



Using Favorites

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UTShare Fundamentals

UTShare Fundamentals covers basic concepts, terminology, and navigation techniques.


Using Favorites

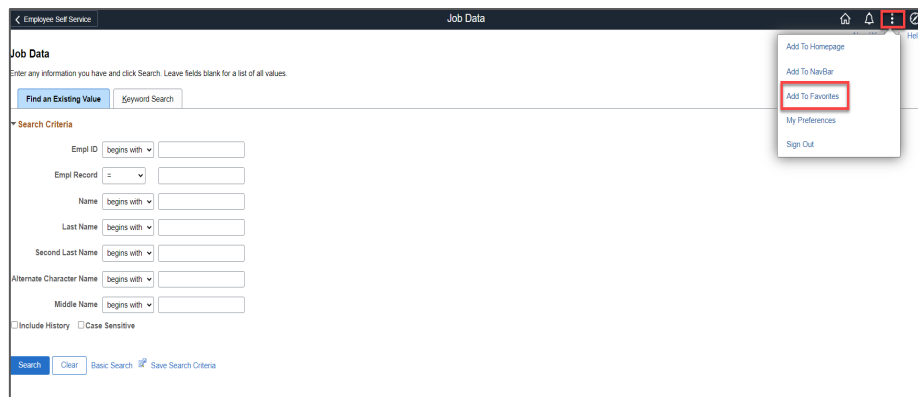
The Favorites feature allows you to setup bookmarks for frequently used UTShare functions to quickly access components and transaction pages.

Upon completion of this lesson, you will be able to:

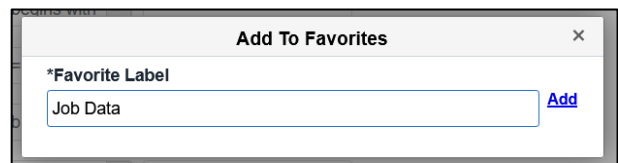
- Add Favorites
- Rename Favorites
- Reorder Favorites List
- Delete Favorites

Add Page to Favorites

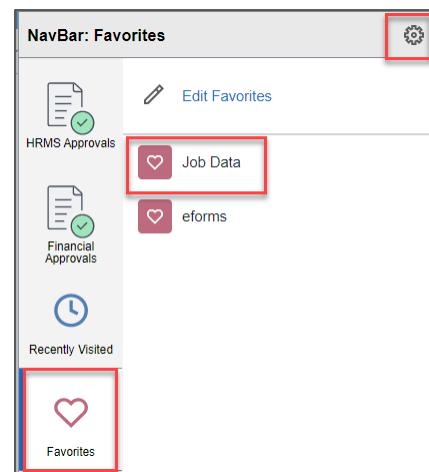
1. Navigate to the page to be made a Favorite.
2. Click the Action List icon  at the top right of the screen.
3. Click the “Add to Favorites” option from the drop-down list.



4. The page name populates as the “Favorite Label”. This label can be changed if needed.
5. Click “Add”.
6. A message will populate stating the favorite has been added. Click “OK” to continue.



Now when you go to **NavBar** → **Favorites**, you’ll see the item listed in you drop down list.

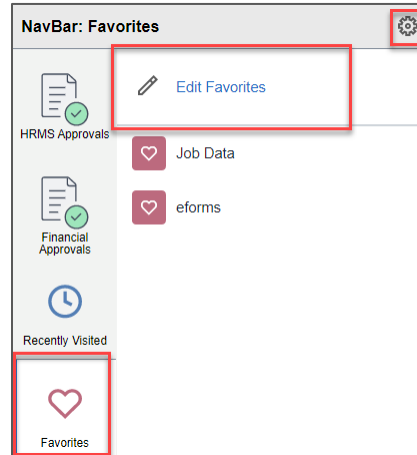


Edit Favorites

Use Edit Favorites to to:

- Rename a Favorite
- Reorder My Favorites list
- Delete a Favorite from the list

1. Click **NavBar** → **Favorites** → **Edit Favorites**.



2. The Edit Favorites page displays. From this page you will be able to:

- Change the Favorite label
 - Type over or edit the Favorite description.
 - Click “Save”.
- Change the Favorite order
 - Adjust the Sequence numbering
 - Click “Save”.
- Delete a Favorite
 - Click the select box for the favorite (box to left of name).
 - Click the “Delete Selected” button.
 - On the confirmation pop-up window, click “Yes” to continue or “No” to cancel.
 - The Favorite will be removed from the list.
 - Click “Save”.

