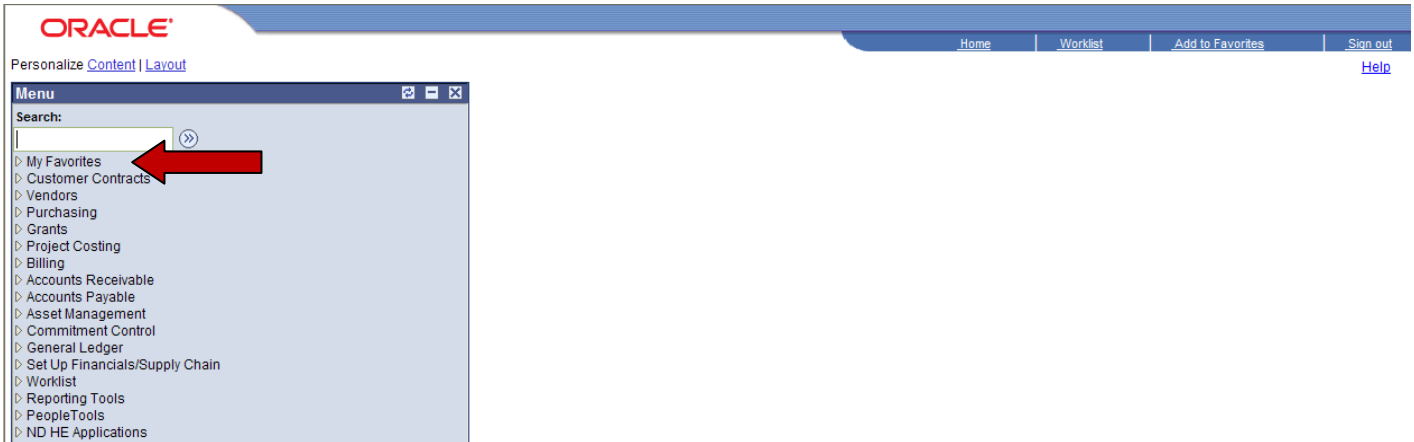


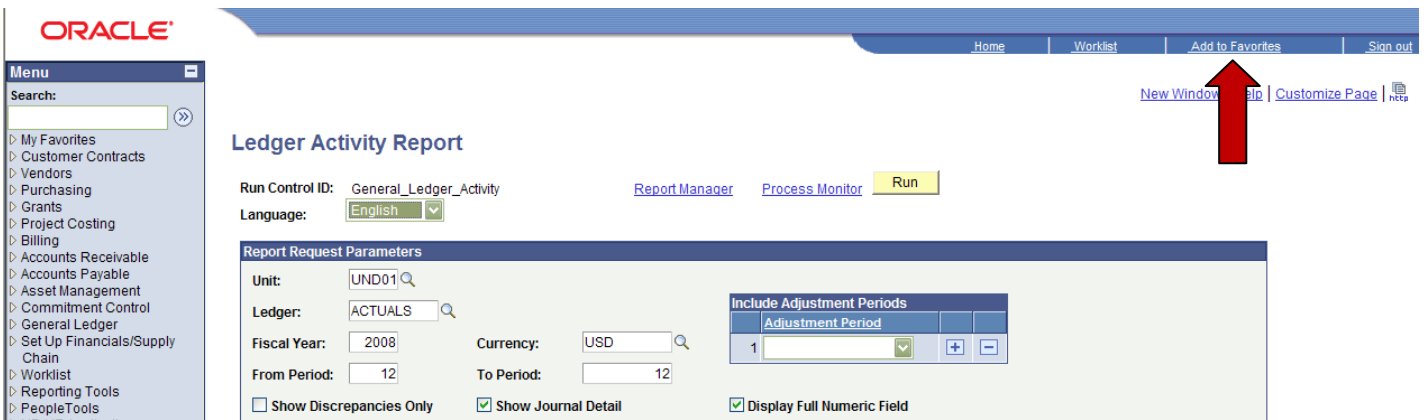
## Using Add To Favorites

### How do I use “Add to Favorites?”

“My Favorites” is a menu item located at the top of your main PeopleSoft menu. Adding a report/inquiry to your favorites eliminates the need to follow the standard navigation to that report/inquiry.



To add a report or inquiry to your favorites, navigate to the page you wish to add, then click on the Add to Favorites link located at the top right of your PeopleSoft web page.



Your report/inquiry navigation will be added to “My Favorites” eliminating the normal navigation to your report/inquiry.

