

County of San Bernardino CREATING FAVORITES IN EMACS

Overview

You have the ability to save EMACS pages in your 'Favorites' Link located at the top left corner of the page. Your saved favorites are associated with the User Id and Password you use to sign into EMACS and are available to use on any computer on which you log into EMACS. They are saved within the application and not your web browser.

Adding EMACS pages to Favorites

Every page in EMACS displays the **Navigation Header**. This is the blue bar at the upper right hand corner of the page. It includes 'Home', 'Add to Favorites', and 'Sign Out' links'.

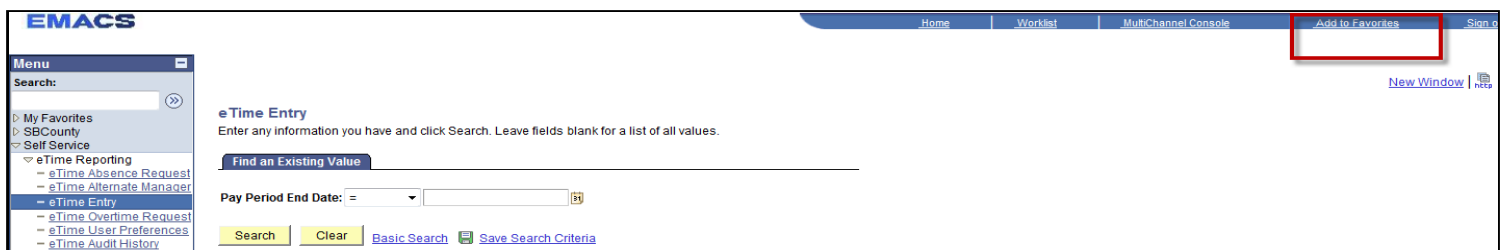
The first Menu item on the Home page is '**My Favorites**'. This folder is where your favorite pages are saved. The '**Add to Favorites Link**' is used to add a page to favorites. The '**Home**' link can be clicked from any page to return to the Home page.



Adding Favorites:

To add favorites:

1. Open the page that you want to designate as a favorite. In this example, we will navigate to and save 'eTime Entry': Self Service > eTime Reporting > eTime Entry



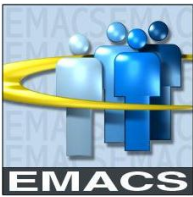
2. Click **Add to Favorites** in the navigation header. The Add to Favorites page appears, with the page name as the default in the Description field.
3. If you like, update the description for the favorite.

Add to Favorites

Please Enter a Unique Description for this Favorite

*Description:

4. Click OK. The favorite is saved and displayed in the My Favorites folder.



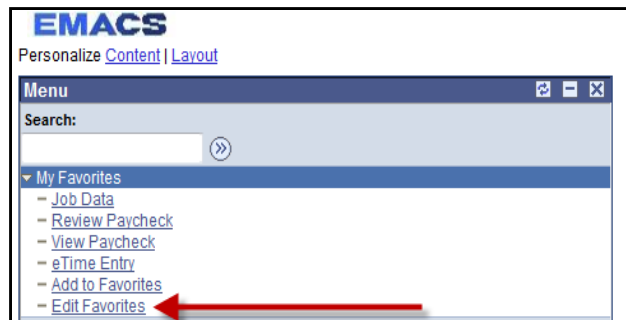
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Editing Favorites:

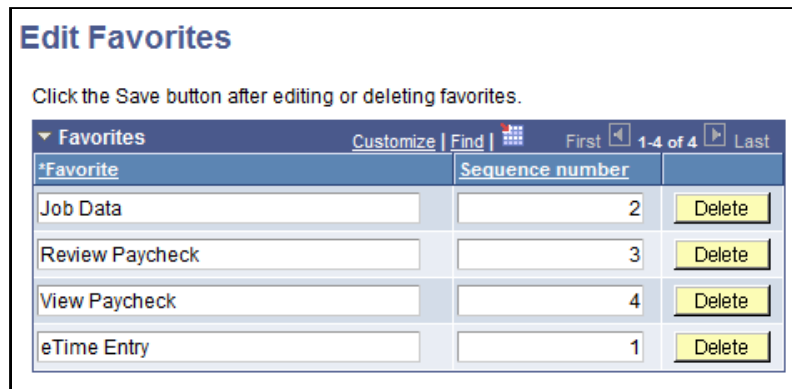
On the Edit Favorites page, you can re-label, delete, or modify the sequence of your favorite pages.

To edit favorites:

1. Expand the My Favorites folder in the menu by clicking it.



2. Click **Edit Favorites**. The Edit Favorites page appears, displaying a grid with the favorites that you selected and their sequence numbers. If there are no favorites currently saved, a message indicates this in place of the Favorites grid.



3. Locate the favorite that you want to modify and make your changes. To re-label a favorite, type a new name in the text box. To delete a favorite, press the Delete button associated with it. To reorder favorites, type an appropriate number in the Sequence number box. After you save your changes and reopen your favorites folder, the favorite given sequence number 1 will appear first, number 2 second, number 3 third and so on.
4. Save your changes.
5. Your favorites can be viewed from any computer after you sign into EMACS.