


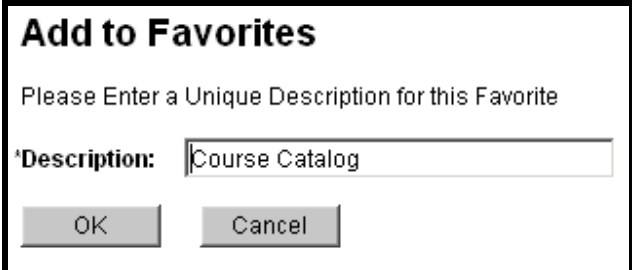
MANAGING FAVORITES

Overview


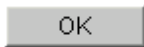
Favorites allow you to quickly move to a specific component within PAWS. For example, you can move from Student Program/Plan to Student Advisor by selecting the page name in your My Favorites menu.

The following procedures will allow you to efficiently manage favorites on PAWS V9.0. Favorites are stored directly in your PAWS account, so no matter which computer you use, your favorites will always be available to you.


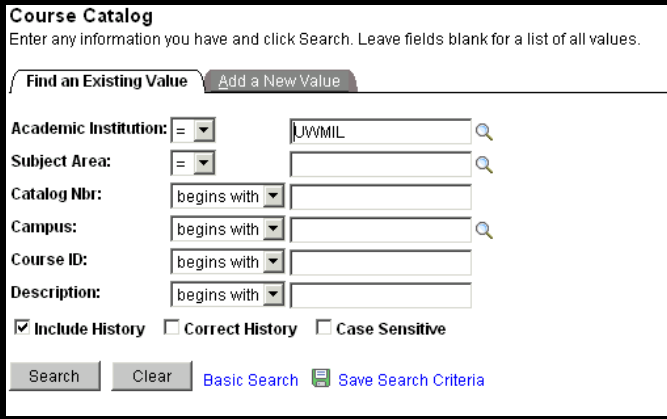
Creating a Favorite

Step	Action	Result
1.	From the Main menu, navigate to the Search page for the transaction you would like to save as a "favorite," e.g., : Curriculum Management >Course Catalog >Course Catalog	The Search page displays: 
2.	From the Main menu, select My Favorites . Click the Add to Favorites link.	The Add to Favorites page displays with the default Description (page name): 



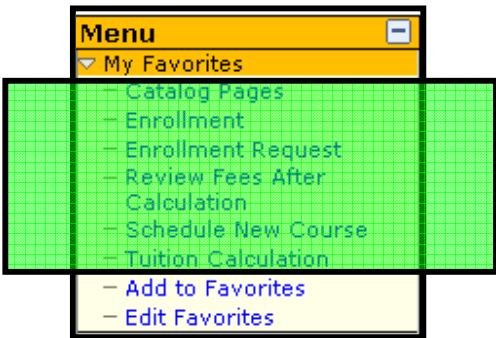
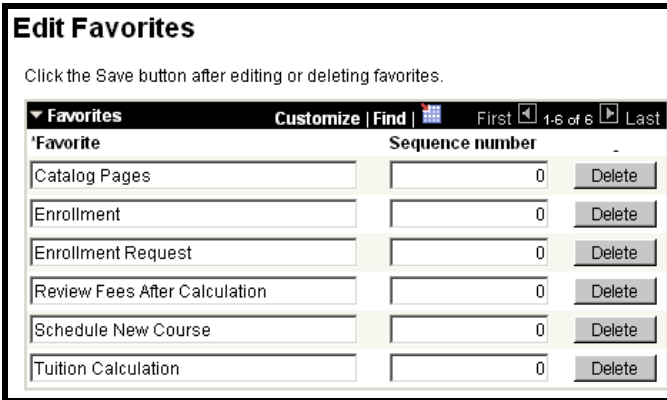
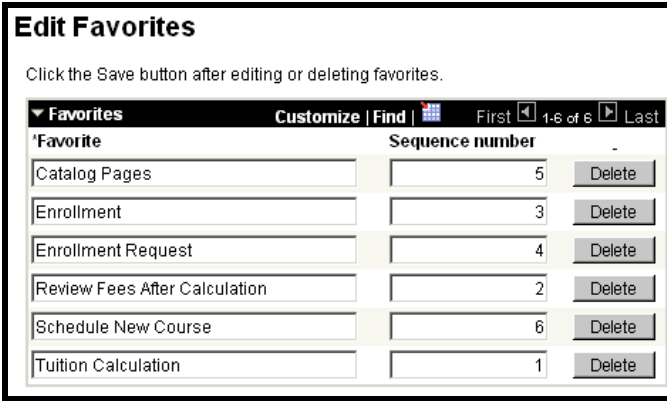

<p>3.</p>	<p>If desired, change the Description to something that is easier for you to remember, e.g. Catalog Pages</p>	
<p>4.</p>	<p>Click the  button.</p>	<p>The Favorite is successfully saved.</p>

Using a Favorite


Step	Action	Result
<p>1.</p>	<p>From the Main menu, navigate to My Favorites > [Select the Favorite you wish to use – in this example, the Favorite that was just created (Catalog Pages) is selected].</p> 	<p>The Search page displays for the transaction selected:</p> 



Organizing Favorites Sequentially

Step	Action	Result
1.	As you create Favorites, they will appear in alpha order under Favorites within your Main menu.	
2.	If you wish, you can reorder and group your Favorites. From the Main menu, click the Edit Favorites link.	<p>The Edit Favorites page displays:</p> 
3.	Order your Favorites by assigning a unique Sequence Number (lowest to highest).	
4.	Click the  Save button.	The Favorites are renumbered from lowest to highest Sequence Number based on the



		<p>numbers you assigned.</p> <div data-bbox="791 344 1463 730"> <h3>Edit Favorites</h3> <p>Click the Save button after editing or deleting favorites.</p> <table border="1"> <thead> <tr> <th colspan="3">Favorites</th> </tr> <tr> <th>Favorite</th> <th>Sequence number</th> <th></th> </tr> </thead> <tbody> <tr> <td>Tuition Calculation</td> <td>1</td> <td>Delete</td> </tr> <tr> <td>Review Fees After Calculation</td> <td>2</td> <td>Delete</td> </tr> <tr> <td>Enrollment</td> <td>3</td> <td>Delete</td> </tr> <tr> <td>Enrollment Request</td> <td>4</td> <td>Delete</td> </tr> <tr> <td>Catalog Pages</td> <td>5</td> <td>Delete</td> </tr> <tr> <td>Schedule New Course</td> <td>6</td> <td>Delete</td> </tr> </tbody> </table> </div>	Favorites			Favorite	Sequence number		Tuition Calculation	1	Delete	Review Fees After Calculation	2	Delete	Enrollment	3	Delete	Enrollment Request	4	Delete	Catalog Pages	5	Delete	Schedule New Course	6	Delete						
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<p>5.</p>	<p>As you continue to add Favorites, each will be assigned a Sequence Number of "0."</p>	<div data-bbox="791 763 1463 1223"> <h3>Edit Favorites</h3> <p>Click the Save button after editing or deleting favorites.</p> <table border="1"> <thead> <tr> <th colspan="3">Favorites</th> </tr> <tr> <th>Favorite</th> <th>Sequence number</th> <th></th> </tr> </thead> <tbody> <tr> <td>Course Offering Summary</td> <td>0</td> <td>Delete</td> </tr> <tr> <td>Student Services Center</td> <td>0</td> <td>Delete</td> </tr> <tr> <td>Tuition Calculation</td> <td>1</td> <td>Delete</td> </tr> <tr> <td>Review Fees After Calculation</td> <td>2</td> <td>Delete</td> </tr> <tr> <td>Enrollment</td> <td>3</td> <td>Delete</td> </tr> <tr> <td>Enrollment Request</td> <td>4</td> <td>Delete</td> </tr> <tr> <td>Catalog Pages</td> <td>5</td> <td>Delete</td> </tr> <tr> <td>Schedule New Course</td> <td>6</td> <td>Delete</td> </tr> </tbody> </table> </div>	Favorites			Favorite	Sequence number		Course Offering Summary	0	Delete	Student Services Center	0	Delete	Tuition Calculation	1	Delete	Review Fees After Calculation	2	Delete	Enrollment	3	Delete	Enrollment Request	4	Delete	Catalog Pages	5	Delete	Schedule New Course	6	Delete
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<p>6.</p>	<p>You must renumber your Favorites to have each new Favorite appear in the order you desire.</p>	<div data-bbox="791 1256 1463 1715"> <h3>Edit Favorites</h3> <p>Click the Save button after editing or deleting favorites.</p> <table border="1"> <thead> <tr> <th colspan="3">Favorites</th> </tr> <tr> <th>Favorite</th> <th>Sequence number</th> <th></th> </tr> </thead> <tbody> <tr> <td>Course Offering Summary</td> <td>7</td> <td>Delete</td> </tr> <tr> <td>Student Services Center</td> <td>8</td> <td>Delete</td> </tr> <tr> <td>Tuition Calculation</td> <td>1</td> <td>Delete</td> </tr> <tr> <td>Review Fees After Calculation</td> <td>2</td> <td>Delete</td> </tr> <tr> <td>Enrollment</td> <td>3</td> <td>Delete</td> </tr> <tr> <td>Enrollment Request</td> <td>4</td> <td>Delete</td> </tr> <tr> <td>Catalog Pages</td> <td>5</td> <td>Delete</td> </tr> <tr> <td>Schedule New Course</td> <td>6</td> <td>Delete</td> </tr> </tbody> </table> </div>	Favorites			Favorite	Sequence number		Course Offering Summary	7	Delete	Student Services Center	8	Delete	Tuition Calculation	1	Delete	Review Fees After Calculation	2	Delete	Enrollment	3	Delete	Enrollment Request	4	Delete	Catalog Pages	5	Delete	Schedule New Course	6	Delete
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<p>7.</p>	<p>Click the  Save button.</p>	<p>Your Favorites are now in the order you assigned.</p>																														

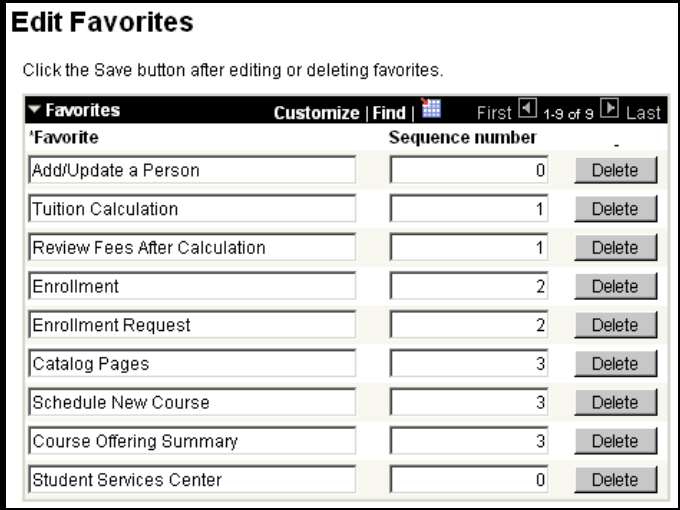

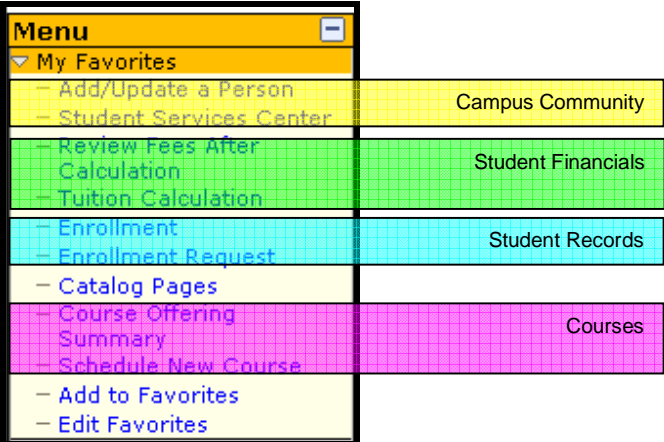


Click the Save button after editing or deleting favorites.

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Student Services Center	8	Delete



Grouping Favorites into Clusters

Step	Action	Result																														
1.	<p>If you routinely work with transactions from more than one module, e.g., Campus Community, Student Financials, Student Records, and Catalog/Schedule of Classes, you can cluster Favorites together by assigning a unique Sequence Number to the Favorites in a particular module. For example:</p> <p>0 = Campus Community 1 = Student Financials 2 = Student Records 3 = Courses</p>	 <p>Edit Favorites</p> <p>Click the Save button after editing or deleting favorites.</p> <table border="1"> <thead> <tr> <th>Favorite</th> <th>Sequence number</th> <th></th> </tr> </thead> <tbody> <tr> <td>Add/Update a Person</td> <td>0</td> <td>Delete</td> </tr> <tr> <td>Tuition Calculation</td> <td>1</td> <td>Delete</td> </tr> <tr> <td>Review Fees After Calculation</td> <td>1</td> <td>Delete</td> </tr> <tr> <td>Enrollment</td> <td>2</td> <td>Delete</td> </tr> <tr> <td>Enrollment Request</td> <td>2</td> <td>Delete</td> </tr> <tr> <td>Catalog Pages</td> <td>3</td> <td>Delete</td> </tr> <tr> <td>Schedule New Course</td> <td>3</td> <td>Delete</td> </tr> <tr> <td>Course Offering Summary</td> <td>3</td> <td>Delete</td> </tr> <tr> <td>Student Services Center</td> <td>0</td> <td>Delete</td> </tr> </tbody> </table>	Favorite	Sequence number		Add/Update a Person	0	Delete	Tuition Calculation	1	Delete	Review Fees After Calculation	1	Delete	Enrollment	2	Delete	Enrollment Request	2	Delete	Catalog Pages	3	Delete	Schedule New Course	3	Delete	Course Offering Summary	3	Delete	Student Services Center	0	Delete
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2.	<p>Click the  Save button.</p>	<p>Your Favorites are now grouped together by Sequence Number (module). Within each module, Favorites display in alpha order.</p>  <p>Menu</p> <ul style="list-style-type: none"> My Favorites <ul style="list-style-type: none"> Add/Update a Person (Campus Community) Student Services Center (Campus Community) Review Fees After Calculation (Student Financials) Tuition Calculation (Student Financials) Enrollment (Student Records) Enrollment Request (Student Records) Catalog Pages (Courses) Course Offering Summary (Courses) Schedule New Course (Courses) Add to Favorites Edit Favorites 																														

