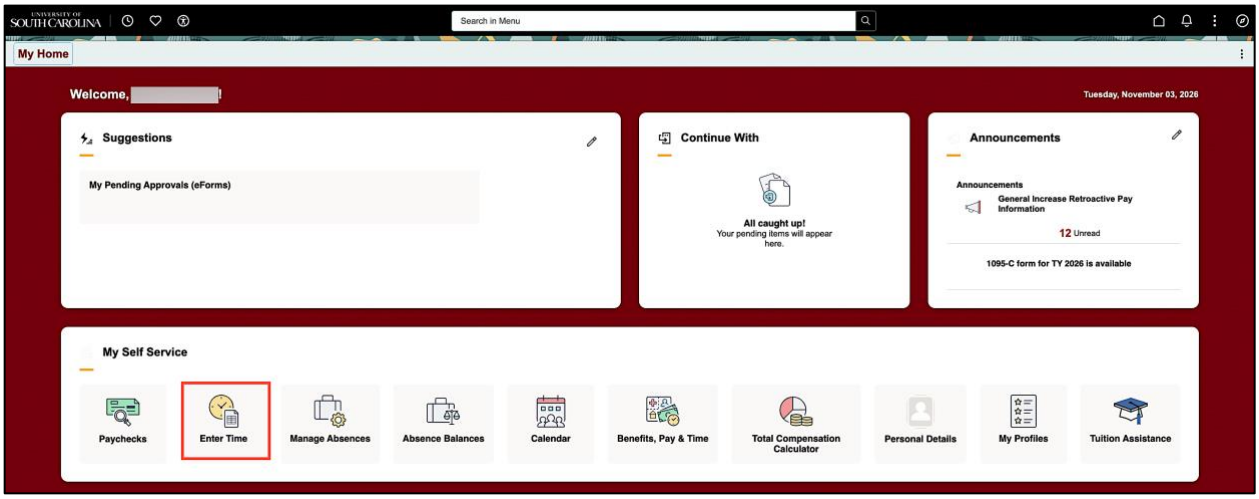
Office of the Controller
Time and Labor - ESS
Saving and Editing Favorites

How to save and edit favorites and view them in the Quick Access Bar: This job aid outlines how to save your most used pages in My Self Service and how to view the saved pages from the Quick Access Bar. It will also demonstrate how to edit your saved favorites.

Navigation: My Home > My Work > Enter Time

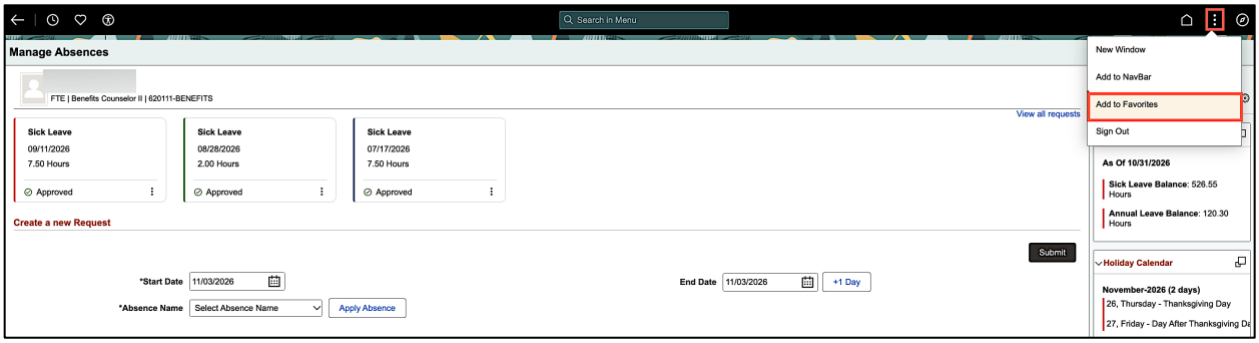
To save a page you use often, begin by clicking on a tile and navigate to the page. For this example, save the Manage Absence page.

Step 1: In the **My Self Service** section, click the **Manage Absence** tile.

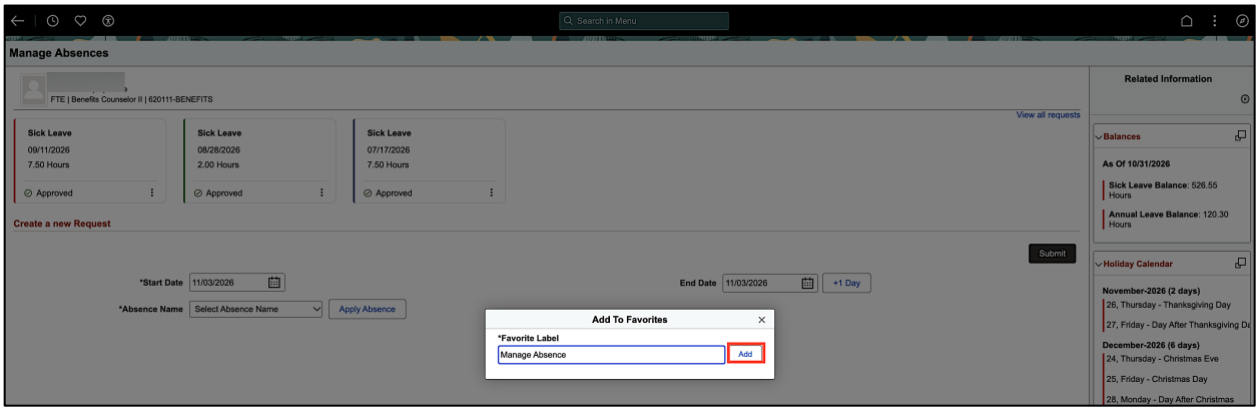


Step 2: To save the Manage Absence page as a favorite, click the **Actions** icon (three dots) in the top right corner.

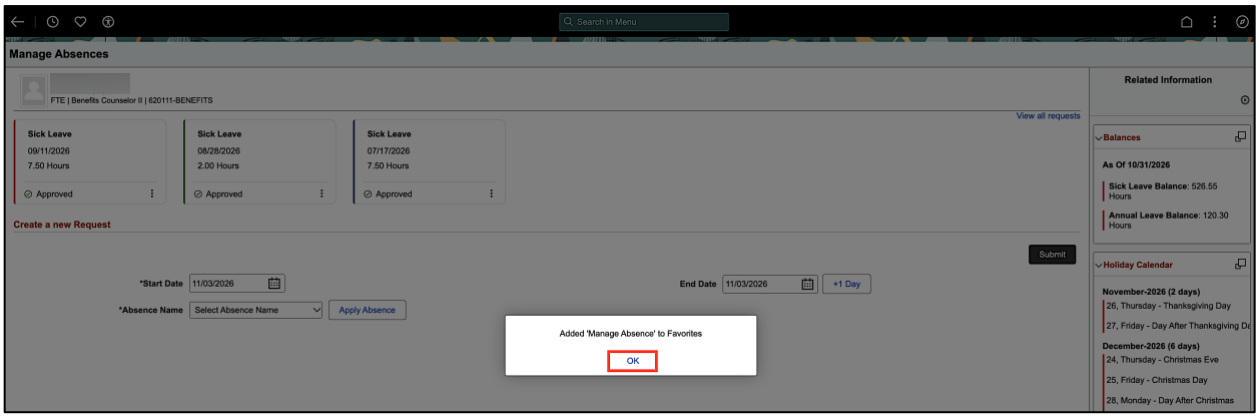
Step 3: Select **Add to Favorites** from the list.



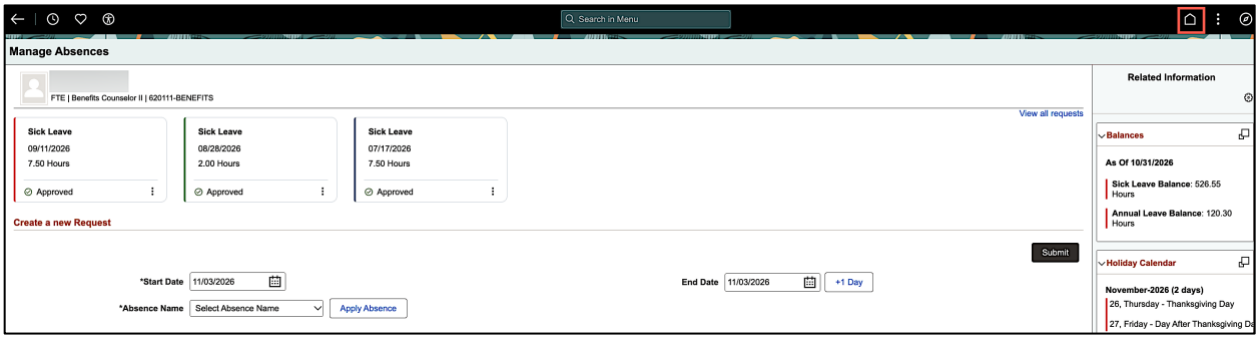
Step 4: The current page name populates in the **Favorite Label** field. Click the **Add** button to save as a favorite.



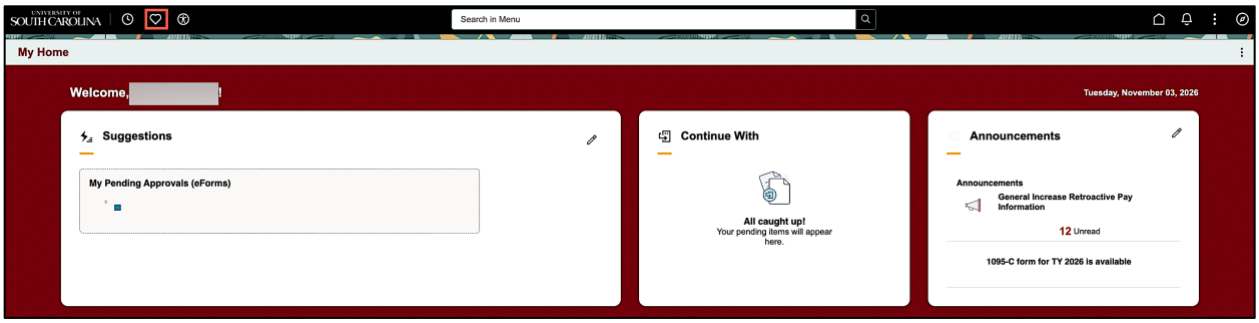
Step 5: Click the **OK** button.



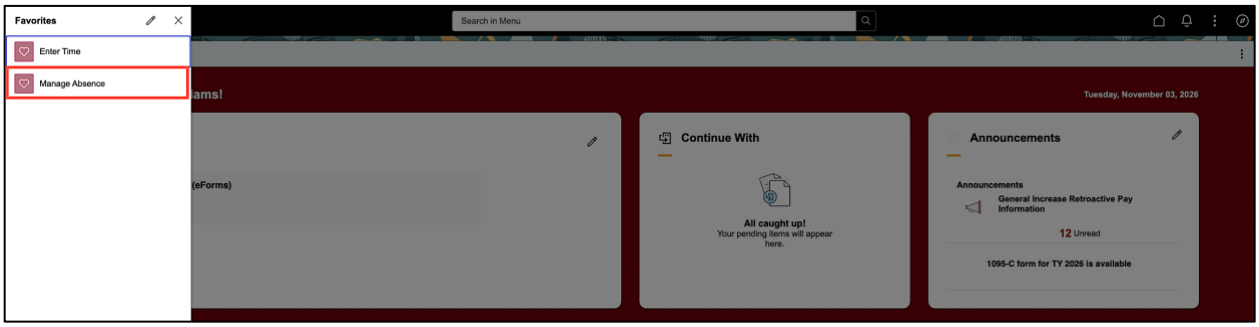
Step 6: To view the saved Favorite, click the **Home** icon to return to the My Home page.



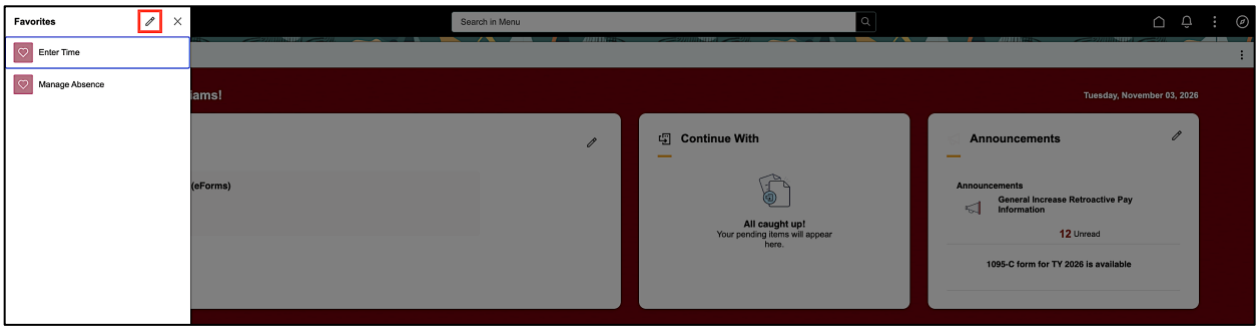
Step 7: To view your favorites, click the **Favorites** icon (heart) on the Quick Access Bar.



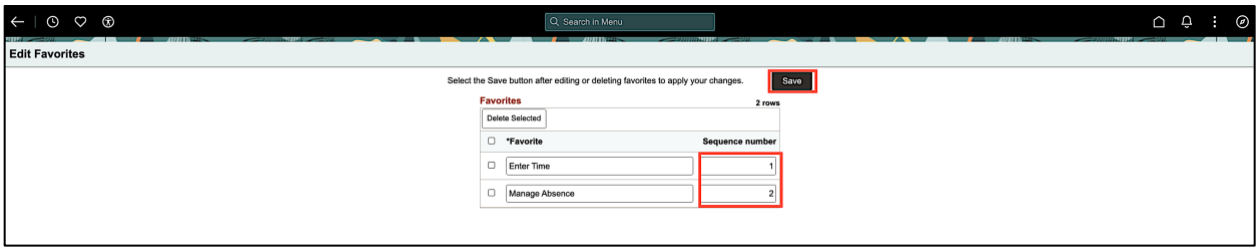
Step 8: Notice the **Manage Absence** page is now available.



Step 9: To edit your favorites list, click the **Edit Favorites** icon.

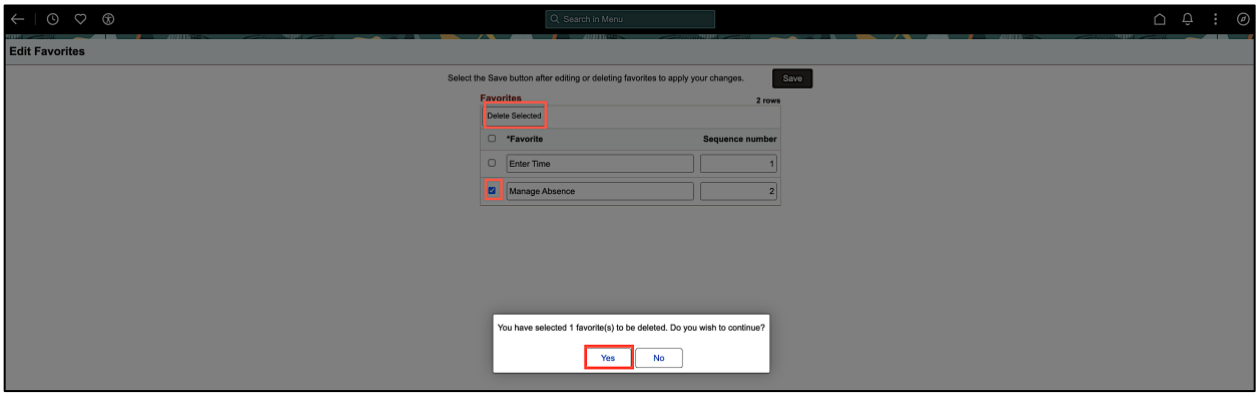


Step 10: On the Edit Favorites page, you can add a Sequence number to each page to customize the order in which your favorites appear in the Quick Access Bar. Be sure to click the **Save** button once you have made the desired changes.



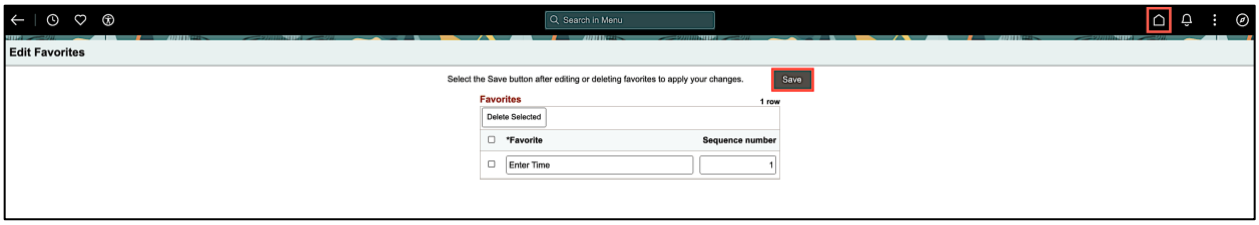
Step 11: To delete a Favorite, click the box next to that page to select it and then click the **Delete Selected** button.

Step 12: Click the **Yes** button to continue.

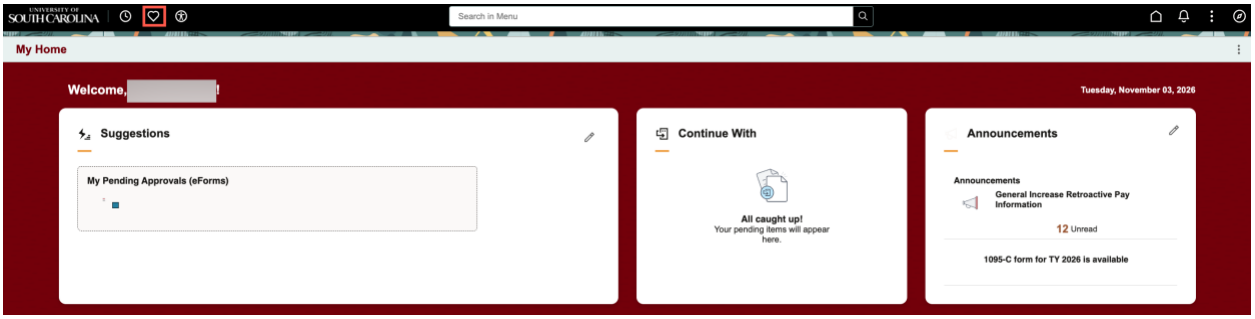


Step 13: Click the **Save** button after editing or deleting favorites to apply your changes.

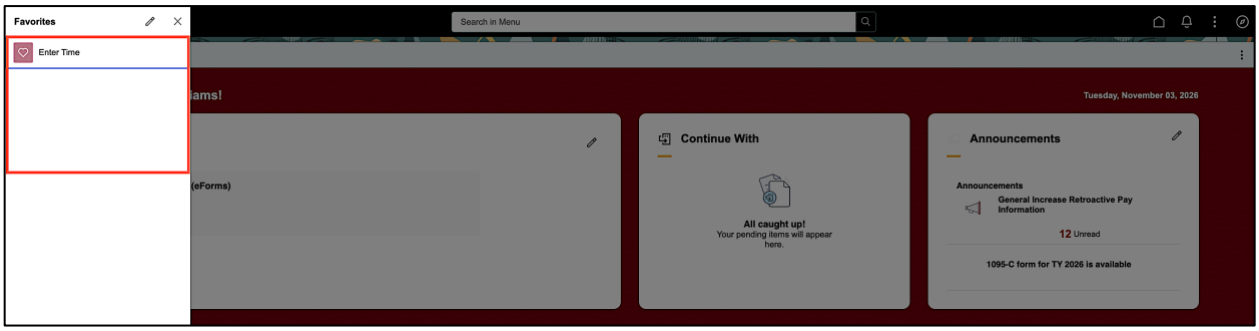
Step 14: Click the **Home** icon to return to the My Home page.



Step 15: Click the **Favorites** icon on the Quick Access Bar.



Step 16: Notice the Manage Absence page is no longer available.



You have successfully learned how to save favorites and edit saved favorites.