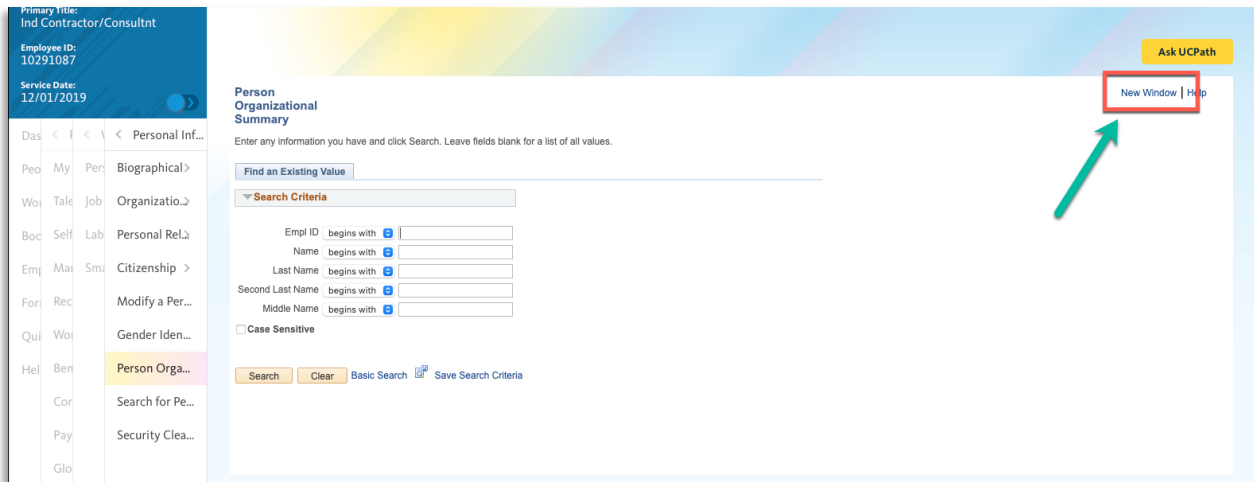


Add Page to Favorites in PeopleSoft:

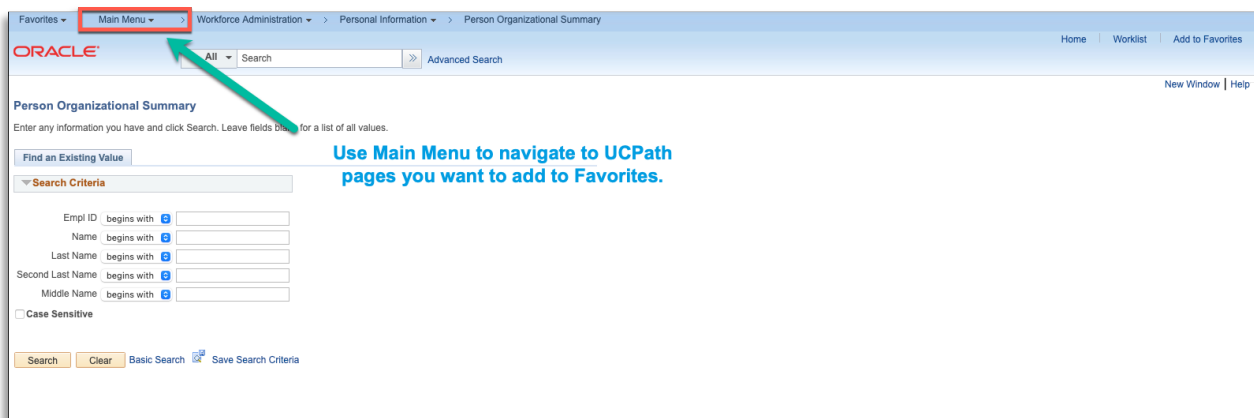
NOTE: You can only add/manage favorite pages from native PeopleSoft screens. Favorites will **not** appear in your “Bookmarks” on the UCPATH Dashboard.

Step 1: Navigate to any page within the PeopleSoft Menu on the UCPATH Dashboard.

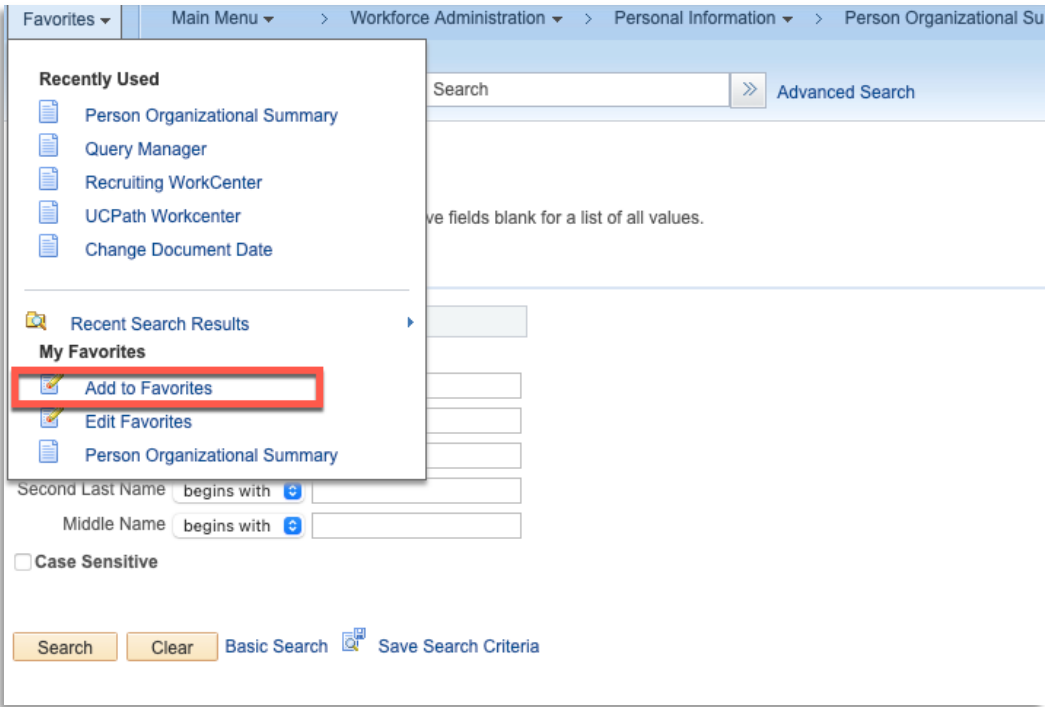
Step 2: Click the “New Window” link on the top right corner of window.



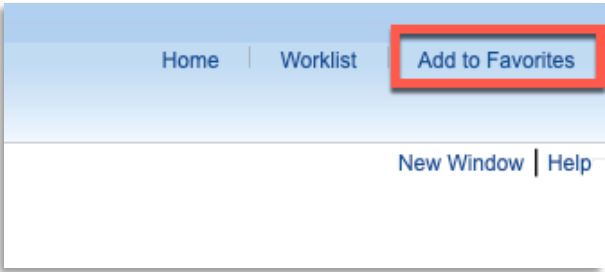
Step 3: A new tab/window will appear with the native PeopleSoft screen. Use the Main Menu at the top of the page to navigate to the UCPATH page(s) from your bookmarks that you wish to add as a favorite.



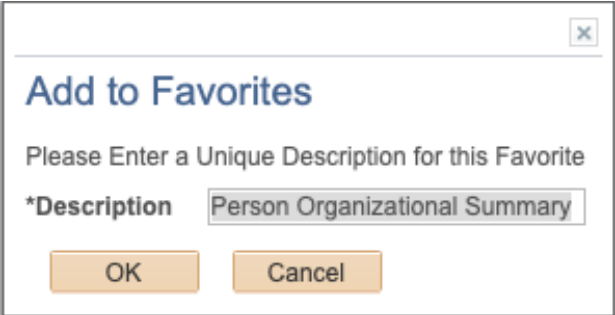
Step 4: Once you find the page you wish to add, click the “Favorites” menu on the top left of the window, then click “Add to Favorites”



NOTE: You may also click the “Add to Favorites” shortcut found on the far top right corner of the screen to quickly add a page to favorites.



Step 5: Enter a custom name for the page you are adding as a favorite. (optional)



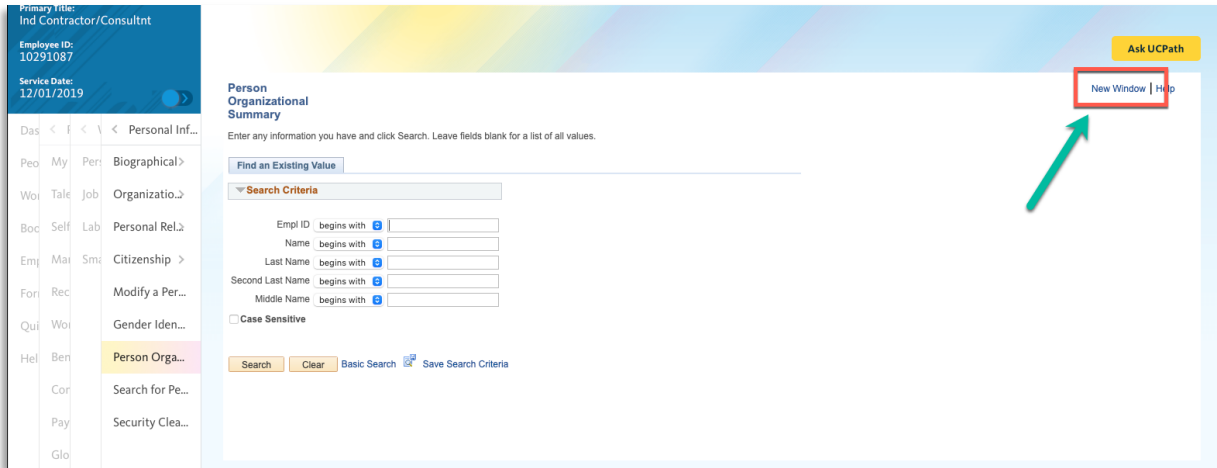
(30-character max)

**** If you wish to add the *Review Absence Balance* page as a favorite but encounter an error, please view the workaround instructions below. ****

Add Review Absence Balance Page as Favorite in PeopleSoft

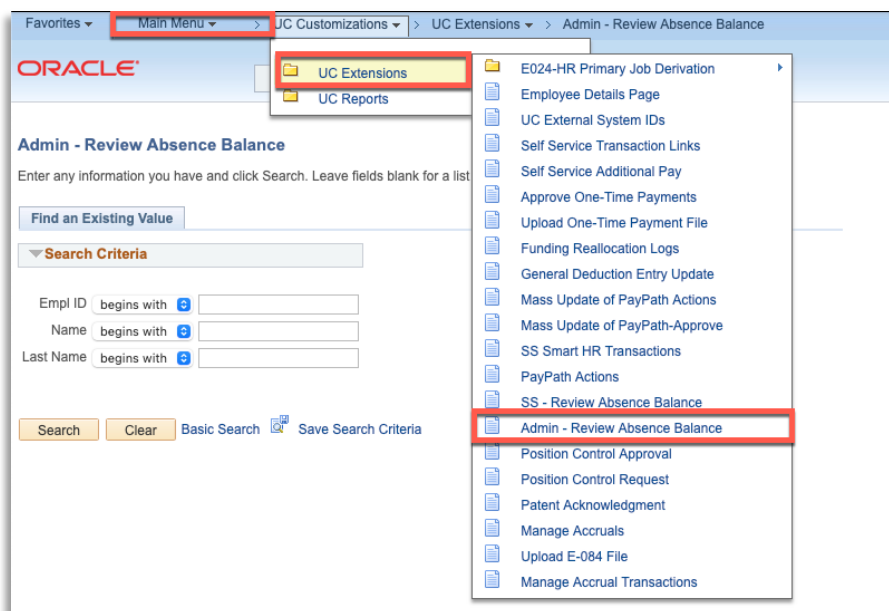
Step 1: Navigate to any page within the PeopleSoft Menu on the UCPATH Dashboard.

Step 2: Click the “**New Window**” link on the top right corner of window.



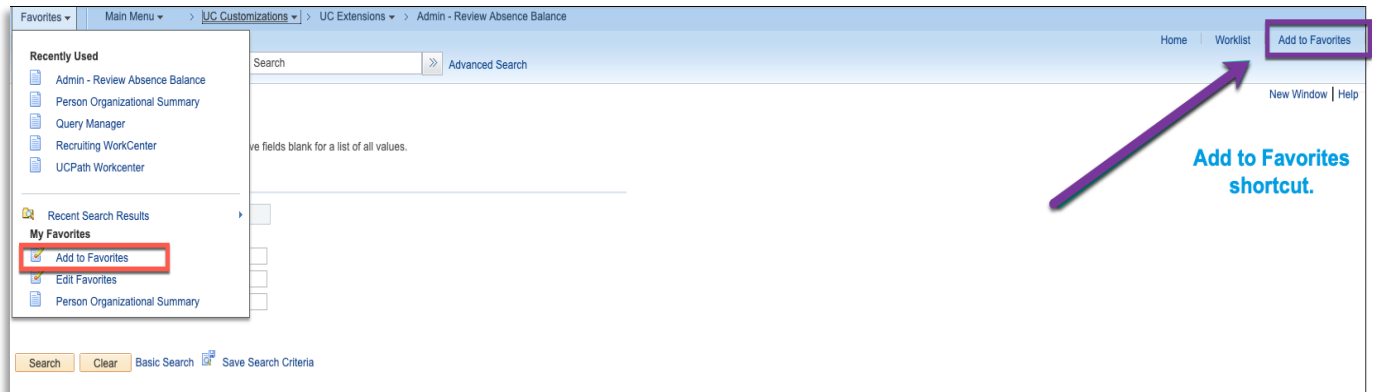
Step 3: A new window will open and appear as a native PeopleSoft screen. In the new window, navigate to the “**Admin – Review Absence Balance**” page.

(PeopleSoft Menu > UC Customization > UC Extensions > Admin – Review Absence Balance)



Step 4: After navigating to the “Admin – Review Absence Balance” page, click the “Favorites” menu on the top left of the screen, then click “Add to Favorites”.

- You can also click the “Add to Favorites” shortcut.



Step 5: Enter a custom name for the page. (optional)

