Optional Navigation Methods: Favorites

Overview

Human Resources Self-Service (HRSS) now provides two employee online service applications. However, in the future, as more options become available, you may find it useful to create a Favorites list.

The Favorites option allows you to select self-service web pages that you frequently access and add those to your Favorites list. The Favorites list is available at the top of all HRSS web pages. Once items are added to the Favorites list, you can use it to select navigate to the web pages you frequently access, without having to return to your Home Page Main Menu.

You can also add web sites that you frequently access to your Favorites List.

Navigation

- Enter the web address: **hrss.siu.edu**

- Login to your Home Page.

Manage Favorites

- From your Home Page, click the **Favorites *Down Arrow*** located on the top, right side.

- Select the **Manage Favorites** link from the picklist.

Customize Favorites

- The **Customize Favorites** window opens.

- You will first search for a function to add to your List. There are two ways to do this. One is *by Function* and the other is *by Responsibility*.
    – ***Search by Responsibility field is recommended***.

Search By Responsibility

- Conducting a search using a Responsibility only retrieves functions specific to that Responsibility. To do this:
    – Click the **Responsibility** field **Down Arrow** (only your assigned responsibilities will be listed)
    – Click on the desired Responsibility;
    – Click **Go**.
    – Function/web pages for the Responsibility selected will appear in the Select Functions section below.

Select Functions

- From the **Select Functions** section of the Customize Favorites page, select the function(s) to appear on the Favorites list.
    – You have options to Select All or Select None or select a single function.

- To select a single function, click the checkbox next to it; then, click **Add**.

- The function you selected now appears in the **Selected to Display** region.
    – If necessary, use the Vertical Scroll bar to bring the entire **Selected to Display** region in to view.
    – The function just selected now appears in this region.

- Click **Apply** to Save and return to the homepage; the added function now appears on the Favorites list.

Add URL

- From your Home Page, click the **Favorites Down Arrow** and **Manage Favorites** link to navigate to the *Customize Favorites* page.

- In the **Selected to Display** region, click the **Add URL** button; a new row is inserted.

- Enter the name for the URL in the **Favorite** field – make the name unique; it will appear on your Favorites list.

- Press **Tab** on the keyboard to advance to the **URL** field; type or copy and paste the URL (web site address).

- Click **Apply** to process and return to your Personal Home Page.

Modify Favorites

- Your Favorites will be listed on the Favorites picklist in the same order as displayed in the **Favorites** column in the Selected to Display region of the Customized Favorites page.

- To arrange the items in the order you prefer, begin from your Home Page by clicking the **Favorites Down Arrow**.

- Then, select the **Manage Favorites** link to navigate to the **Customize Favorites** page.

- In the **Selected to Display** region, click the Move **UP** or **DOWN** arrow to change the order of the items in the list to the desired location.

- Once the list of Favorites is in the preferred order, click **Apply** to Save and return to your Home Page.

Remove a Favorite

- You can also remove a Favorite, when it is no longer wanted.

- From your Home Page or another web page, click the **Favorites Down Arrow** and **Manage Favorites** link to navigate to the **Customize Favorites** page.

- In the **Selected to Display** region, click the corresponding checkbox for the Function or URL.

- Click the **Remove** button and click **Apply** to Save the change.

- Your Favorites picklist at the top of your web pages will reflect the changes just made.