

## Additional Resources Training Setting Favorites

### Overview:

### Understanding the Setting Favorites Process in OMNI:

Set pages you use frequently as "Favorites" for quick and easy navigation. Favorites will display in your left-hand navigation bar once logged into OMNI. These Favorites will act as quick links which allow you to go straight to a desired page without having to navigate through multiple menu links.

### Procedure

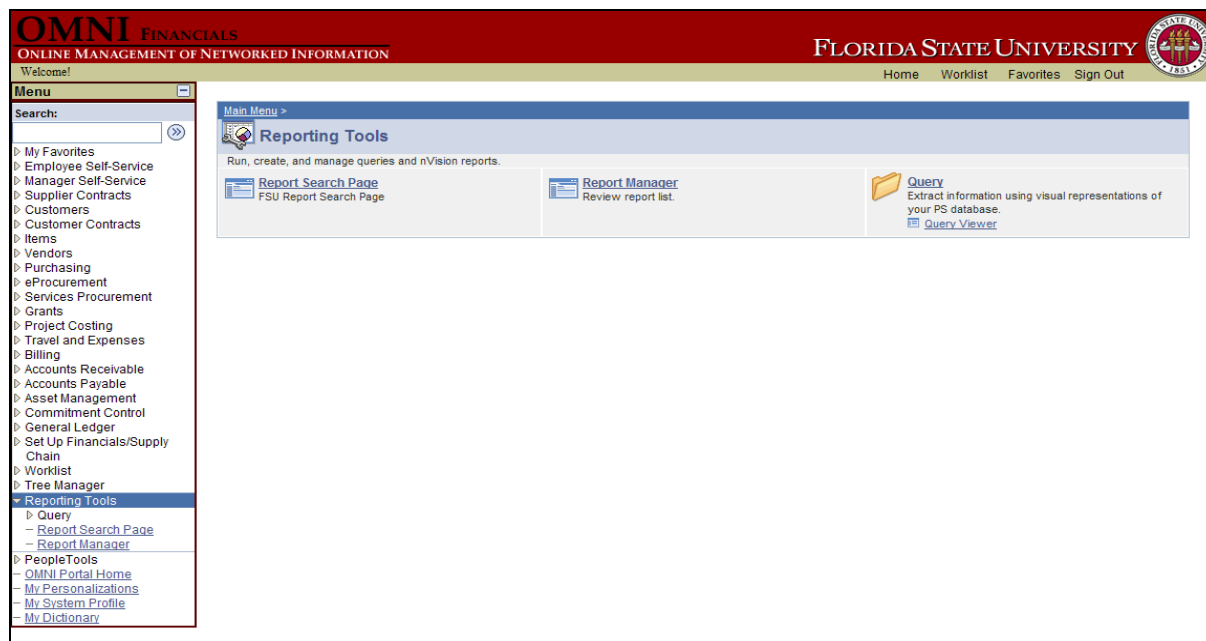
### Scenario:

In this topic, you will learn how to add and edit pages as Favorites.

The screenshot displays the OMNI web interface for Florida State University. The header includes the OMNI logo, the text "ONLINE MANAGEMENT OF NETWORKED INFORMATION", and the Florida State University logo with "FLORIDA STATE UNIVERSITY" text. A "Sign out" link is visible in the top right. Below the header, there is a "Welcome!" message and a "Personalize: Content Layout" link. The main content area is divided into several sections:

- Employee Central:** A large section on the left with a tree view. It includes "Financials" (Expense Reports, Travel Authorizations), "HR / Payroll" (Benefits Summary, Compensation History, Direct Deposit, Job Opening Search/Application, View Paycheck, Personal Information Summary, Email Addresses, Home and Mailing Address, Timesheet, W-4 Information, W-2/W-2c Consent, View/Print W2 Forms, W-2 Reissue Request, Certify Effort), and "Resources and Applications" (Job Aids, Budget Office, Controller, Human Resource, FSU Help Desk, Purchasing, Travel).
- e-ORR - Online Role Requests:** A section with "Actions" (Submit Online Role Request, Approve Online Role Request) and "Job Aids" (Submit Role Request Job Aid, Approve Role Request Job Aid).
- OMNI FINANCIALS 9.0:** A widget titled "Financials 9.0" with the subtext "Access OMNI Financials 9.0".
- OMNI HR 9.0:** A widget titled "Human Resources 9.0" with the subtext "Access OMNI Human Resources 9.0".
- OMNI e-Market:** A widget with "OMNI E-Market" and "OMNI e-Market" subtext, and "OMNI online shopping".
- OMNI Reporting:** A widget titled "Interactive Dashboards" with the subtext "OMNI related reporting and dashboards".
- FSU Budget Crisis Committee:** A widget with a red exclamation mark icon and the text "important!". It contains an announcement: "In response to on-going state fiscal problems, the President recently formed the Budget Crisis Committee. The Committee will review, analyze and discuss the financial challenges facing the university and develop appropriate recommendations for consideration by the President and the University Board of Trustees. The Committee will meet regularly and, to every extent possible, will try to keep the university community apprised of its deliberations. Materials developed for and used by the Committee will be placed in a Blackboard Organization and can be accessed at <http://campus.fsu.edu/budget>. In addition to such Materials, the site also offers a way to provide suggestions and feedback to Committee members."
- FSU Help Desk:** A widget with the text "FSU Help Desk" and "FSU's Technology Services Help Desk. Research".

Step	Action
1.	<p>Find the page you wish to set as a Favorite.</p> <p>Typically, you will want to set up Favorites in both the Financials and Human Resources modules.</p> <p>For the purpose of this example, we will select a page in the Financial module. Click the <b>Financials 9.0</b> link.</p> <p><a href="#">Financials 9.0</a></p>
2.	<p>Find the desired page.</p> <p>For the purpose of this example, we will add the Query Viewer page to Favorites.</p> <p>Click the <b>Reporting Tools</b> link.</p> <p><a href="#">Reporting Tools</a></p>



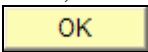
Step	Action
3.	<p>Click the <b>Query Viewer</b> link.</p> <p><a href="#">Query Viewer</a></p>

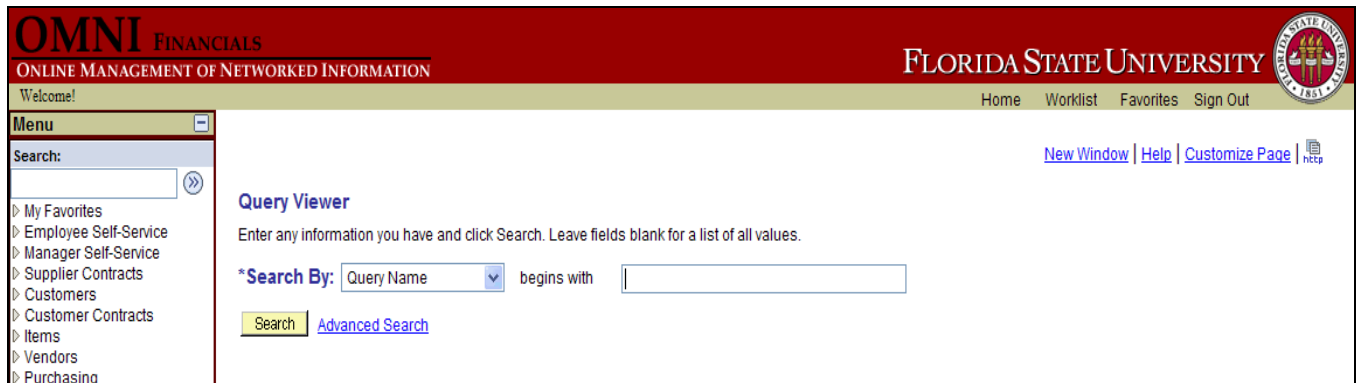
# Training Guide

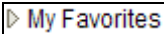
## Additional Resources Training

Step	Action
4.	<p>Once on the desired page, click the <b>Favorites</b> link in the top gold bar.</p> <p>This will add the page you are currently on to your Favorites.</p> <p><b>Favorites</b></p>

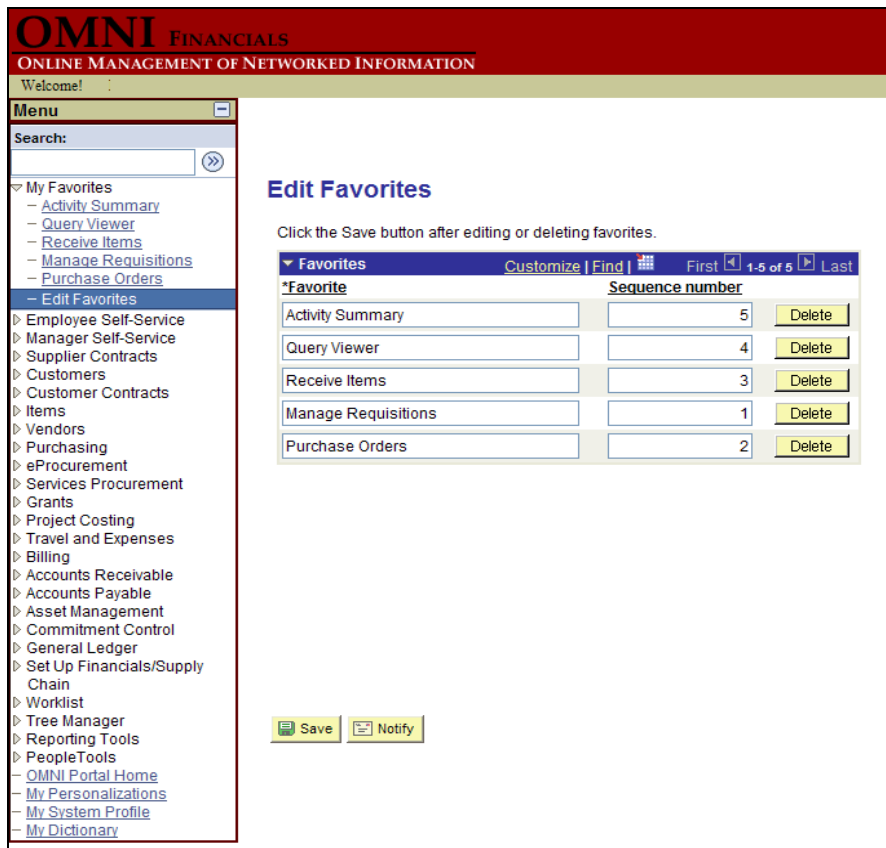


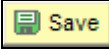
Step	Action
5.	<p>You may change the page <b>Description</b> if desired.</p> <p>Then, click the <b>OK</b> button.</p> <p></p>



Step	Action
6.	<p>The page has now been added to <b>My Favorites</b>.</p> <p>To see pages saved as Favorites, click the <b>My Favorites</b> link.</p> <p></p>

Step	Action
7.	All pages appearing in the My Favorites menu are pages which have previously been set using the "Favorites" link in the top gold bar.  To manage your existing Favorites, click the <b>Edit Favorites</b> link. <a href="#">Edit Favorites</a>
8.	All Favorites will appear here. Rename, delete, or organize pages as desired.



Step	Action
9.	Make any changes you would like, then click the <b>Save</b> button. 
10.	To see your changes, refresh the My Favorites menu by clicking the <b>My Favorites</b> link to minimize. <a href="#">My Favorites</a>
11.	Click again to expand the <b>My Favorites</b> link. <a href="#">My Favorites</a>

<b>Step</b>	<b>Action</b>
12.	Notice the changes now appear.  Use the Favorites as a quick navigation to your most frequently used pages in OMNI.
13.	You have now successfully added and edited your Favorites.  Click the <b>Home</b> link to return to the main menu. <b>Home</b>
14.	<b>Congratulations!</b> You have completed this topic.  <b>End of Procedure.</b>