In order to improve system usage **Add to Favorites** can be a handy tool to save frequently used pages (components) in PeopleSoft. This is how to navigate to a component, save it as a favorite, review previous navigation, edit and delete favorites.

1. View the My Favorites list to see what is already listed or any previous navigation completed in PeopleSoft. When you save a favorite this is where it will be saved. Favorites is accessible from the Home page, however, if Favorites is visible in the toolbar it can be directly navigated to. This example indicates there are no Favorites listed.

   Click the **My Favorites** link.
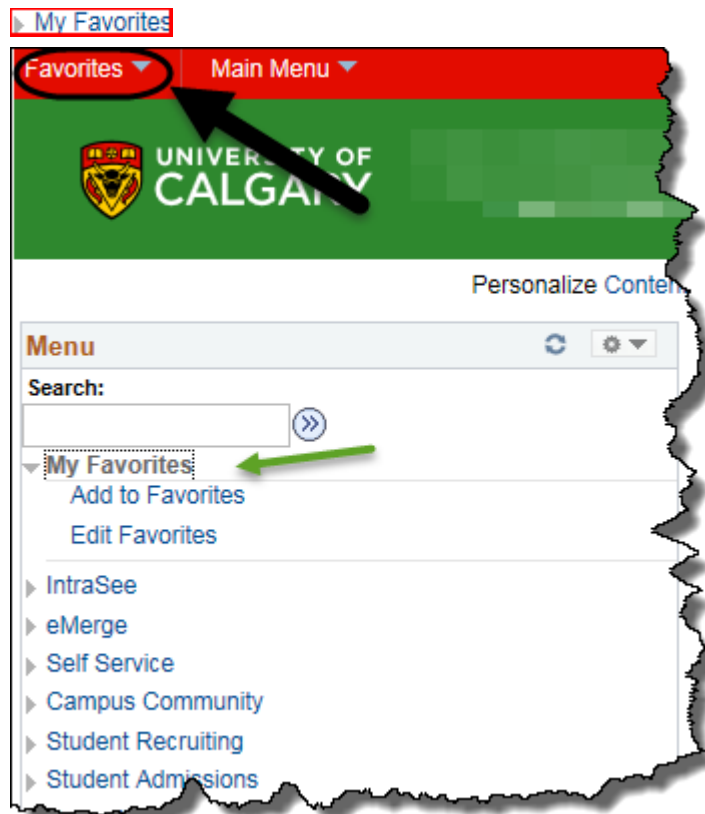
2. Follow the steps to navigate to a component in PeopleSoft that would be used often. For example, click the **Campus Community** link.

   ▸ Campus Community

3. Click the **Personal Information (Student)** link.

   Personal Information (Student)
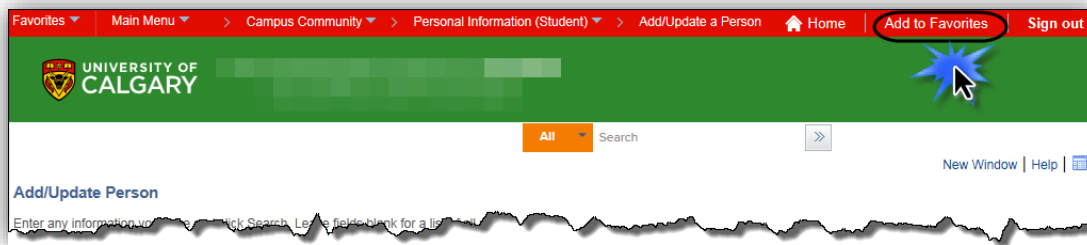
4. Click the **Add/Update a Person** link.

   Add/Update a Person

5. For this example we have navigated Campus Community > Person Information (Student) > Add/Update a Person suggesting this component might be used often. Click the **Add to Favorites** link in the toolbar.

6. The default component name displays (e.g. **Add/Update a Person**). However you can change the name or add more information to make the description more unique. Click the **OK** button.
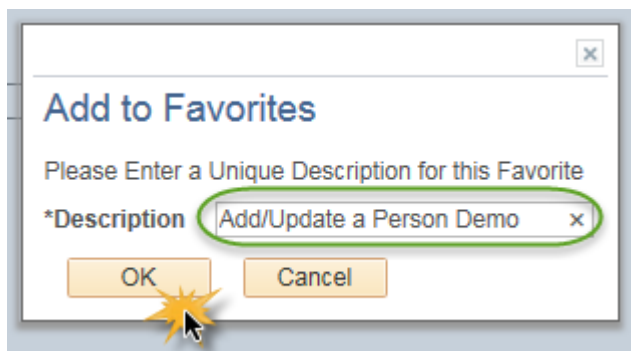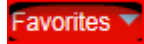

7. The message indicating the favorite has been saved displays. Click the **OK** button.

8.   The component will be saved under the breadcrumb title Favorites. Click the **Favorites** button.

Favorites ▼

Note: My Favorites now displays the favorite just saved: **Add/Update a Person Demo**. Also displayed under **Recently Used** is the navigation previously taken to other components in PeopleSoft.
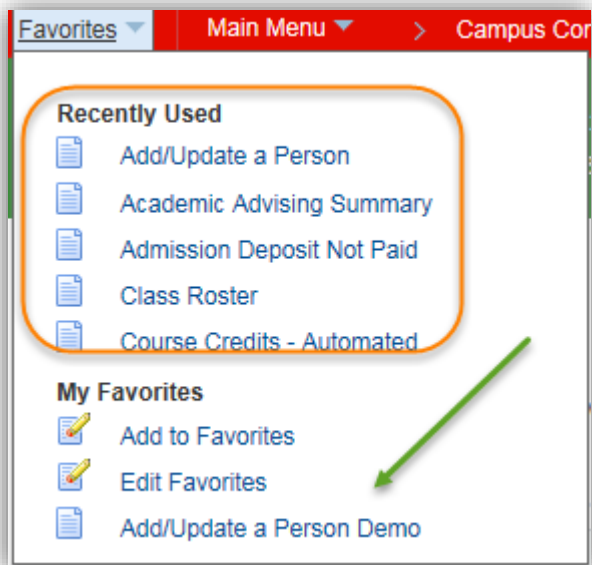
Using Favorites:

1.   This step will begin with navigation from the **Home** page; however, you can navigate from any other component in PeopleSoft to your favorites. Click the **Favorites** button.

Favorites ▼

2.   Select the desired favorite on the menu (e.g. **Add/Update a Person Demo**).

Add/Update a Person Demo

3.   Note that you have now navigated directly to **Add/Update Person** omitting several additional navigational steps.
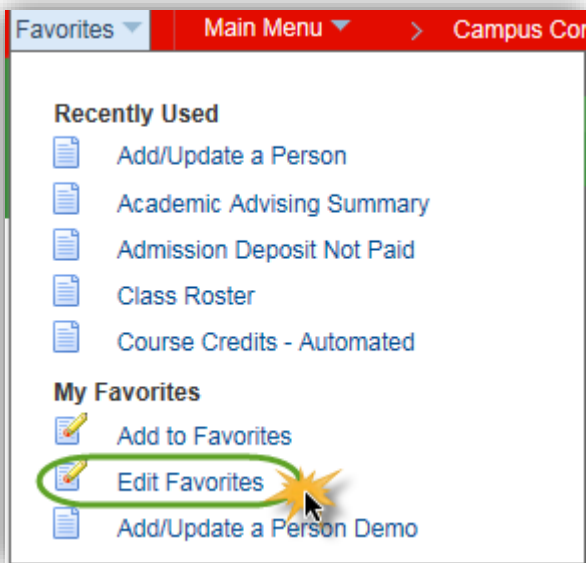
Remove a Favorite:
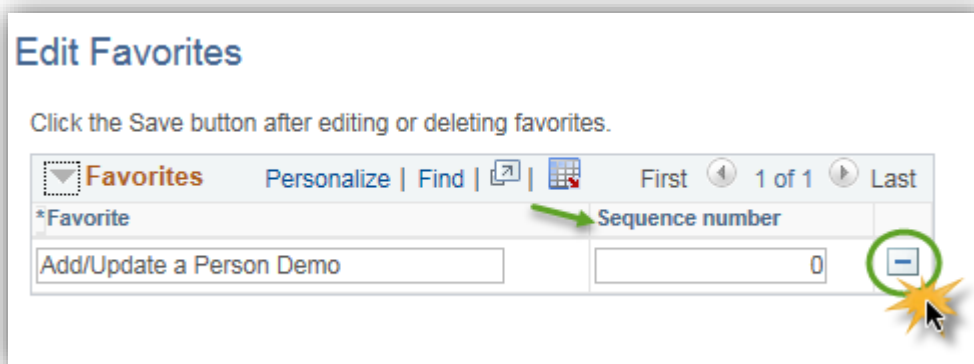
1.   Click the **Favorites** button.

Favorites ▼

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2. Note these steps can be completed from anywhere within PeopleSoft where Favorites is visible in the toolbar. Click the **Edit Favorites** menu.


3. Edit Favorites allows you to change the name of the favorite, delete the row or change the Sequence number (order). **Note:** If additional favorites were listed, the Sequence number can be manipulated to change the order of appearance on the list of favorites. Click the **Delete row** button.

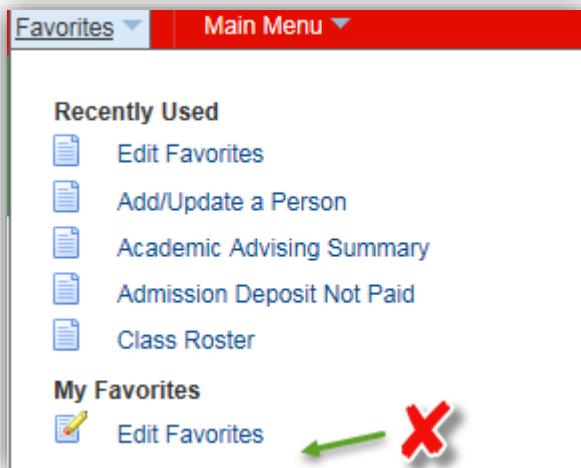4. The Delete Confirmation message displays. Click the **OK** button.
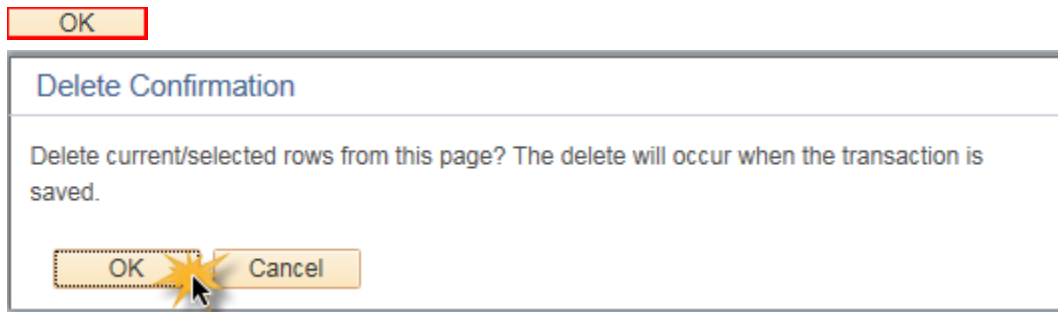
5. Click the **Save** button.
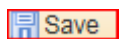
6. **To confirm the deletion**, click the **Favorites** button.

7. Note the favorite (e.g. **Add/Update a Person Demo**) is now removed from the list.

End of Procedure.

For the corresponding online learning; consult the Student Administration (PeopleSoft Campus Solutions) training website.