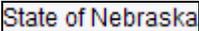
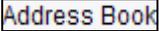
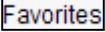
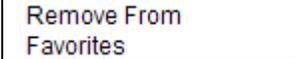
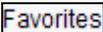


## Using Favorites Lesson

Step	Action
1.	<p>System enhancements may result in updating applications accessed from the "<b>State of Nebraska</b>" menu; however, they may not update the same application if it is on your "<b>Favorites</b>" menu.</p> <p>If you access an application from your "<b>Favorites</b>" menu and results are not as expected, access the application through the "<b>State of Nebraska</b>" menu. You may need to "<b>Remove from Favorites</b>" then add it back to "<b>Favorites</b>".</p>
2.	<p>Click the <b>State of Nebraska</b> link.</p> 
3.	<p>Navigate through the menus to the application you would like to add to your <b>Favorites</b>.</p> 
4.	<p>Mouse over (do not click) the application you would like to add to your <b>Favorites</b>.</p>
5.	<p>When you mouse over the title of the application an arrow will appear to the right of the application. Click the <b>arrow</b> to the right of the applicaiton.</p> 
6.	<p>A drop down window will appear.</p> <p>Click the <b>Add To Favorites</b> menu.</p> 
7.	<p>Click the <b>Favorites</b> link.</p> 
8.	<p>The application will appear under <b>Favorites</b>.</p> <p><b>Warning:</b> If the application does not appear, sign out of the Payroll &amp; Financial Center and close your browser. Open a new Internet Explorer browser and click Tools &gt; Internet Options, and then delete your browsing history. This will clear your cache. Then sign back into the Payroll &amp; Financial Center and attempt to add the application to your Favorites again.</p>
9.	<p>To remove an application from your <b>Favorites</b> mouse over the application you would like to remove.</p>
10.	<p>When you mouse over the title of the application an arrow will appear to the right of the application. Click the <b>arrow</b> to the right of the applicaiton.</p> 
11.	<p>Click the <b>Remove From Favorites</b> menu.</p> 

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Step	Action
12.	Click the <b>Favorites</b> link. 
13.	The application will no longer appear under <b>Favorites</b> .
14.	You have successfully completed this lesson. <b>End of Procedure.</b>