





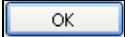




Setting Favorites

1.	Click the My Favorites link to add the current page to your favorites list for easy accessibility. 
2.	Click the Add to Favorites link. Note: Once you add a favorite, it appears under the My Favorites folder in the menu. You can return to the page by expanding the My Favorites folder and clicking the link for the page that you want to view. 
3.	Note: Another way to Add Favorites is using the Add to Favorites link on the universal navigation header.
4.	Note: The Add to Favorites page appears, with the page name as the default in the Description field. If you like, the description can be changed to fit your personal preference.
5.	Click the OK button. 
6.	Click the My Favorites link to expand the My Favorites folder in the menu pagelet. 
7.	Click the Edit Favorites link. 
8.	Note: The Edit Favorites page appears, displaying a grid with the favorites that you selected and their sequence numbers. If there are no favorites currently saved, a message indicates this in place of the Favorites grid. This page allows the user to: -Relabel a favorite by typing a new name in the text box. -Delete a favorite by pressing the Delete button associated with it. -Reorder favorites by typing an appropriate number in the Sequence number box.
9.	To delete a favorite Click the Delete row (Alt+8) button. 
10.	Note: A message will appear asking if you are sure you want to delete the row.
11.	Click the OK button. 
12.	To reorder favorites, type an appropriate number in the Sequence number box. Enter the desired information into the Sequence number field. Enter a valid value e.g. "1" .
13.	Enter the desired information into the Sequence number field. Enter a valid value e.g. "2" .
14.	Enter the desired information into the Sequence number field. Enter a valid value e.g. "3" .

15.	Enter the desired information into the Sequence number field. Enter a valid value e.g. "4".
16.	Click the Save button. 
17.	Click the My Favorites link to view the sequence changes in the menu. 
18.	The My Favorites menu link has been used to Add and Edit commonly used components within SIS. End of Procedure.