



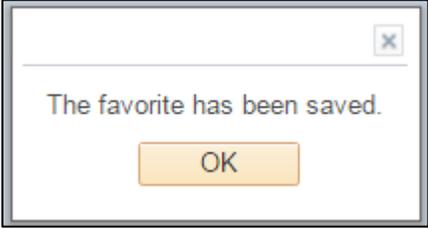
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Saving Favorites Job Aid

Overview Users can save pages they use often under **Favorites** in Core-CT. The **Favorites** drop down menu saves the last five pages recently used by the user, as well as any pages saved by the user. Use this job aid to learn the steps on how to save a page to your **Favorites**.

Process Steps

Step	Action	Screenshot
1	<p>Navigate to the page you wish to save under Favorites.</p> <p>In this example, the Smart HR Transactions page is being saved as a favorite.</p> <p>On the left corner of the page, click the Favorites menu. Then click the Add to My Links link.</p>	
2	<p>Modify the Description of the page, if needed.</p> <p>Then, click OK.</p>	

Step	Action	Screenshot
3	The favorite has been saved. Click OK again.	
4	<p>When you navigate back to the Favorites drop down menu, the favorite link has been saved.</p> <p>In this example, the Smart HR Transactions link has now been saved as a favorite.</p>	