How to Add to Favorites in PeopleSoft

This Job Aid illustrates how to Add to Favorites in PeopleSoft Financials or HCM applications. Favorites are similar to standard browser bookmarks for frequently accessed pages. Once a favorite is added, it is maintained under the My Favorites folder on the Menu page. Any desired pages can be added to My Favorites. For this scenario the Timesheet page in Time & Labor will be added to My Favorites.

1. You have signed in to PeopleSoft HCM. Begin from the Main Menu (Homepage). Navigate to the Timesheet page within the Manager Self Service area.

   Click Main Menu > Manager Self Service > Time Management > Report Time > Timesheet

   This takes you to the Timesheet Summary page.

2. Click Add to Favorites link or Favorites, Add to Favorites from the Menu page.

   New Window | Help
How to Add to Favorites in PeopleSoft

3. Type a new Description or leave the default Description as shown. Click OK.

4. You receive a message that the favorite has been saved. Click OK.

5. To access a saved favorite click Favorites and the page you wish to access under My Favorites. Our example shows the My Favorites Timesheet being selected. Once your favorite is selected it will take you to the page without having to go through the standard navigation.

The My Favorites Timesheet page is displayed.
How to Add to Favorites in PeopleSoft

You can also **Edit** or **Delete** a Favorites link. The following steps show you how.

6. Once a favorite has been added, you have the ability to edit the name of the favorite. To edit the favorite click **Favorites, Edit Favorites**.

   ![Image](image1.png)

   You can edit a favorite by selecting the field and typing a new name. You can also set the sequence in which the favorites will be displayed. By default all new favorites will be given the **Sequence Number** “0”. The sequence is sequential, with the lowest valued favorite being displayed first, i.e. 0 then 1, then 2, etc. Once the change has been made click **Save**.

   **NOTE:** Navigating away from the page without saving will result in no changes being made to favorite names or sequence.

7. Once a favorite has been added, you have the ability to delete the name of the favorite. To delete the favorite click **Favorites, Edit Favorites**. (See step 6)

   ![Image](image2.png)

   ![Image](image3.png)

   ![Image](image4.png)

You can delete a favorite by clicking the minus sign to the right of the **Sequence Number** field. A **Delete Confirmation** window will be displayed.

   Click **OK** to return to the **Edit Favorites** page.

   ![Image](image5.png)

   ![Image](image6.png)

   ![Image](image7.png)

   Click **Save** to confirm the deletion.

   **NOTE:** Deleting a favorite will not change any of the sequence numbers for any remaining favorites. If you would like a new sequence, the changes will need to be made manually. (See step 6)