How to Set Up and Edit Favorites
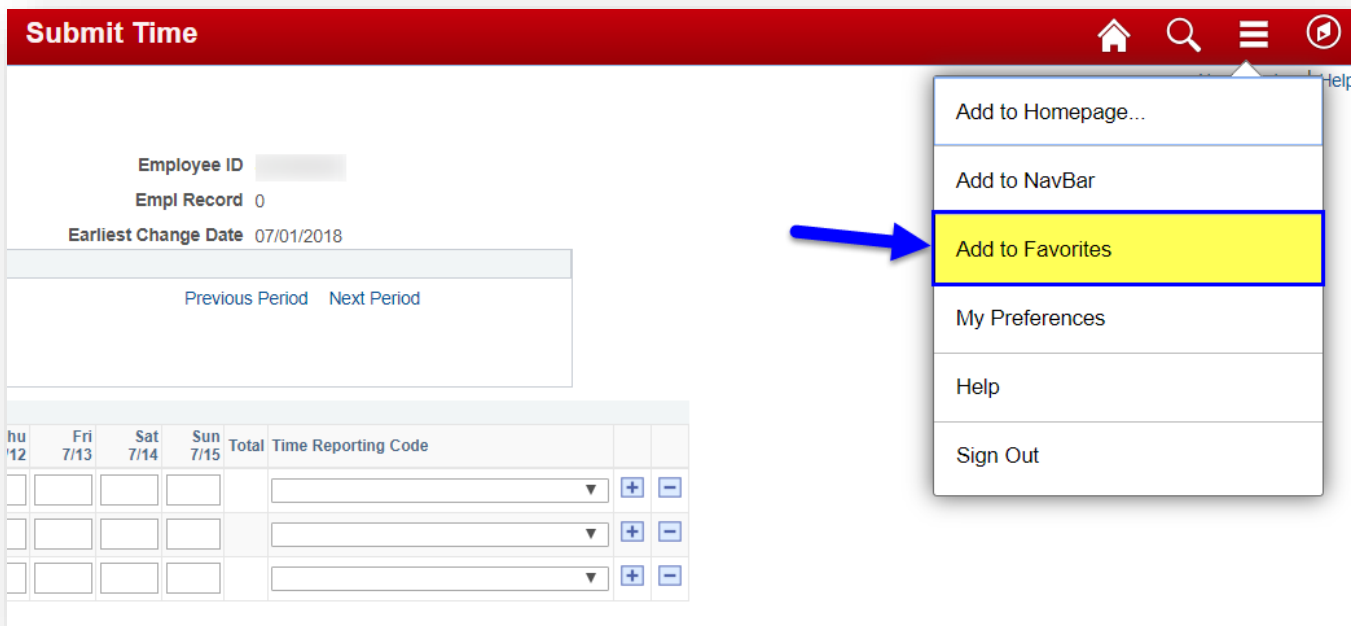
This tutorial will be helpful for those wanting to:
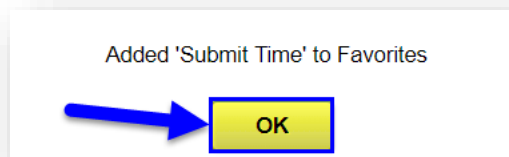
1) Set up a new favorite
2) Edit or Delete an existing favorite
3) Use recently visited links (by you)

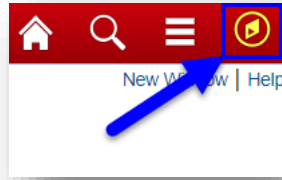To set a favorite, use the following example of making a favorite your employee timesheet:

1) Click "Add to Favorites"

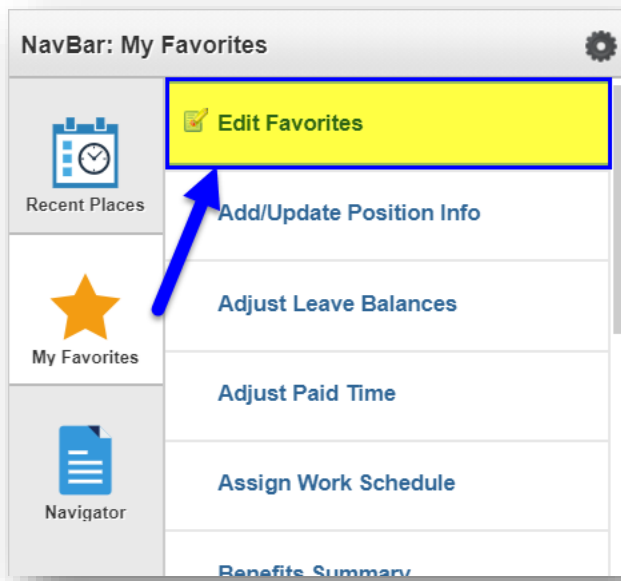2) Click "OK" to confirm favorite (*you can edit name later*)

3) To edit or delete your favorite, click on the compass icon in the upper right

4) Click on the favorites tile
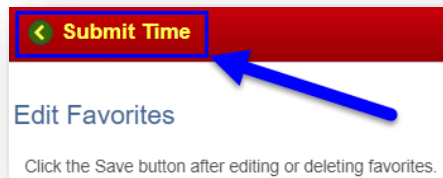

5) Click "Edit Favorites"

6) At this point, you can either rename your favorite, or delete it by selecting the minus sign ("-")

7) Click "Save" to save your changes

8) Click on "Submit Time" to go back to timesheet

To View Recent Places you've visited (return to top):

1) Click on the compass icon in the upper right

2) Click on "Recent Places" icon to select a recent place you've visited