

Favorites in Direct Access

Overview

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

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.

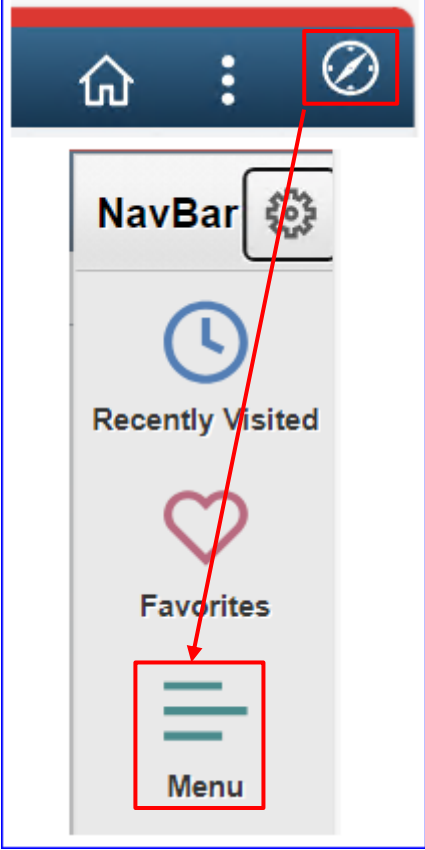
Contents

Topic	See Page
Add a Favorite Shortcut	2
Using Favorites	5

Add a Favorite Shortcut

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

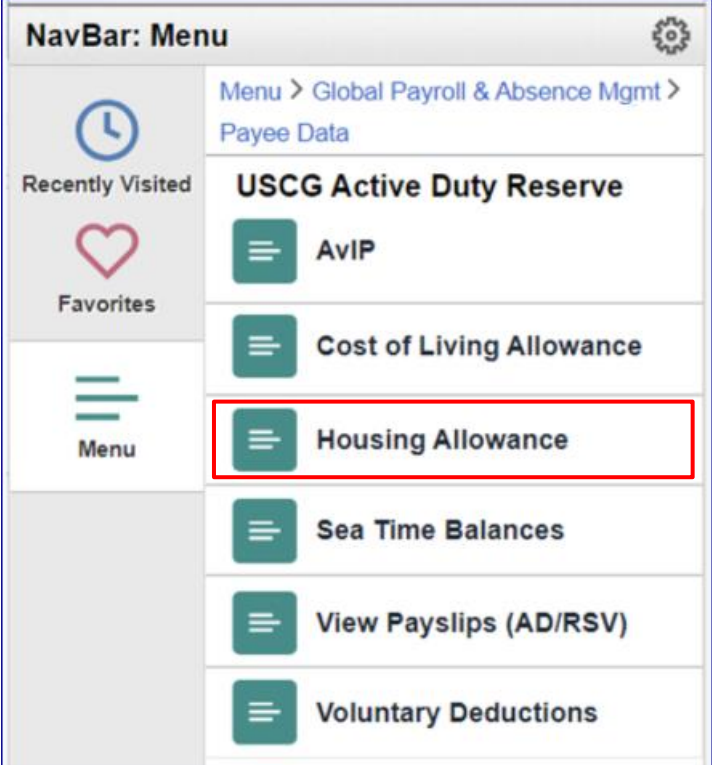
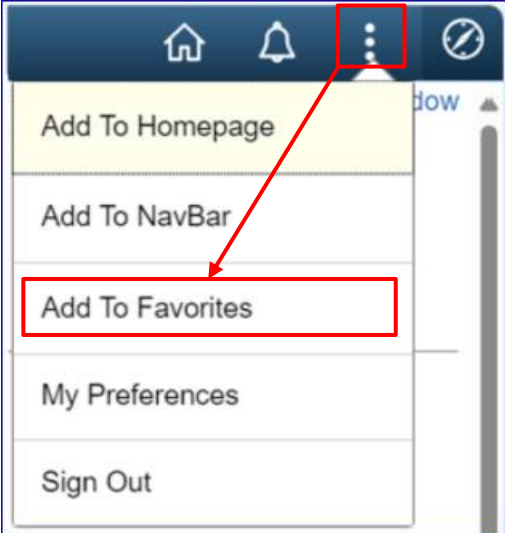
Procedures See below.

Step	Action
1	<p data-bbox="328 573 927 607">Navigate to the NavBar icon and click Menu.</p>  <p>The screenshot shows a mobile application interface. At the top, there is a dark blue header bar containing three icons: a white house icon, a white three-dot menu icon, and a white circular icon with a pencil. A red box highlights the circular icon. Below the header bar is a vertical list of options. The first option is labeled 'NavBar' with a gear icon. The second option is labeled 'Recently Visited' with a clock icon. The third option is labeled 'Favorites' with a heart icon. The fourth option is labeled 'Menu' with a three-line menu icon. A red box highlights the 'Menu' option, and a red arrow points from the circular icon in the header bar to the 'Menu' option.</p>

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Add a Favorite Shortcut, Continued

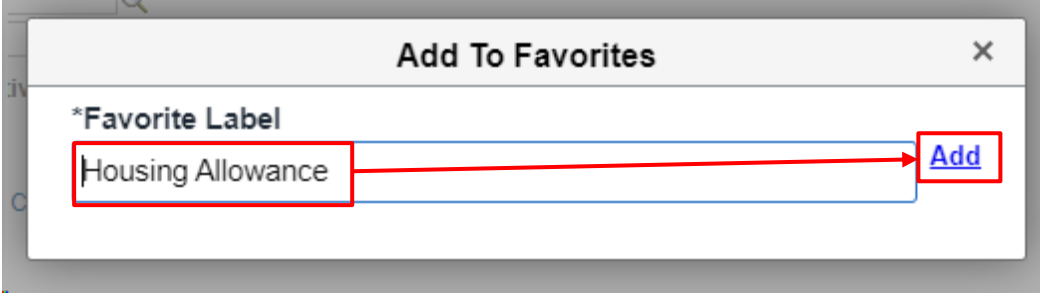
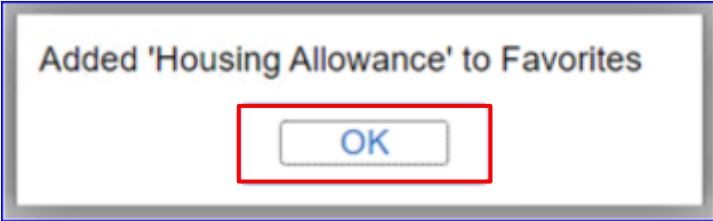
Procedures,
continued

Step	Action
2	<p>Navigate to the link and click on it. Breadcrumbs will display above while you are searching.</p> 
3	<p>Click on the Ellipsis icon at the top right-hand corner of the screen in DA and select Add to Favorites.</p> 

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Add a Favorite Shortcut, Continued

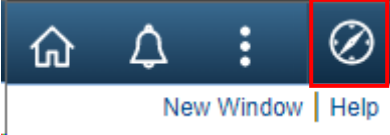
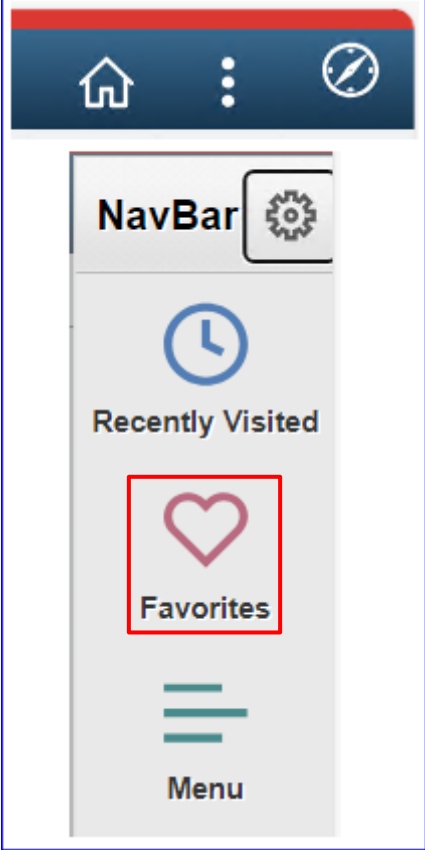
Procedures,
continued

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

Using Favorites

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

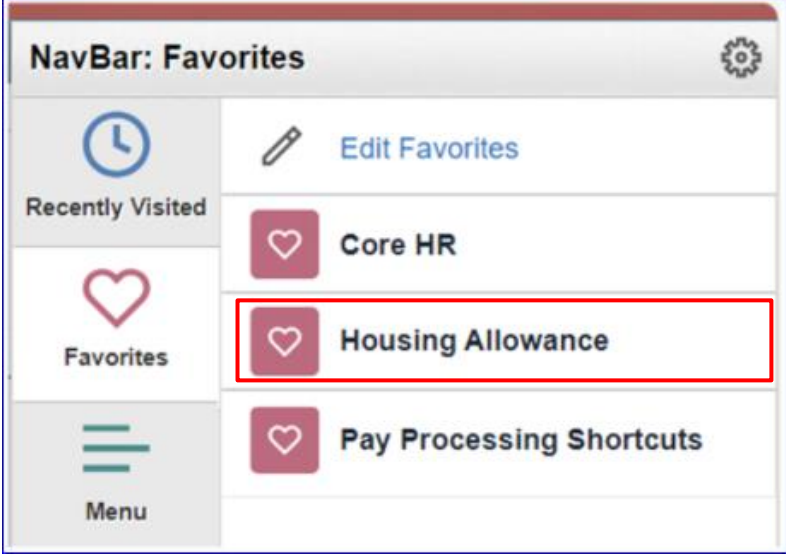
Procedure 1 See below.

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

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Using Favorites, Continued


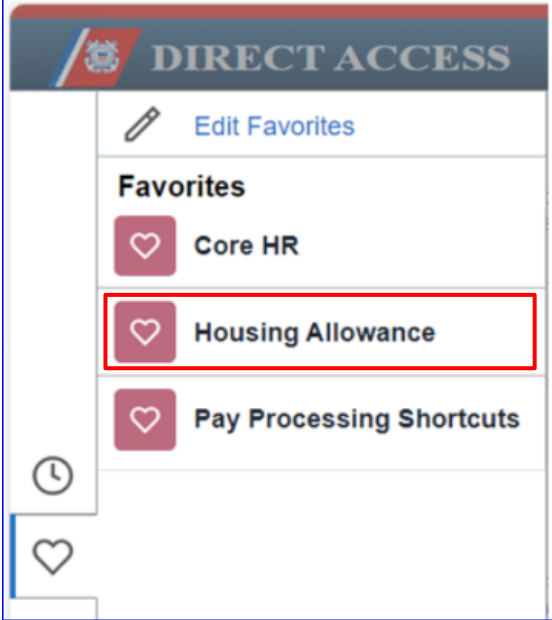
Procedure 1,
continued

Step	Action
3	<p>Select the added favorite from the list that you wish to use.</p> 
4	<p>That component's/link's page will display.</p> <p>Housing Allowance</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 <input type="text"/> begins with <input type="text"/></p> <p>Empl Record <input type="text"/> = <input type="text"/></p> <p>Name <input type="text"/> begins with <input type="text"/></p> <p>Last Name <input type="text"/> begins with <input type="text"/></p> <p>Second Last Name <input type="text"/> begins with <input type="text"/></p> <p>Alternate Character Name <input type="text"/> begins with <input type="text"/></p> <p>Middle Name <input type="text"/> begins with <input type="text"/></p> <p>Business Unit <input type="text"/> begins with <input type="text"/></p> <p>Department Set ID <input type="text"/> begins with <input type="text"/> <input type="button" value="Q"/></p> <p>Department <input type="text"/> begins with <input type="text"/> <input type="button" value="Q"/></p> <p><input checked="" type="checkbox"/> Include History <input type="checkbox"/> Correct History <input type="checkbox"/> Case Sensitive</p> <p><input type="button" value="Search"/> <input type="button" value="Clear"/> Basic Search <input type="button" value="Save Search Criteria"/></p>

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Using Favorites, Continued

Procedure 2 See below.

Step	Action
1	<p>Click on the Favorites Heart icon on the left side of the DA home page screen.</p>  <p>The screenshot shows the 'DIRECT ACCESS' homepage. On the left sidebar, there is a clock icon and a heart icon, which is highlighted with a red box. The main content area includes a 'My Homepage' dropdown menu and a list of links such as 'Payslips are available tw...', 'Self-Service "View" menu', 'the Payroll Processing Sch...', 'FSMS Scheduled Outages', and various other service links.</p>
2	<p>Select the added favorite from the list that you wish to use.</p>  <p>The screenshot shows the 'DIRECT ACCESS' Favorites menu. At the top, there is an 'Edit Favorites' option with a pencil icon. Below it, a list of favorites is shown: 'Core HR', 'Housing Allowance', and 'Pay Processing Shortcuts'. Each item has a heart icon to its left. The 'Housing Allowance' item is highlighted with a red box. At the bottom of the sidebar, there is a clock icon and a heart icon.</p>

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Using Favorites, Continued

Procedure 2,
continued

Step	Action
<p>3</p>	<p>That component's/link's page will display.</p> <div data-bbox="338 495 967 1088" style="border: 1px solid black; padding: 5px;"> <p>Housing Allowance 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 <input type="text"/></p> <p>Empl Record = <input type="text"/></p> <p>Name begins with <input type="text"/></p> <p>Last Name begins with <input type="text"/></p> <p>Second Last Name begins with <input type="text"/></p> <p>Alternate Character Name begins with <input type="text"/></p> <p>Middle Name begins with <input type="text"/></p> <p>Business Unit begins with <input type="text"/></p> <p>Department Set ID begins with <input type="text"/> <input type="button" value="Q"/></p> <p>Department begins with <input type="text"/> <input type="button" value="Q"/></p> <p><input checked="" type="checkbox"/> Include History <input type="checkbox"/> Correct History <input type="checkbox"/> Case Sensitive</p> <p><input type="button" value="Search"/> <input type="button" value="Clear"/> <input type="button" value="Basic Search"/> <input type="button" value="Save Search Criteria"/></p> </div>
<p>3</p>	<p>The Recently Visited icon is also a useful place to get to links OR Tiles you use most often.</p> <div data-bbox="347 1184 745 1861" style="border: 1px solid black; padding: 5px;"> <p>DIRECT ACCESS</p> <p>Recently Visited</p> <ul style="list-style-type: none"> <input type="button" value="🕒"/> Accessions Workcenter <input type="button" value="🕒"/> One Time (Positive Input) <input type="button" value="🕒"/> Personal Details <input type="button" value="🕒"/> Core HR <input type="button" value="🕒"/> Housing Allowance <input type="button" value="🕒"/> Member Reserve Details <input type="button" value="🕒"/> Pay Processing Shortcuts <input type="button" value="🕒"/> AD/RSV Payroll Workcenter <input type="button" value="🕒"/> User Profiles <input type="button" value="🕒"/> Member Self Service <p><input type="button" value="🕒"/> <input type="button" value="🕒"/></p> </div>