
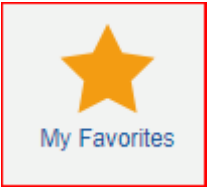

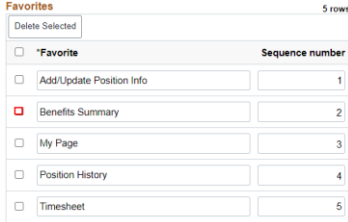

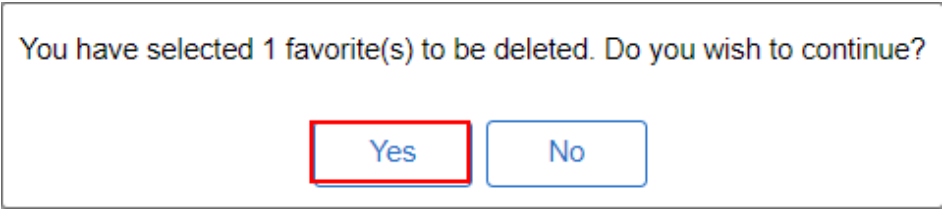





Deleting Favorites

| Step | Action |
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| 1. | <p>My Favorites allow users to navigate directly to frequently visited pages alleviating the need to remember the full navigation paths to find those pages.</p> <p>If a user finds they no longer want a particular Favorite saved, they can delete it in My Favorites in TeamWorks.</p> <p>To delete a favorite previously, navigate to My Favorites.</p> |
| 2. | <p>To delete a Favorite let's begin by using the NavBar located in the top right corner of the Home page.</p> <p>Click NavBar.</p>  |
| 3. | <p>Click My Favorites.</p>  |
| 4. | <p>Click Edit Favorites.</p>  |
| 5. | <p>The Edit Favorites page displays the user's favorites in a grid format that can be updated.</p> <p>Note: Favorites are directly linked to the user, so they are able to enter unique descriptions and change sort order.</p> |
| 6. | <p>Users can delete a favorite that is no longer needed by clicking in the checkbox next to that particular Favorite. Updates must be saved to confirm the deletion.</p> <p>Note: If the user wants to delete all of the Favorites saved, simply click the checkbox next to "*Favorite" to select all.</p> |

| Step | Action |
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| 7. | <p>For this example, the user wants to delete Benefits Summary.</p> <p>Click the Checkbox to delete the Benefits Summary favorite link.</p>  |
| 8. | <p>Click Delete Selected.</p>  |
| 9. | <p>A Delete Confirmation message displays. The user should click Yes to confirm they want to delete the selected favorite link or click No if they do not.</p> <p>For this example, click Yes.</p>  |
| 10. | <p>Deleting a favorite will not change the sequence numbers for any remaining favorites. If a new sort order is wanted, the changes will need to be made manually.</p> <p>Note: Refer to the <i>Adding Favorites</i> topic for further information on setting the Sequence numbers for favorites.</p> |
| 11. | <p>The user must Save the changes for the updates to be completed.</p> <p>Click the Save button.</p>  |
| 12. | <p>Now, let's verify the My Favorites list has been updated.</p> <p>Click the NavBar icon.</p>  |

| Step | Action |
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| 13. | Click My Favorites .  |
| 14. | The Benefits Summary favorite has been successfully deleted from My Favorites . |
| 15. | Congratulations! You have completed the Deleting Favorites topic. End of Procedure. |