# UTShare Favorites Job Aid

The purpose of this job aid is to explain how to create and edit My Favorites links in UTShare. The My Favorites feature allows you to setup bookmarks for frequently used UTShare functions to quickly access components and transaction pages.

Add Page to Favorites

1. Navigate to the page to be made a Favorite.
2. Click the **Actions** icon at the top right of the screen.
3. Click **Add to Favorites** from the drop-down list.
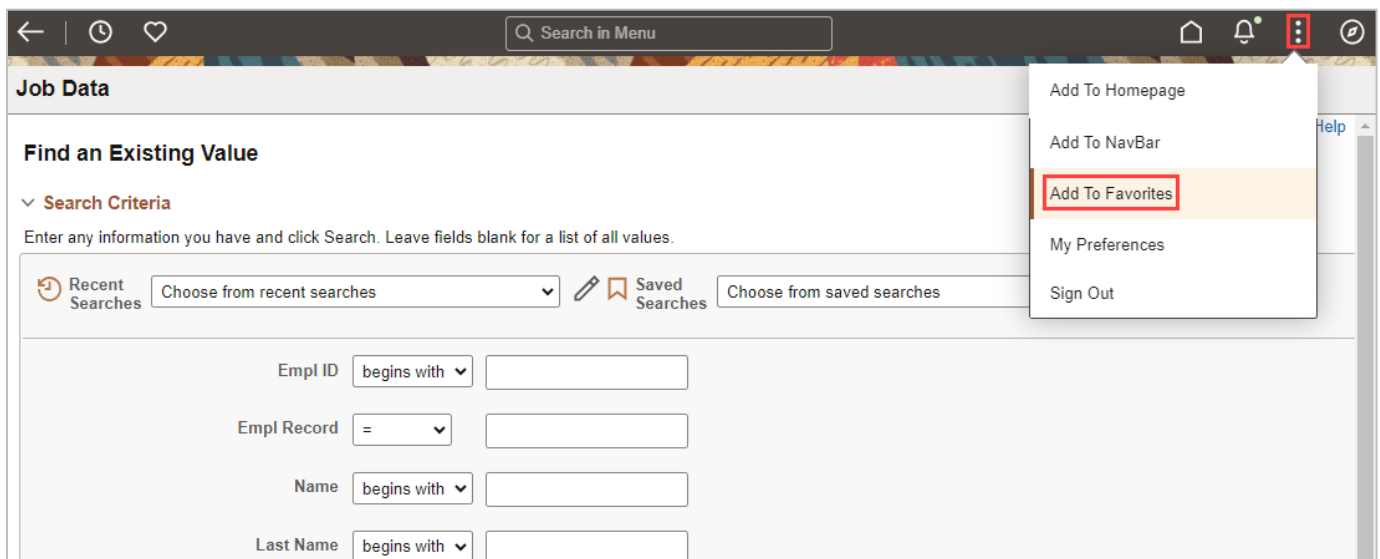
4. The page name populates as the "Favorites Label". This label can be changed if needed.
5. Click "Add".
6. A message will populate stating the favorite has been added. Click "OK" to continue.
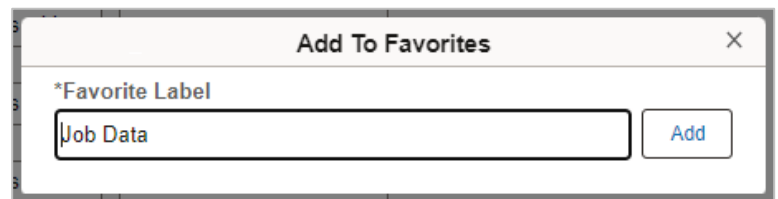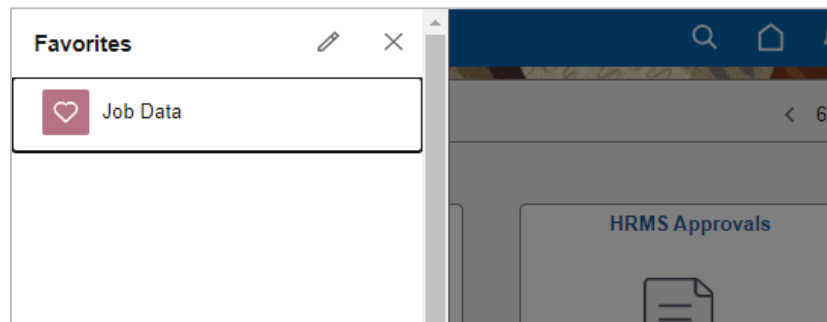
Now when you go to **Navbar** > **Favorites**, you'll see the item listed in your list.
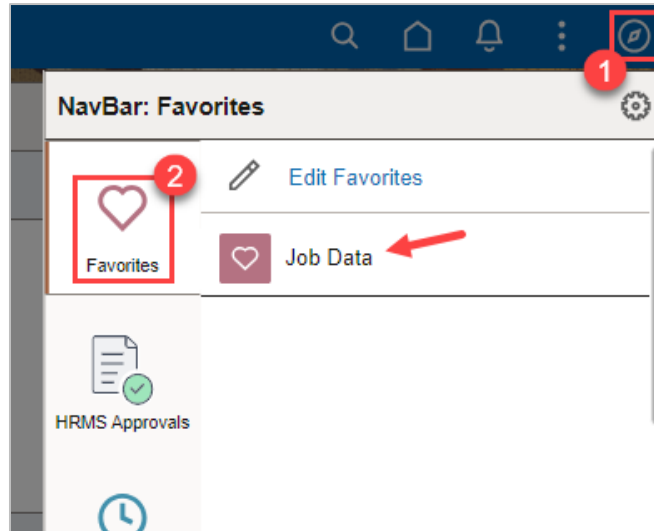
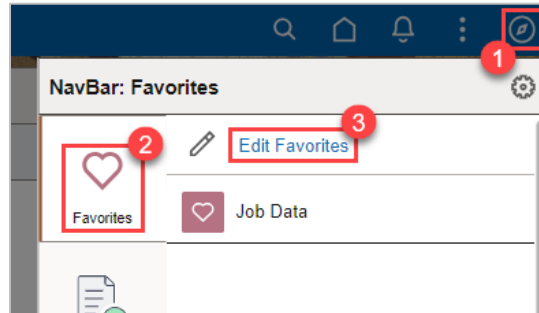Alternately, use the **Favorites** icon at the top-left of the UTShare page.
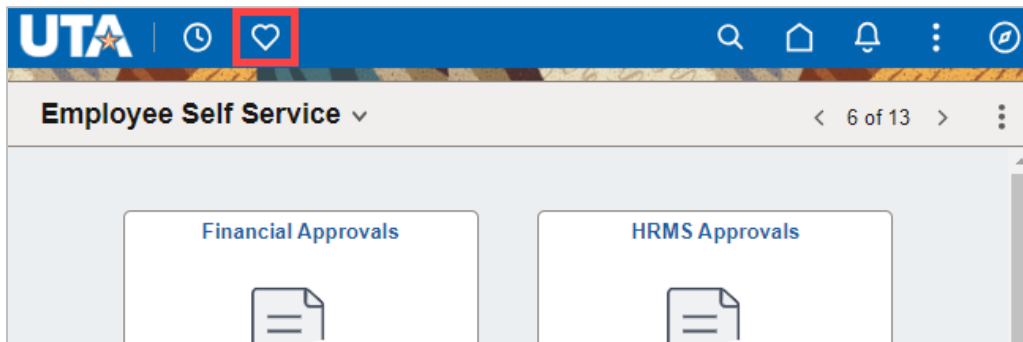
This will populate your Favorites list on the left side of the UTShare Screen.
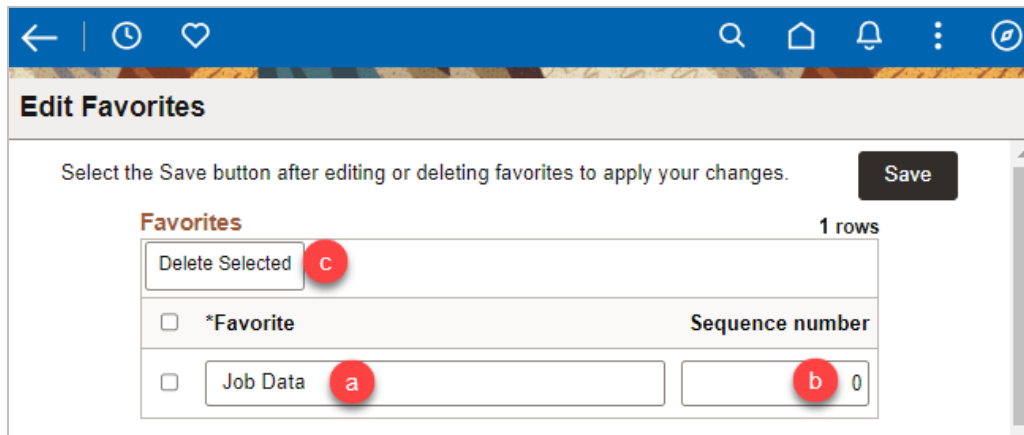
Edit Favorites

Use Edit Favorites to rename favorite, reorder your My Favorites list, or delete a Favorite from the list.

1. Click NavBar > Favorites > Edit Favorites.
2. The Edit Favorites page displays.

From this page you will be able to:

a. Change the Favorite label
   o Type over or edit the Favorite description.
   o Click "Save".
b. Change the Favorite order
   o Adjust the Sequence numbering.
   o Click "Save".
c. Delete a Favorite
   o Click the select box for the favorite (box to left of name).
   o Click the "Delete Selected" button.
   o On the confirmation pop-up window, click "Yes" to continue or "No" to cancel.
   o The Favorite will be removed from the list.
   o Click Save.