

# Favorites in Direct Access

## Overview

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**Introduction** This guide provides the procedure for setting up and using Favorites in Direct Access (DA).

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**How DA is Programmed** **Tiles** contain the most commonly used components (links) used in DA for a role.  
The **NavBar Menu** contains all of the available components in DA for a role.  
**Favorites** to individual links, **can only be created by using the NavBar Menu** which takes you to that particular component's page.

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## Add a Favorite Shortcut

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**Introduction** This section provides the procedures for adding shortcuts for links most used (favorites) in DA.

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**Procedures** See below.


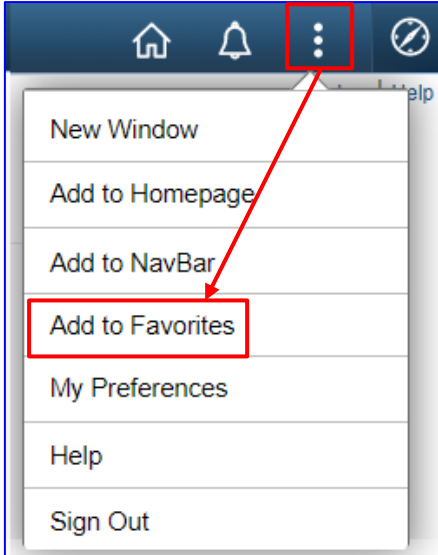
Step	Action
1	<p data-bbox="327 573 927 607">Navigate to the <b>NavBar icon</b> and click <b>Menu</b>.</p>  <p>The screenshot shows a mobile application interface. At the top, there is a NavBar with a home icon, a three-dot menu icon, and a circular icon with a diagonal line. Below the NavBar, there is a 'Recently Visited' section with a clock icon, a 'Favorites' section with a heart icon, and a 'Menu' section with a three-line icon. A red box highlights the three-line icon, and a red arrow points from the circular icon in the NavBar to the three-line icon. Below the 'Menu' section, there is a 'Change My Password' section with a plus icon.</p>

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## Add a Favorite Shortcut, Continued

Procedures,  
continued

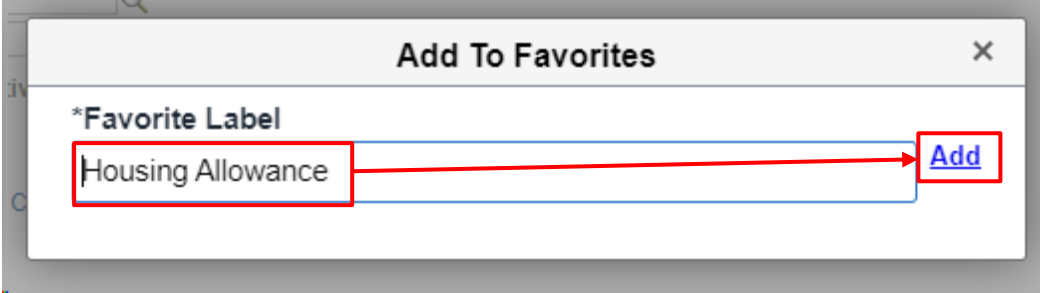
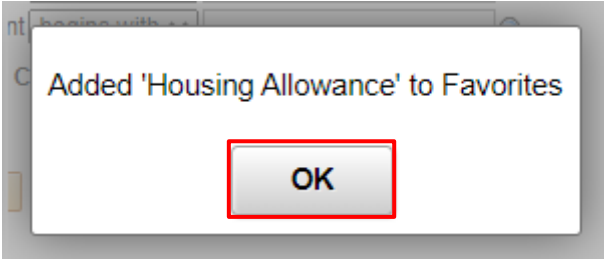
Step	Action
2	<p>Navigate to the <b>link</b> and click on it. Breadcrumbs will display above while you are searching.</p>  <p>The screenshot shows a mobile application interface. At the top, there is a dark blue header with icons for home, notifications, a menu (three dots), and a close button. Below the header is a 'NavBar: Menu' section with a gear icon. The main content area shows a breadcrumb trail: 'Menu &gt; Global Payroll &amp; Absence Mgmt &gt; Payee Data'. Underneath, there is a section titled 'USCG Active Duty Reserve' with a list of links: 'AviP', 'Cost of Living Allowance', 'Housing Allowance' (highlighted with a red box), 'Sea Time Balances', 'View Payslips (AD/RSV)', and 'Voluntary Deductions'. On the left side, there are navigation options: 'Recently Visited', 'Favorites', 'Menu', and 'Change My Password' (with an Oracle PeopleSoft logo).</p>
3	<p>Click on the <b>Ellipsis</b> icon at the top right-hand corner of the screen in DA and select <b>Add to Favorites</b>.</p>  <p>The screenshot shows the same application interface as in step 2, but with the ellipsis menu (three dots) at the top right corner of the screen open. The menu items are: 'New Window', 'Add to Homepage', 'Add to NavBar', 'Add to Favorites' (highlighted with a red box), 'My Preferences', 'Help', and 'Sign Out'. A red arrow points from the ellipsis icon to the 'Add to Favorites' option.</p>

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## Add a Favorite Shortcut, Continued

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Procedures,  
continued

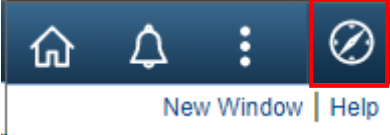
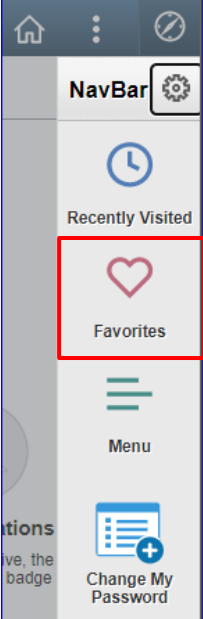
Step	Action
4	<p>The Add to Favorites window will display with the default <b>Favorite Label</b> name. Save the Favorite Label as is OR rename it to something you prefer and click <b>Add</b>.</p> 
5	<p>Click <b>OK</b>.</p> 

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# Using Favorites

**Introduction** This section provides the procedures for using your favorites in DA. There are two ways to use favorites.

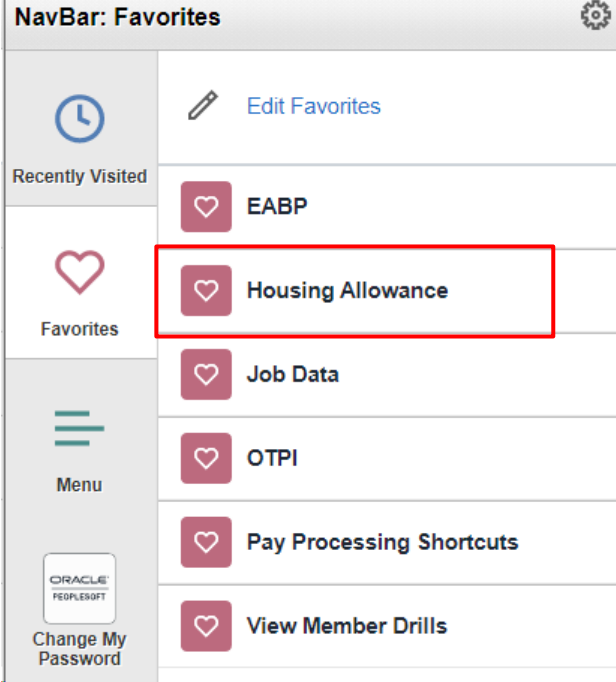
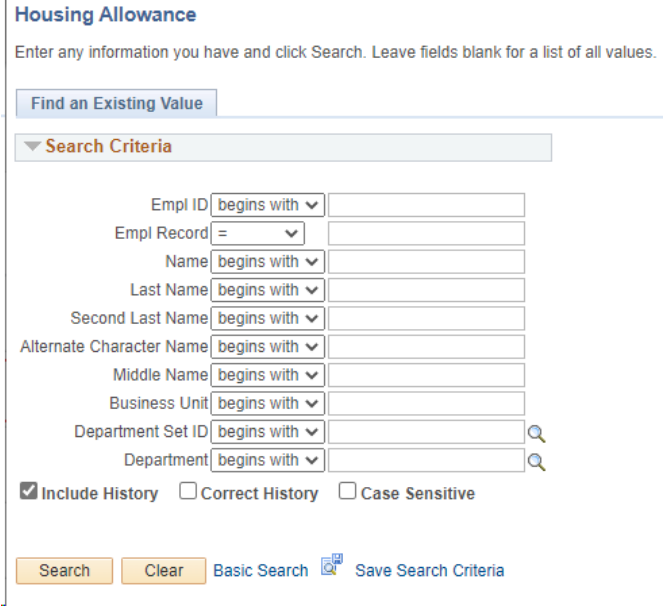
**Procedure 1** See below.

Step	Action
1	<p>Click the <b>NavBar</b> icon at the top right-hand corner of the screen in DA.</p> 
2	<p>Click the <b>Favorites</b> heart.</p> 

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# Using Favorites, Continued

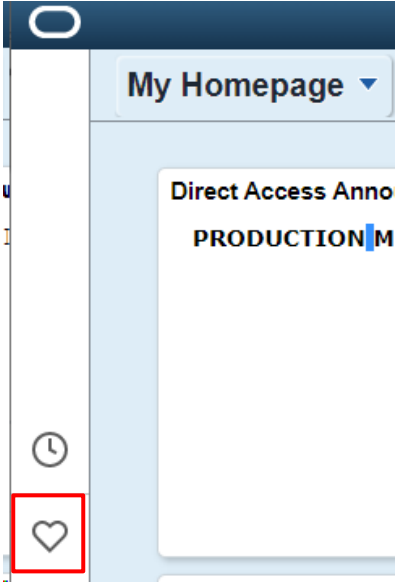
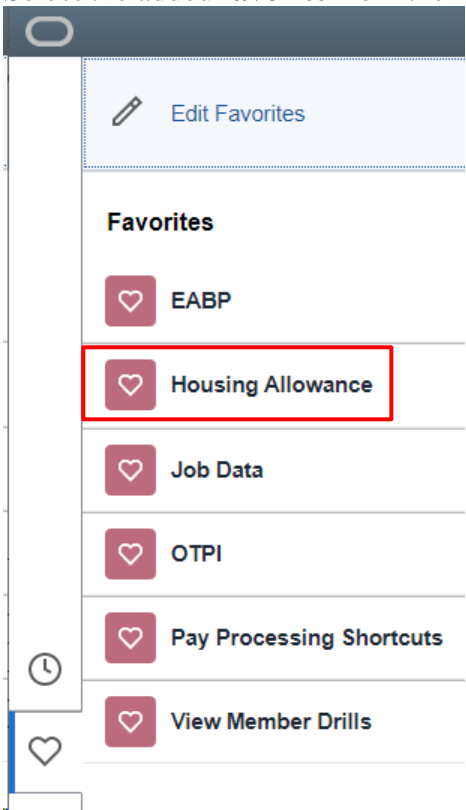
**Procedure 1,**  
continued

Step	Action
<p>3</p>	<p>Select the added <b>favorite</b> from the list that you wish to use.</p>  <p>The screenshot shows a sidebar menu titled "NavBar: Favorites" with a gear icon. On the left, there are icons for "Recently Visited", "Favorites", "Menu", and "Change My Password" (with an Oracle PeopleSoft logo). The main area lists several items, each with a heart icon: "Edit Favorites", "EABP", "Housing Allowance" (highlighted with a red box), "Job Data", "OTPI", "Pay Processing Shortcuts", and "View Member Drills".</p>
<p>4</p>	<p>That component's/link's page will display.</p>  <p>The screenshot shows the "Housing Allowance" search page. It includes a search bar with the placeholder "Find an Existing Value". Below it is a "Search Criteria" section with several dropdown menus and text input fields: "Empl ID" (begins with), "Empl Record" (=), "Name" (begins with), "Last Name" (begins with), "Second Last Name" (begins with), "Alternate Character Name" (begins with), "Middle Name" (begins with), "Business Unit" (begins with), "Department Set ID" (begins with), and "Department" (begins with). There are also checkboxes for "Include History" (checked), "Correct History", and "Case Sensitive". At the bottom, there are buttons for "Search", "Clear", "Basic Search", and "Save Search Criteria".</p>

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## Using Favorites, Continued

**Procedure 2** See below.

Step	Action
<p><b>1</b></p>	<p>Click on the <b>Favorites Heart</b> icon on the left side of the DA home page screen.</p>  <p>The screenshot shows a mobile application interface. At the top, there is a dark blue header with a white circle icon. Below it is a light blue section with a dropdown menu labeled 'My Homepage'. Underneath, there is a white card with the text 'Direct Access Anno PRODUCTION M'. On the left side, there is a vertical sidebar with a clock icon and a heart icon. The heart icon is highlighted with a red rectangular box.</p>
<p><b>2</b></p>	<p>Select the added <b>favorite</b> from the list that you wish to use.</p>  <p>The screenshot shows a mobile application interface. At the top, there is a dark blue header with a white circle icon. Below it is a light blue section with a pencil icon and the text 'Edit Favorites'. Underneath, there is a white section titled 'Favorites'. Below this title, there is a list of items, each with a heart icon and text: 'EABP', 'Housing Allowance', 'Job Data', 'OTPI', 'Pay Processing Shortcuts', and 'View Member Drills'. The 'Housing Allowance' item is highlighted with a red rectangular box.</p>

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# Using Favorites, Continued

## Procedure 2, continued

Step	Action
<p><b>3</b></p>	<p>That component's/link's page will display.</p> <p><b>Housing Allowance</b></p> <p>Enter any information you have and click Search. Leave fields blank for a list of all values.</p> <p>Find an Existing Value</p> <p>▼ Search Criteria</p> <p>Empl ID begins with [ ]</p> <p>Empl Record = [ ]</p> <p>Name begins with [ ]</p> <p>Last Name begins with [ ]</p> <p>Second Last Name begins with [ ]</p> <p>Alternate Character Name begins with [ ]</p> <p>Middle Name begins with [ ]</p> <p>Business Unit begins with [ ]</p> <p>Department Set ID begins with [ ]</p> <p>Department begins with [ ]</p> <p><input checked="" type="checkbox"/> Include History <input type="checkbox"/> Correct History <input type="checkbox"/> Case Sensitive</p> <p>Search Clear Basic Search Save Search Criteria</p>
<p><b>3</b></p>	<p>The <b>Recently Visited</b> icon is also a useful place to get to links OR Tiles you use most often.</p> <p>Recently Visited</p> <ul style="list-style-type: none"> <li>Housing Allowance</li> <li>Active/Reserve Pay</li> <li>Person Profiles</li> <li>Pay Processing Shortcuts</li> <li>HR Data Shortcuts</li> <li>Core HR</li> <li>Reserve Administration</li> <li>Active/Reserve Pay Reports</li> <li>Member Self Service</li> <li>Separations</li> </ul>