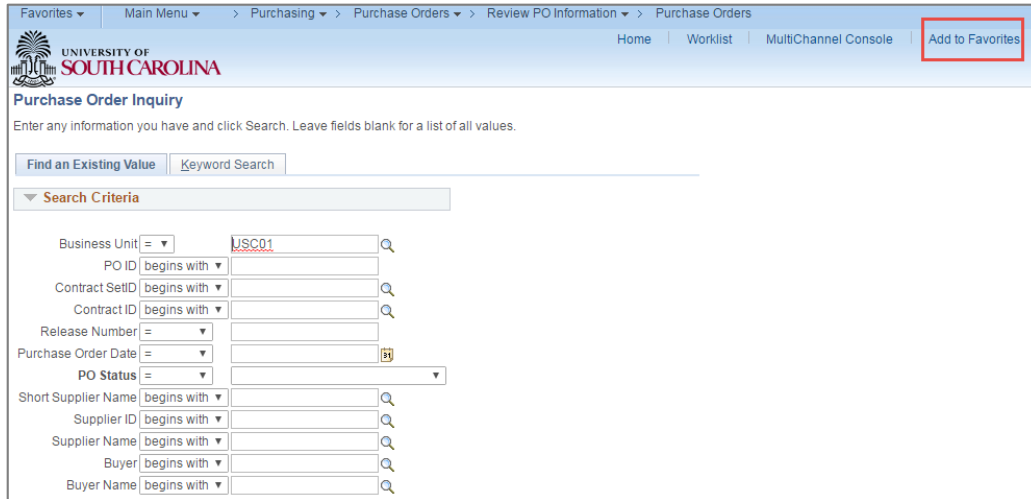


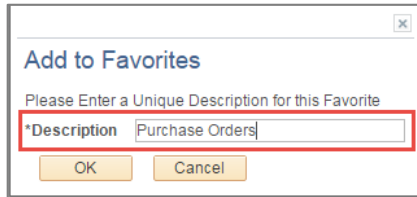
# Using Favorites in PeopleSoft

## Adding a Favorite to your Favorites List

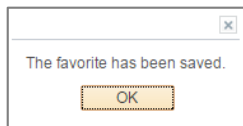
1. Use the Main Menu to navigate to a frequently accessed page within PeopleSoft.
  - a. Example – Purchase Order Inquiry page  
Main Menu > Purchasing > Purchase Orders > Review PO Information > Purchase Order



2. Click the **Add to Favorites** link at the top right of the page you would like to add.
  - a. Enter a description of the page or accept the default description assigned by PeopleSoft.



- b. Click the **OK** button.



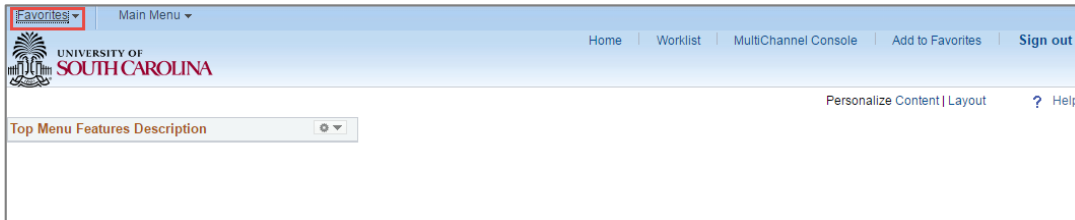
3. Click the **OK** button for “The favorite has been saved.” confirmation message.

<Task Complete>

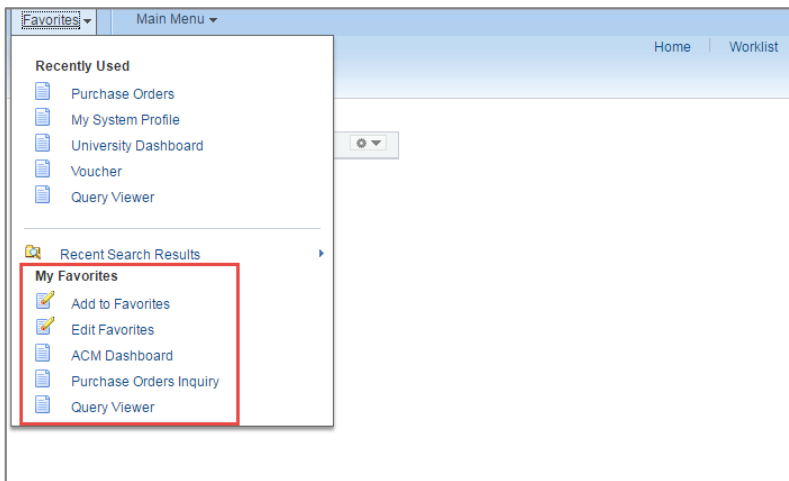
# Using Favorites in PeopleSoft

## Accessing Entries in Your Favorites List

1. Click the **Favorites** link in the upper left corner. (This link appears at the top of every PeopleSoft page.)



2. A list of your most recently accessed pages as well as your personalized favorites appear.



3. Click the link for an item in the **My Favorites** list to go directly to that page.

<Task Complete>