Adding Favorites in PeopleSoft 9.0 account

Click to add the current page to your favorites list for easy accessibility. The favorites list is like your own list of bookmarks to components and transaction pages that you use frequently. Once you add a favorite, it appears under the Favorites menu. You can return to the page by clicking the Favorites menu and clicking the link for the page that you want to view.

To add pages to the Favorites menu:

1. Open the page that you want to designate as a favorite.
2. Click Favorites in the universal navigation header. Then, click Add to Favorites.

   The Add to Favorites modal window appears, with the page name as the default in the Description field.
3. Update the description for the favorite, if necessary.
4. Click OK.

   The favorite is saved and displayed in the Favorites menu.

5. Click OK to dismiss the dialog box.

To Edit Favorites:

1. Click the Favorites menu.
2. Click Edit Favorites.

   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.
3. Locate the favorite that you want to modify, and make your changes.

   To re-label a favorite, type a new name in the text box. To delete a favorite, click the Delete button associated with it. To reorder favorites, type an appropriate number in the Sequence number box.
4. Save your changes.