

How to save and edit favorites and view them in the Quick Access Bar:

This job aid outlines how to save your most used pages in Employee Self Service and how to view the saved pages from the Quick Access Bar. It will also demonstrate how to edit your saved favorites.

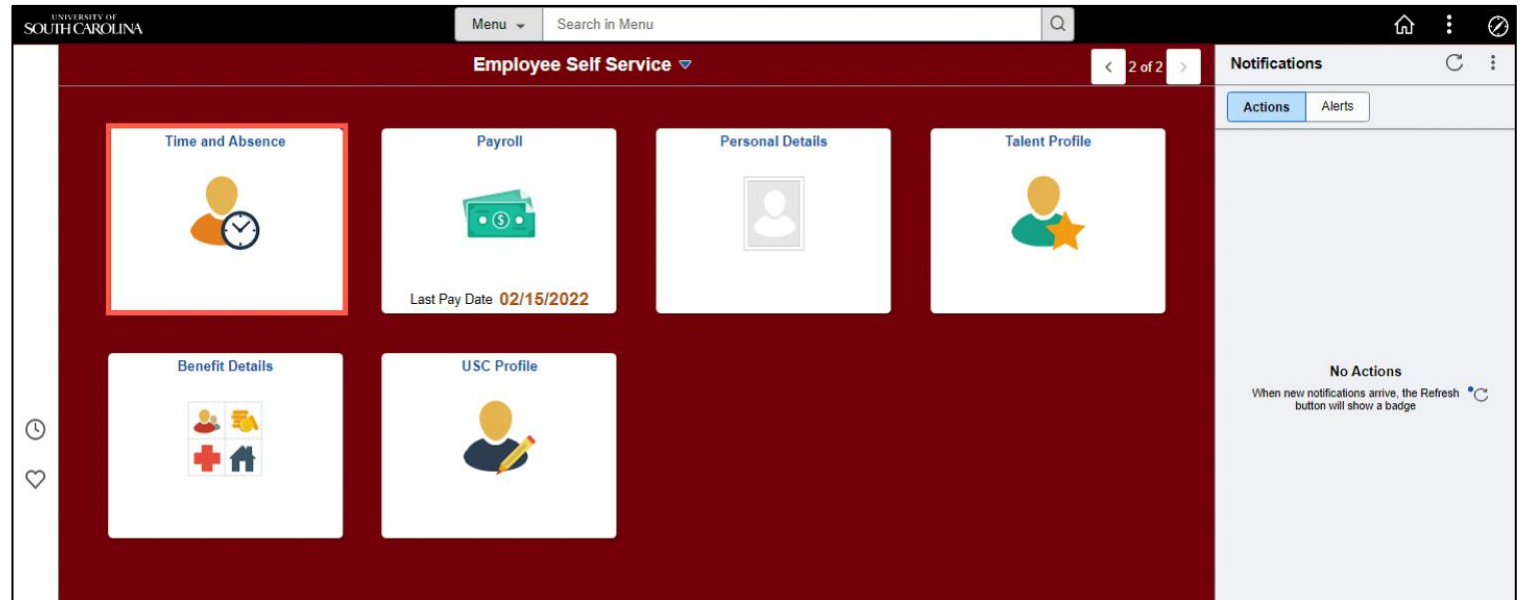
Navigation: Employee Self Service > Time and Absence > Request Absence

Processing Steps

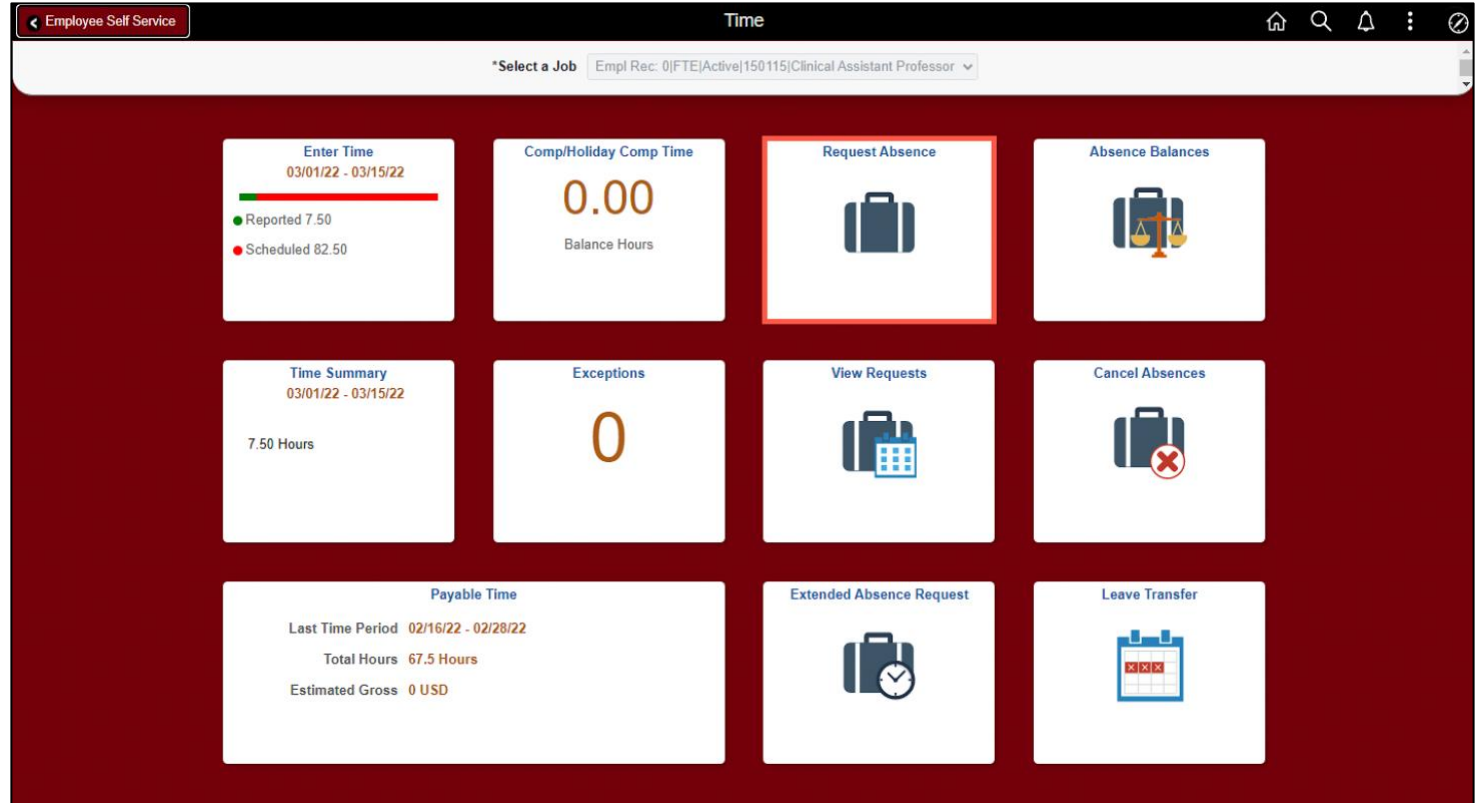
To save a page you use often, begin by clicking on a tile and navigate to the page. For this example, save the Request Absence page.

Step 1: Click the **Time and Absence** tile.

Screenshots



Step 2: Click the **Request Absence** tile to open the Request Absence page.



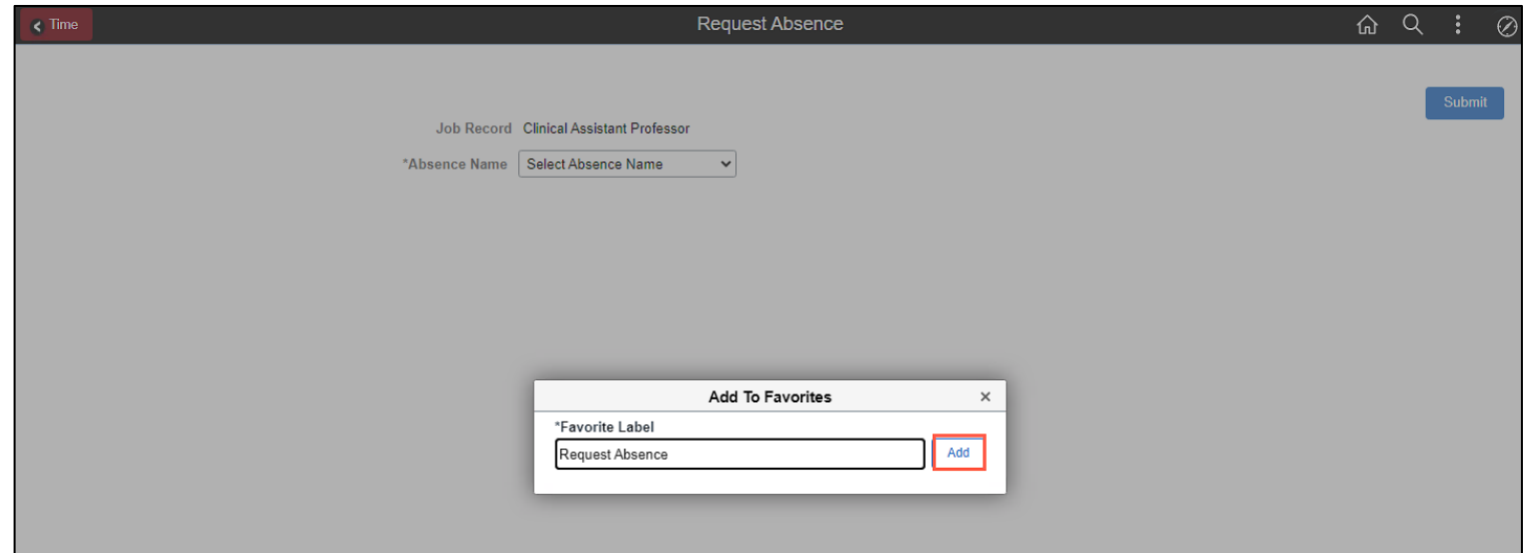
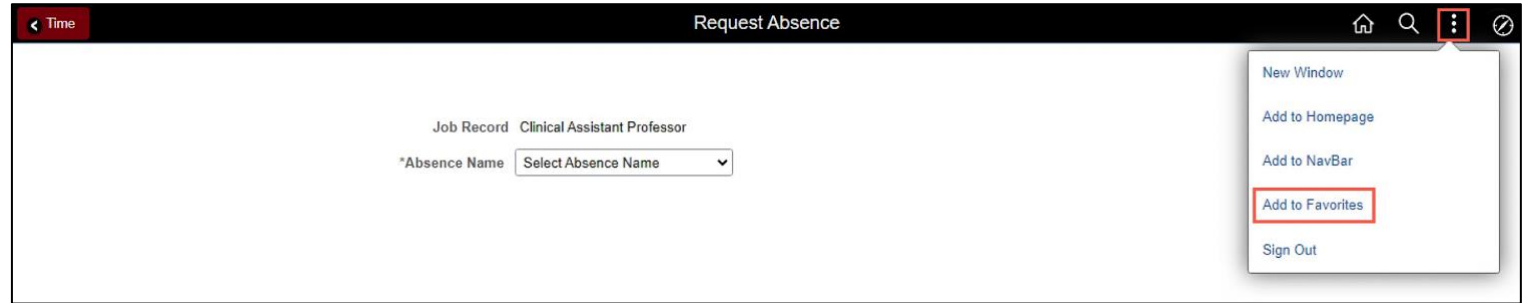
The screenshot displays the 'Time' page in the Employee Self Service (ESS) system. The page header includes 'Employee Self Service' and 'Time'. A dropdown menu shows the selected job: 'Empl Rec: 0[FTE|Active|150115|Clinical Assistant Professor]'. The main content area features several tiles:

- Enter Time:** 03/01/22 - 03/15/22. Reported 7.50, Scheduled 82.50.
- Comp/Holiday Comp Time:** 0.00 Balance Hours.
- Request Absence:** (Highlighted with a red border)
- Absence Balances:** (Icon of a scale)
- Time Summary:** 03/01/22 - 03/15/22. 7.50 Hours.
- Exceptions:** 0
- View Requests:** (Icon of a calendar)
- Cancel Absences:** (Icon of a calendar with a red X)
- Payable Time:** Last Time Period 02/16/22 - 02/28/22. Total Hours 67.5 Hours. Estimated Gross 0 USD.
- Extended Absence Request:** (Icon of a clock)
- Leave Transfer:** (Icon of a calendar)

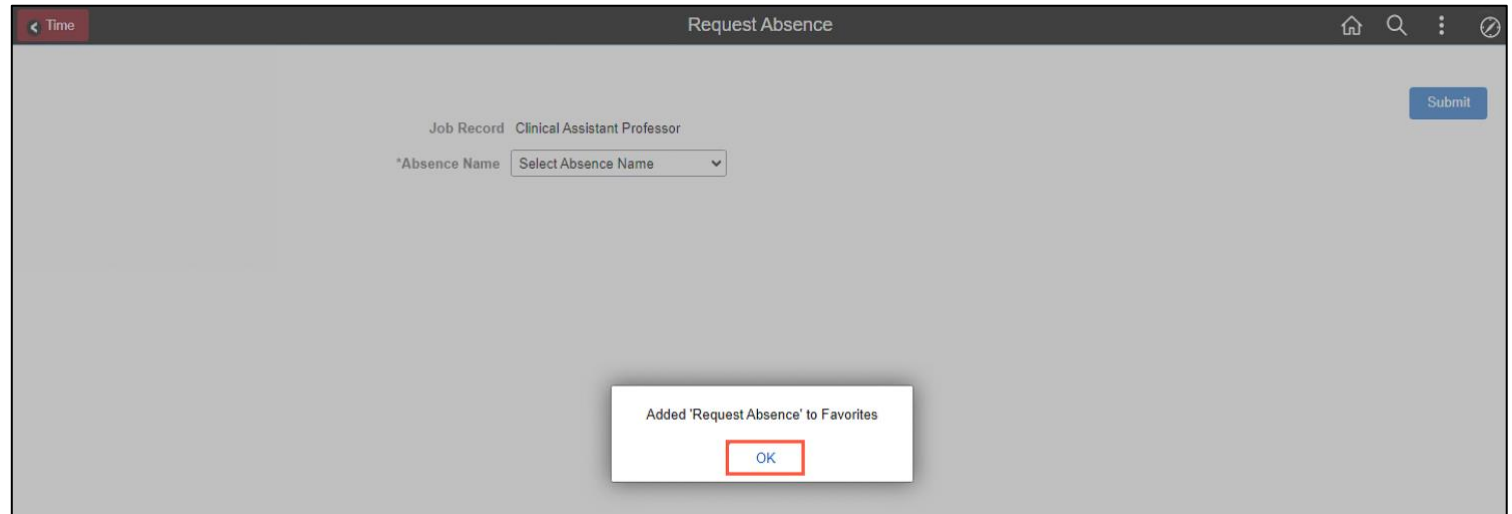
Step 3: To save the Request Absence page as a favorite, click the **Actions** icon (three dots) in the top right corner.

Step 4: Select **Add to Favorites** from the list.

Step 5: The current page name populates in the Favorite Label field. Click the **Add** button to save as a favorite.



Step 6: Click the **OK** button.

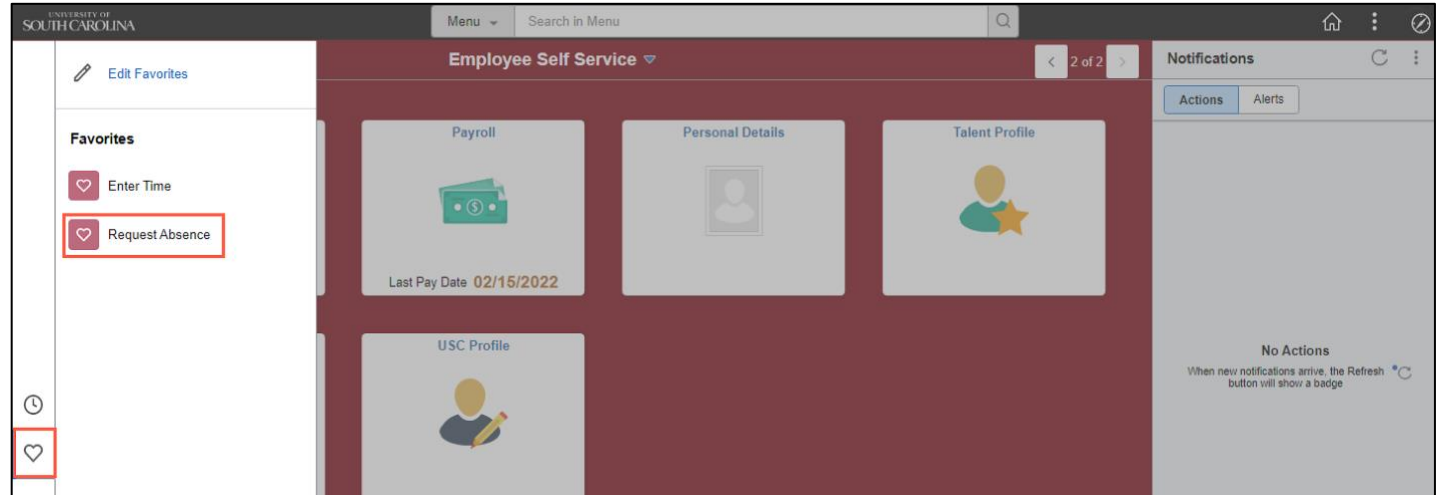


Step 7: To view the saved Favorite, click the **Home** icon to return to the Employee Self Service homepage.

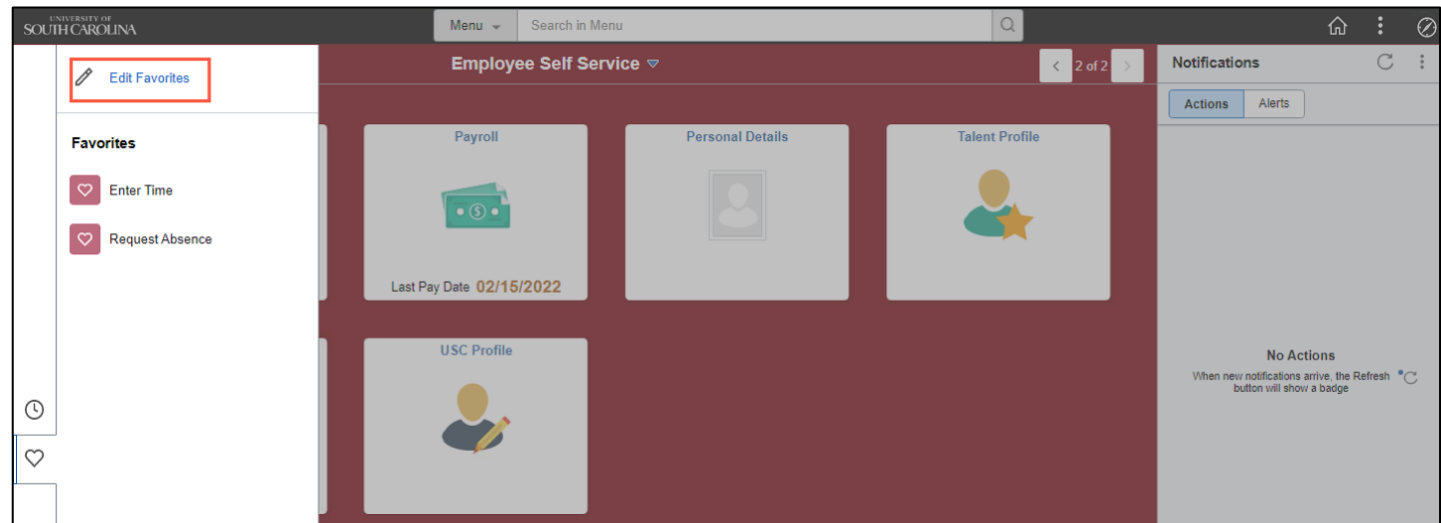


Step 8: To view your favorites, click the **Favorites** icon (heart) on the Quick Access Bar.

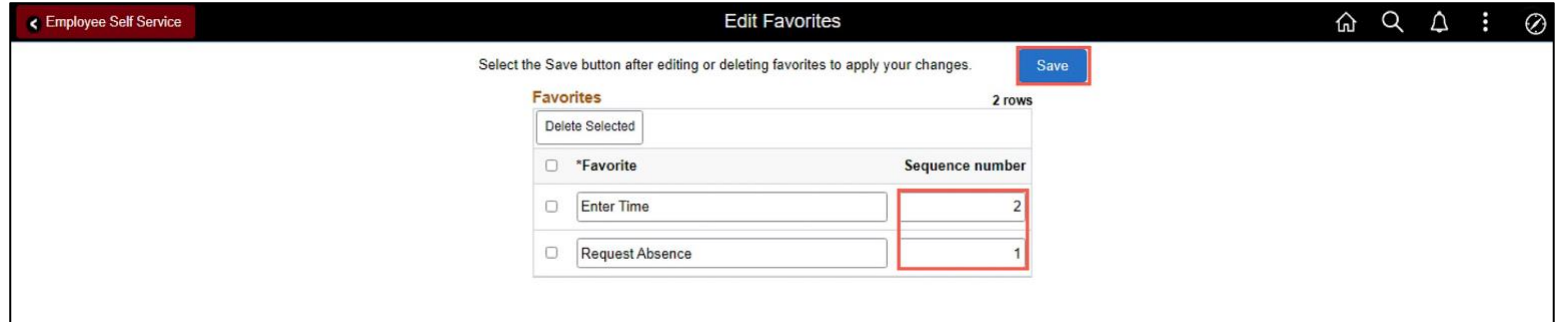
Notice the Request Absence page is now available.



Step 9: To edit your favorites list, click the **Edit Favorites** hyperlink.

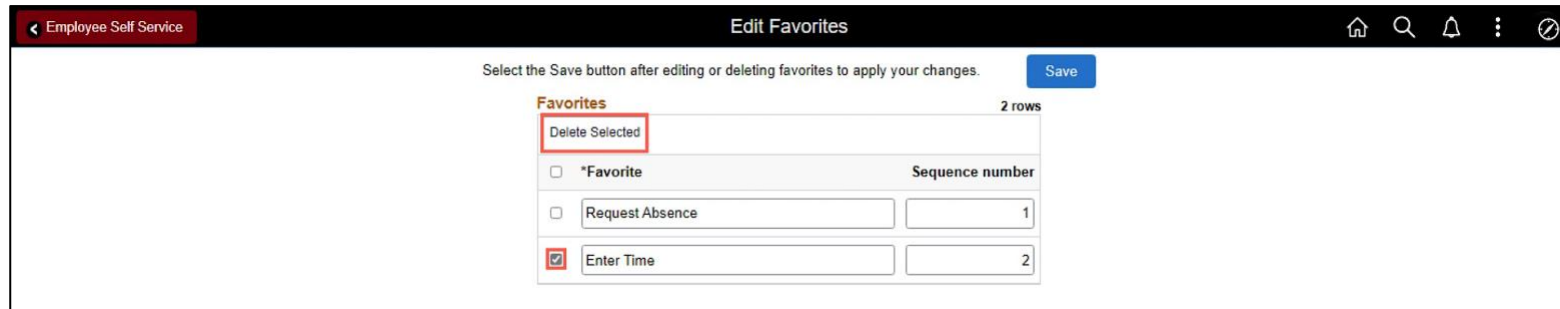


Step 10: On the Edit Favorites page, you can add a **Sequence number** to each page to customize the order in which your favorites appear in the Quick Access Bar. Be sure to click the **Save** button once you have made the desired changes.



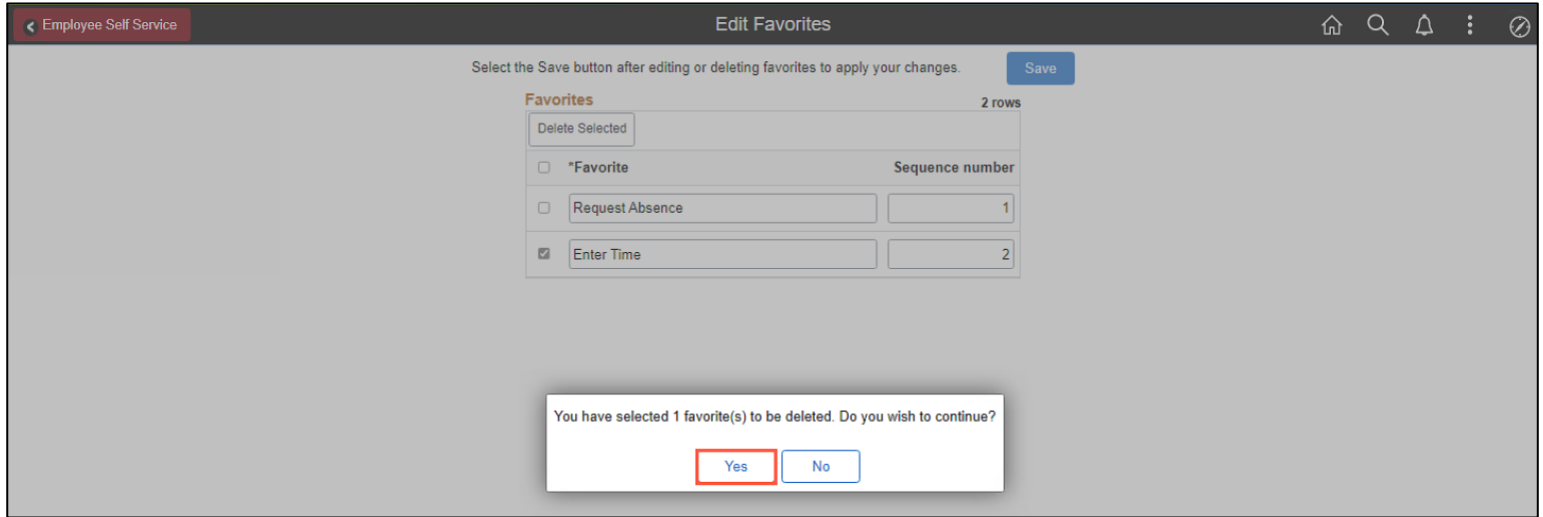
The screenshot shows the 'Edit Favorites' page in the Employee Self Service system. At the top, there is a navigation bar with a back arrow, 'Employee Self Service', and the page title 'Edit Favorites'. Below this, there are navigation icons for home, search, notifications, and a refresh icon. The main content area contains the instruction: 'Select the Save button after editing or deleting favorites to apply your changes.' To the right of this instruction is a blue 'Save' button, which is highlighted with a red box. Below the instruction is a table titled 'Favorites' with 2 rows. The table has two columns: 'Favorite' and 'Sequence number'. The first row is 'Request Absence' with a sequence number of 1. The second row is 'Enter Time' with a sequence number of 2. A 'Delete Selected' button is located above the table. The 'Enter Time' row is highlighted with a red box.

Step 11: To delete a Favorite, click the **box** next to that page to select it and then click the **Delete Selected** button.



The screenshot shows the 'Edit Favorites' page in the Employee Self Service system. At the top, there is a navigation bar with a back arrow, 'Employee Self Service', and the page title 'Edit Favorites'. Below this, there are navigation icons for home, search, notifications, and a refresh icon. The main content area contains the instruction: 'Select the Save button after editing or deleting favorites to apply your changes.' To the right of this instruction is a blue 'Save' button. Below the instruction is a table titled 'Favorites' with 2 rows. The table has two columns: 'Favorite' and 'Sequence number'. The first row is 'Request Absence' with a sequence number of 1. The second row is 'Enter Time' with a sequence number of 2. A 'Delete Selected' button is located above the table and is highlighted with a red box. The 'Enter Time' row is also highlighted with a red box, and a red checkmark is visible in the checkbox next to it.

Step 12: Click the **Yes** button to continue.



Employee Self Service Edit Favorites

Select the Save button after editing or deleting favorites to apply your changes. Save

Favorites 2 rows

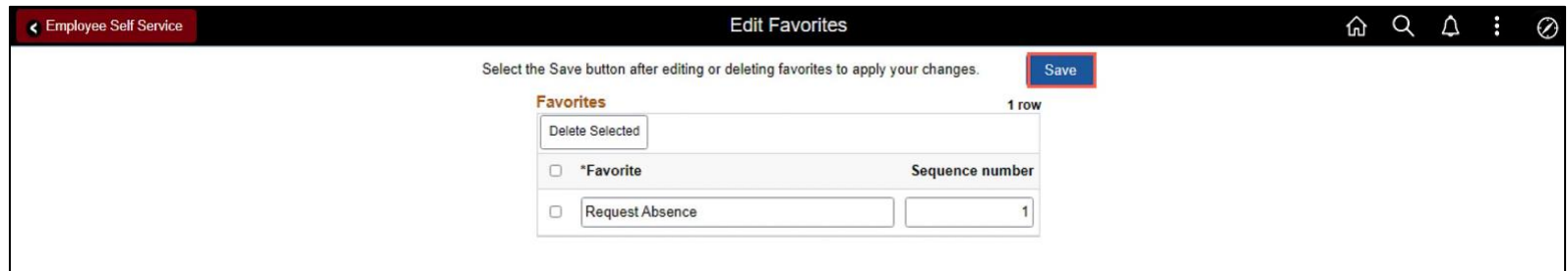
Delete Selected

*Favorite	Sequence number
<input type="checkbox"/> Request Absence	1
<input checked="" type="checkbox"/> Enter Time	2

You have selected 1 favorite(s) to be deleted. Do you wish to continue?

Yes No

Step 13: Click the **Save** button after editing or deleting favorites to apply your changes.



Employee Self Service Edit Favorites

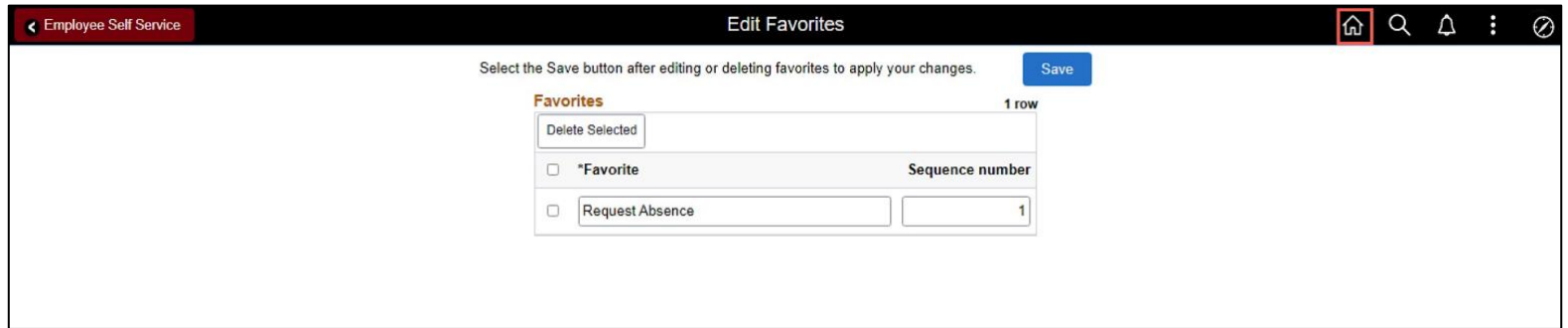
Select the Save button after editing or deleting favorites to apply your changes. Save

Favorites 1 row

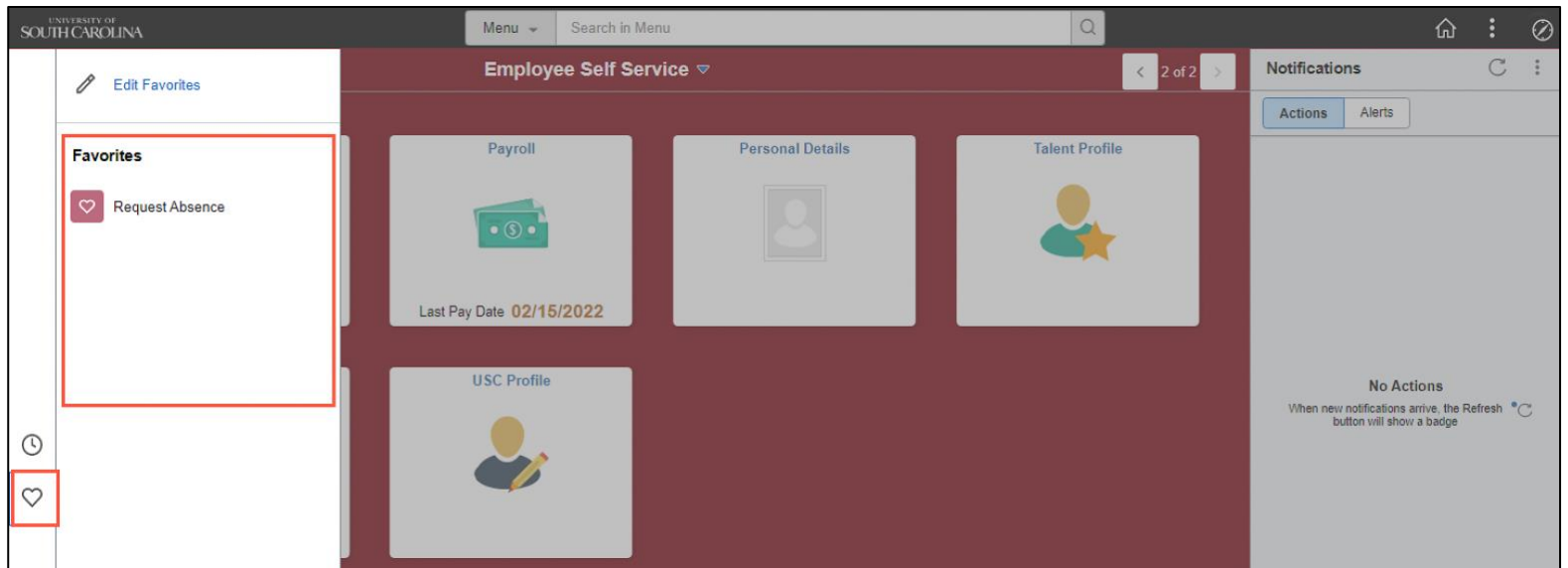
Delete Selected

*Favorite	Sequence number
<input type="checkbox"/> Request Absence	1

Step 14: Click the **Home** icon to return to the Employee Self Service homepage.



Step 15: Click the **Favorites** icon on the Quick Access Bar. Notice the Enter Time page is no longer available.



You have successfully learned how to save favorites and edit saved favorites.