
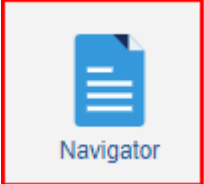





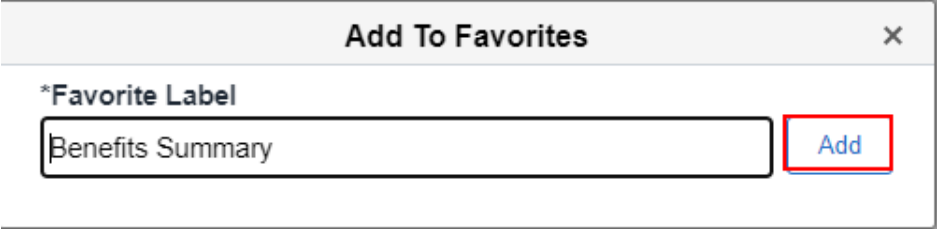
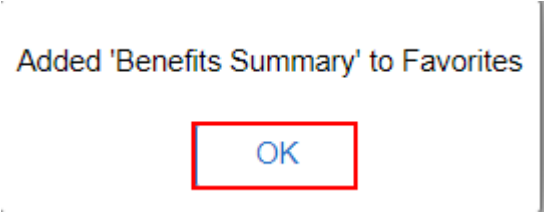

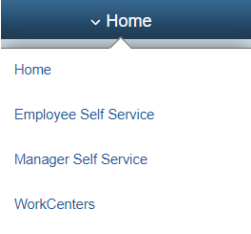
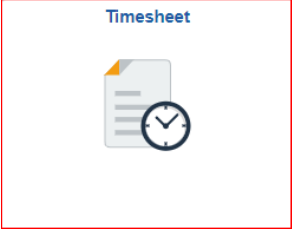

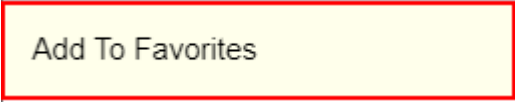
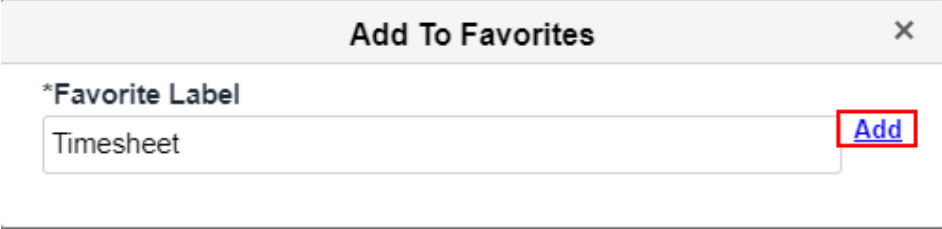
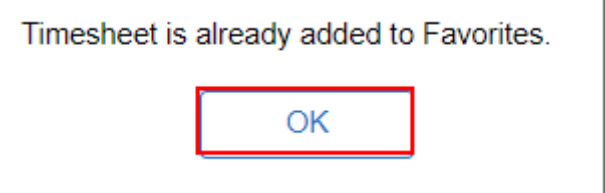

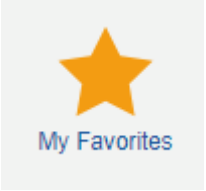


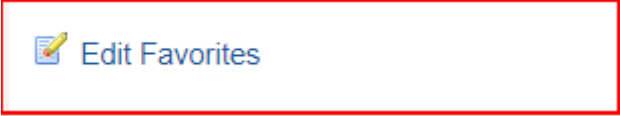
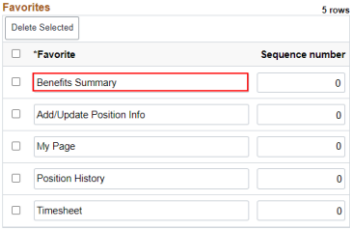
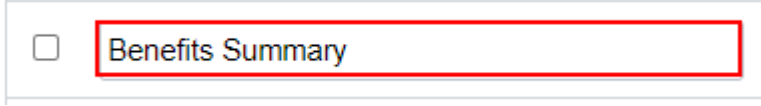
Adding Favorites

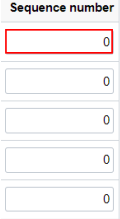
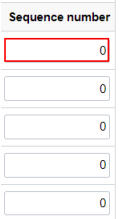
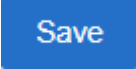

Step	Action
1.	<p>My Favorites allows users the ability to navigate directly to a frequently visited page alleviating the need to remember the full navigation path to find that page.</p> <p>If a user finds they use a page in TeamWorks frequently, they can add it to My Favorites in TeamWorks.</p> <p>To be able to save the path to My Favorites, the user will need to initially navigate to the page they want to add. There are two ways to add favorites.</p>
2.	<p>To add a favorite let's begin by using the NavBar located in the top right corner of the Home page.</p> <p>Note: Using this method also allows you to add favorites saved in previous versions of TeamWorks.</p> <p>Click the NavBar icon.</p> 
3.	<p>Click the Navigator tile.</p> 
4.	<p>Navigate to the Benefits Summary page by clicking on Self Service.</p> <p>Click the Self Service link.</p> 
5.	<p>Click Benefits.</p> 

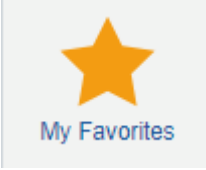
Step	Action
6.	<p>Click Benefits Summary.</p> 
7.	<p>Now, the frequently used page can be added to My Favorites by clicking on the Action List icon located in the top right corner of the page.</p> <p>Click the Actions List icon.</p> 
8.	<p>Click Add To Favorites.</p> 
9.	<p>When users click the Add To Favorites link, a pop-up window appears with the page name defaulted in the Favorite Label field.</p> <p>The description can be changed in the pop-up, or later in the Edit Favorites page. Favorites are directly linked to a user's ID, so they can enter any unique description they choose.</p> <p>If a user clicks the X button, the Add To Favorites window will be closed and the link will not be saved to favorites.</p>
10.	<p>For this example, keep the default Favorite Label.</p> <p>Click the Add button.</p> 
11.	<p>A confirmation window appears to let users know the favorite has been saved.</p> <p>Click the OK button again.</p> 

Step	Action
12.	<p>Another way to add a Favorite is by navigating directly to a frequently used page from the Home page.</p> <p>For this example, let's navigate to the employee's Timesheet page to add it to My Favorites.</p> <p>Click the Home drop-down button.</p> 
13.	<p>Click Employee Self Service.</p> 
14.	<p>Click the Timesheet tile.</p> 
15.	<p>Once users have navigated to the desired page, they can add the page to My Favorites.</p>
16.	<p>Once again, add the frequently used page to My Favorites by clicking on the Action List icon located in the top right corner of the page.</p> <p>Click the Actions List icon.</p> 
17.	<p>Click Add To Favorites.</p> 

Step	Action
18.	<p>For this example, keep the default Favorite Label.</p> <p>Click the Add button.</p> 
19.	<p>A confirmation window appears to let users know the favorite has been saved.</p> <p>Click the OK button.</p> 
20.	<p>Now, let's navigate to My Favorites using the NavBar.</p> <p>Note: Users will access My Favorites the same when logging into TeamWorks by clicking on NavBar icon on the Home page in the top right corner of the page.</p> <p>Click the NavBar icon.</p> 
21.	<p>The My Favorites tile allows the user to easily access frequently visited pages that have been previously saved.</p> <p>Click My Favorites.</p> 
22.	<p>Once a user clicks on My Favorites a panel displays with an Edit Favorites link and the user's list of favorites.</p> <p>Once a favorite has been added, users can change the name of the favorite on the Edit Favorites page.</p>

Step	Action
23.	<p>Edit Favorites allows users to review, update and sort their saved favorites.</p> <p>Click Edit Favorites.</p> 
24.	<p>The Edit Favorites page displays favorites in a grid format that can be updated.</p> <p>Favorites are directly linked to the user, so they can choose to enter unique descriptions.</p> <p>Currently the favorites list defaults to ascending alphabetical order, but the Sequence or order of the list can be changed.</p>
25.	<p>For this example, let's change the name of the Benefits Summary favorite.</p> <p>Click in the Benefits Summary field.</p> 
26.	<p>The Favorites description field is limited to 30 characters, which includes spaces that are also considered a character.</p> <p>For this example, type My Benefits into the Favorite field. Type over the words Benefits Summary.</p> 
27.	<p>Now, let's discuss the Sequence Number. By default, all new Favorites are given the Sequence Number of '0'. Since all Favorites seen in this example are new Favorites, they all have a Sequence number of 0.</p> <p>Note: If Sequence numbers are identical, as they are in this example, the system will sort the order by the Favorite field in ascending alphabetical order.</p>

Step	Action
28.	<p>The order Favorites will display in My Favorites can be changed by updating the Sequence number fields. The number 0 is the lowest number in the sequence. The sequence is in numeric order, with the lowest valued favorite being displayed first, i.e., 0 is first in the list then 1, then 2, etc.</p> <p>For this example, the user wants the My Benefits favorite to appear after the the Add/Update Position Info favorite, so it must be assigned a sequence number higher than 0.</p> <p>Click in the Sequence number field on the same row as the My Benefits favorite.</p> 
29.	<p>The My Benefits sequence number must be greater than 0 to be listed after the Add/Update Position Info favorite.</p> <p>Type 1 into the Sequence number field for My Benefits.</p> <p>Note: The sequence numbers for the remaining favorites will be input for you.</p> 
30.	<p>The user must Save the changes for the updates to be completed.</p> <p>Click the Save button.</p> 
31.	<p>The Favorite update and Sequence numbers have all been updated in the order the user wants each favorite to appear. The lowest sequence number 0 appears first in the list.</p>
32.	<p>Users can now confirm their new Favorite has been added and that all updates are accurate by once again using the NavBar located in the top right corner of the Home page.</p> <p>Click the NavBar icon.</p> 

Step	Action
33.	Click My Favorites . 
34.	The user can now see the Benefits Summary favorite has been successfully added and updated.
35.	Congratulations! You have completed the Adding Favorites topic. End of Procedure.