

Using Favorites

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SYSTEM POLICIES

The tasks in this documentation provide end users with the tools to enter data and collect data in system. It is the responsibility of the agencies to comply with State Statutes, Federal Rules and Regulations, and State policies. For further information concerning State Statutes and policies, please refer to both internal agency resources and the Department of Administrative Services website.

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Using Favorites

Using Favorites Overview

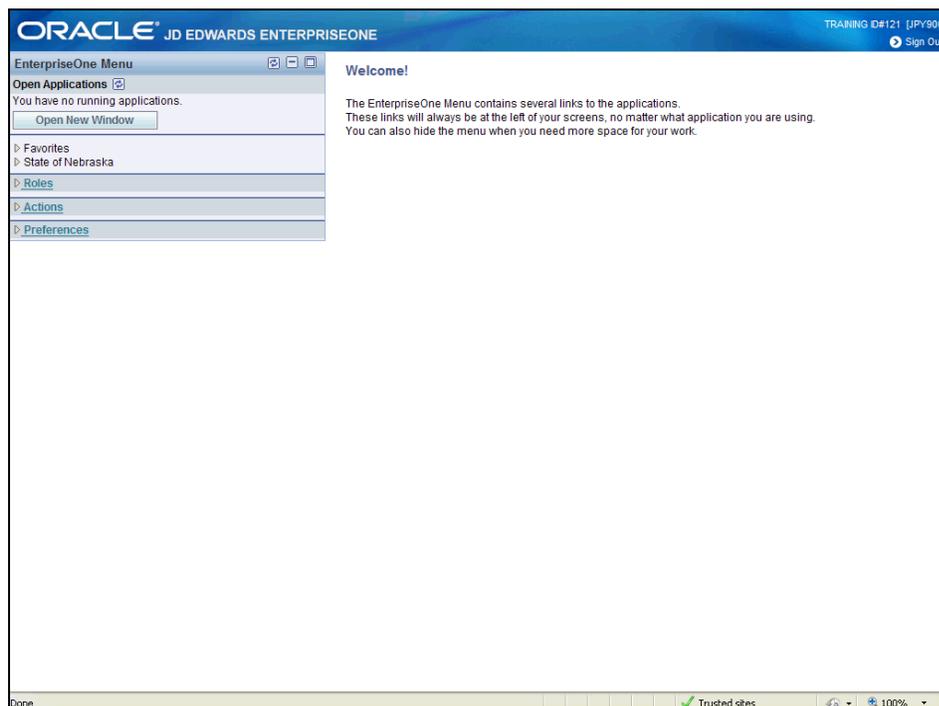
The Payroll & Financial Center allows users to add specific applications to their Favorites on the Payroll & Financial Center menus. Adding applications to your Favorites you will not need to navigate through the menus to the application. This is useful if there is an application you use on a regular basis.

Using Favorites Lesson

Procedure

In this lesson you will learn how to use the "**Favorites**" feature in the Payroll & Financial Center.

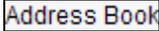
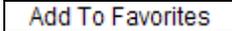
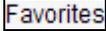
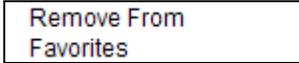
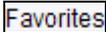
Step	Action
1.	<p>System enhancements may result in updating applications accessed from the "State of Nebraska" menu; however, they may not update the same application if it is on your "Favorites" menu.</p> <p>If you access an application from your "Favorites" menu and results are not as expected, access the application through the "State of Nebraska" menu. You may need to "Remove from Favorites" then add it back to "Favorites".</p>



Training Guide

Using Favorites



Step	Action
2.	Click the State of Nebraska link. 
3.	Navigate through the menus to the application you would like to add to your Favorites . 
4.	Mouse over (do not click) the application you would like to add to your Favorites .
5.	When you mouse over the title of the application an arrow will appear to the right of the application. Click the arrow to the right of the applicaiton. 
6.	A drop down window will appear. Click the Add To Favorites menu. 
7.	Click the Favorites link. 
8.	The application will appear under Favorites . Warning: If the application does not appear, sign out of the Payroll & Financial Center and close your browser. Open a new Internet Explorer browser and click Tools > Internet Options, and then delete your browsing history. This will clear your cache. Then sign back into the Payroll & Financial Center and attempt to add the application to your Favorites again.
9.	To remove an application from your Favorites mouse over the application you would like to remove.
10.	When you mouse over the title of the application an arrow will appear to the right of the application. Click the arrow to the right of the applicaiton. 
11.	Click the Remove From Favorites menu. 
12.	Click the Favorites link. 
13.	The application will no longer appear under Favorites .
14.	You have successfully completed this lesson. End of Procedure.