

Creating and Accessing Favorites in CHRS

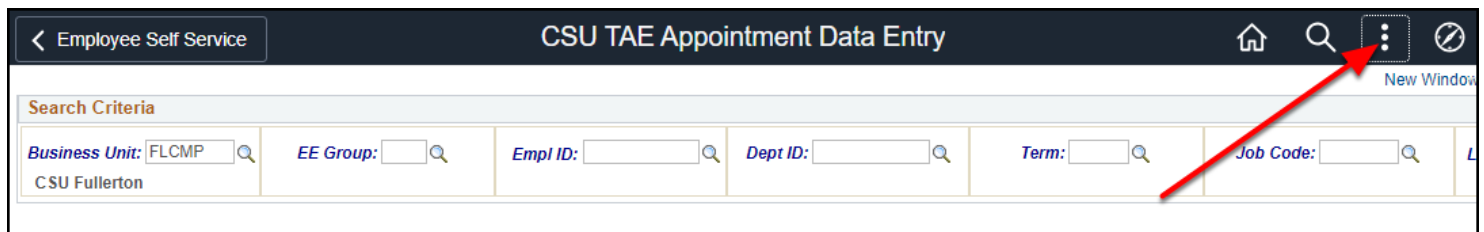
This article covers how campus employees can create and access favorites in Human Resources/CHRS.

Favorites are shortcuts that allow you to access functionality quickly.

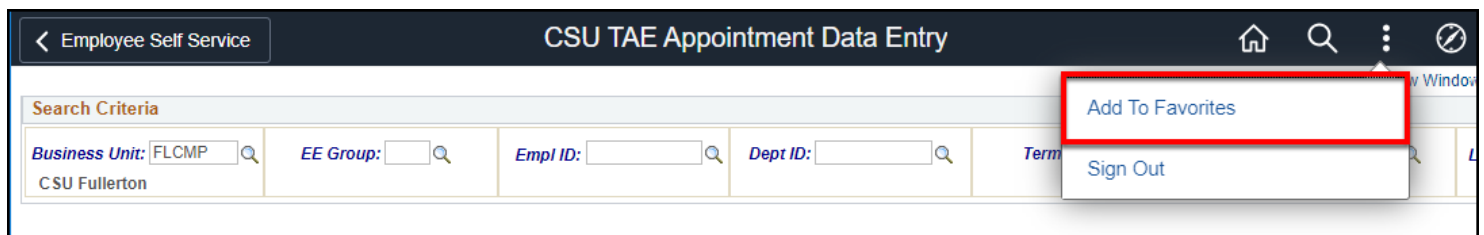
What do you want to do?

Create a new Favorite


1. Navigate to the functionality that you want to add as a favorite. Then click on the Actions menu.



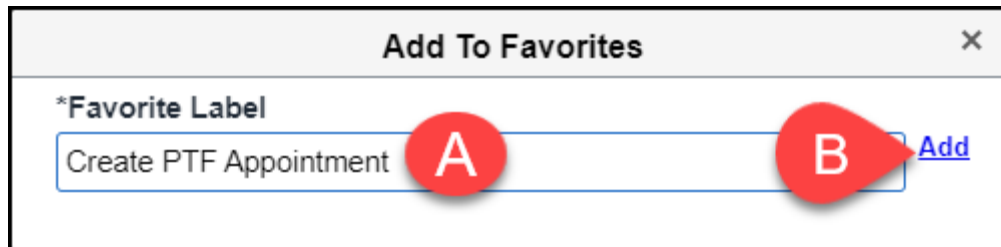
2. Select Add to Favorites.



3. Enter a name for your Favorite. Then click Add.

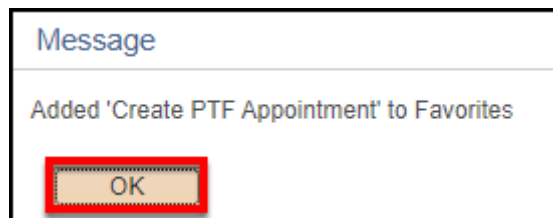
 The default name for the Favorite is the name of the functionality/page you are on. Renaming it to something meaningful to you can help you recall how to perform certain tasks.

In the example below, CSU TAE Appointment Data Entry is being renamed to Create PTF Appointment to help the user remember to use TAE Appointment Data Entry to create appointments for part-time faculty.




- A. Enter a name for your Favorite.
- B. Then click **Add**.

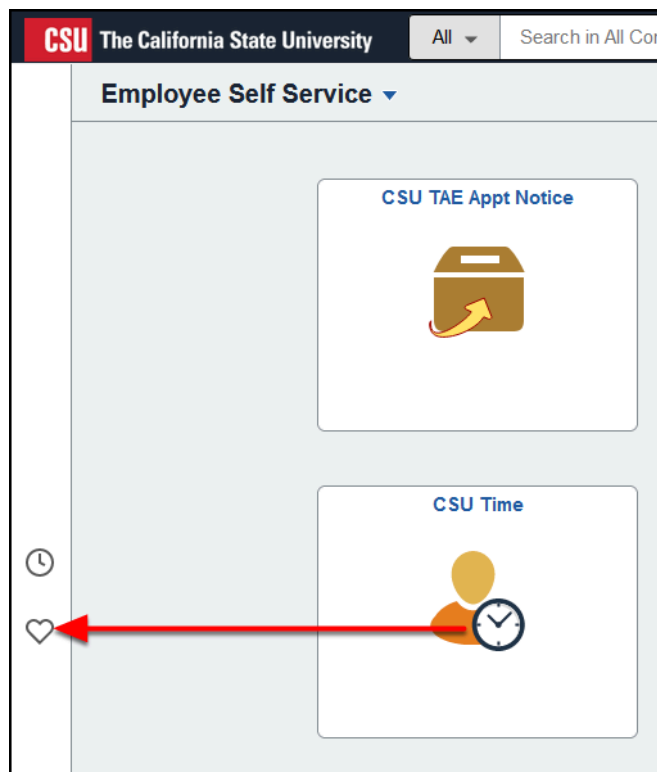
4. You'll see a confirmation that your Favorite was created. Click OK.



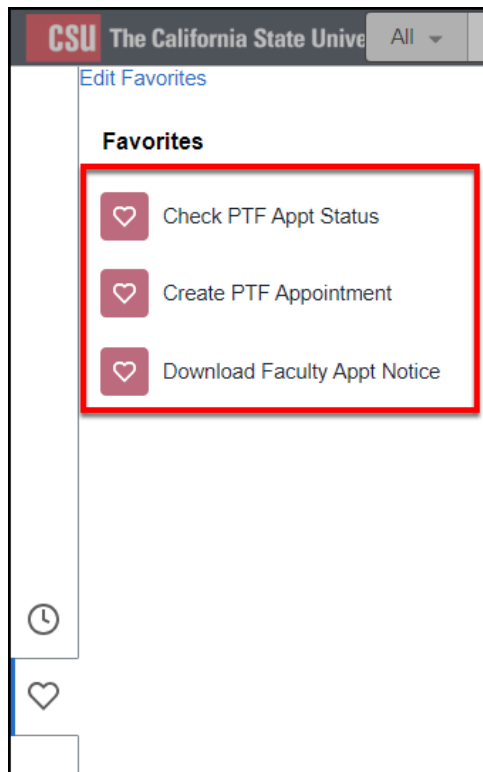
Access existing Favorite

 There are two ways to access your Favorites: on the far left of Homepages or using the NavBar.

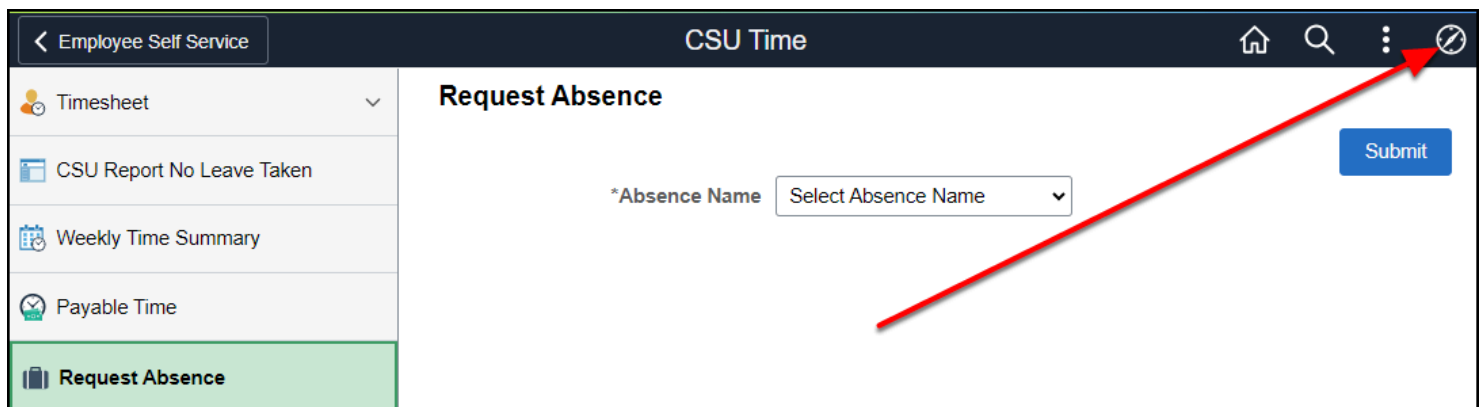
1. On Homepages, click on the heart icon on the far left to access your Favorites.



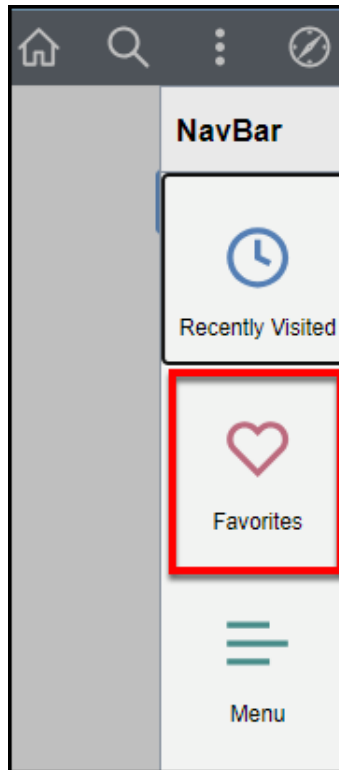
1.1. Then click on the Favorite.



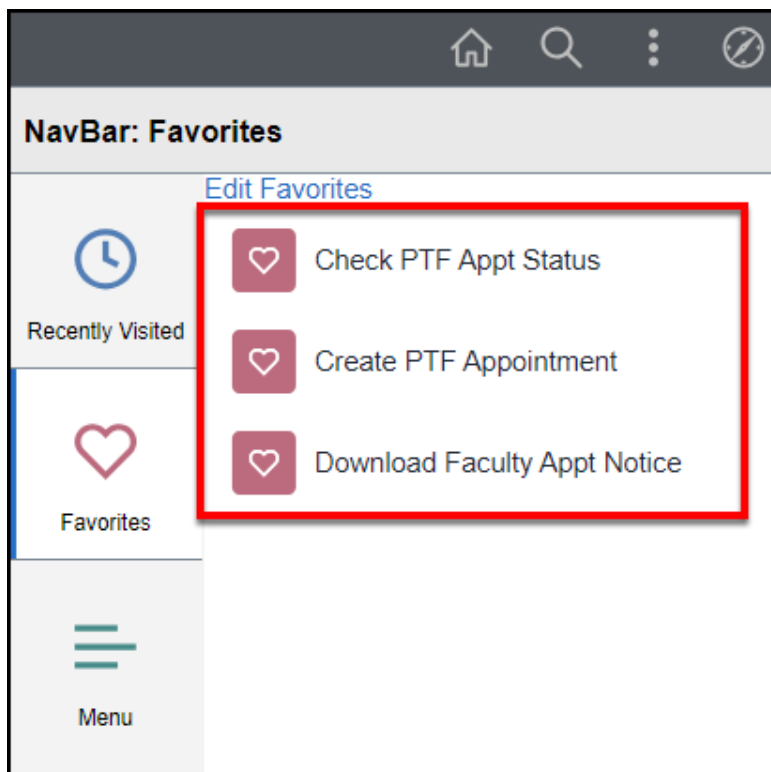
2. If you are on a page, click on the NavBar at the top right.



2.1. Click on Favorites.



2.2. Then click on the Favorite.



Need Help?

For training and how-to assistance, contact IT Training at 657-278-5647 or ittraining@fullerton.edu.

For technical assistance, contact the IT Help Desk at 657-278-7777 or helpdesk@fullerton.edu.