State of Tennessee
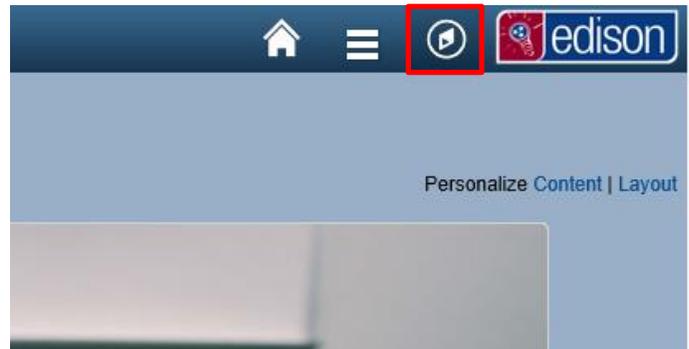

Saving My Links and My Favorites

Date: 11/13/2017

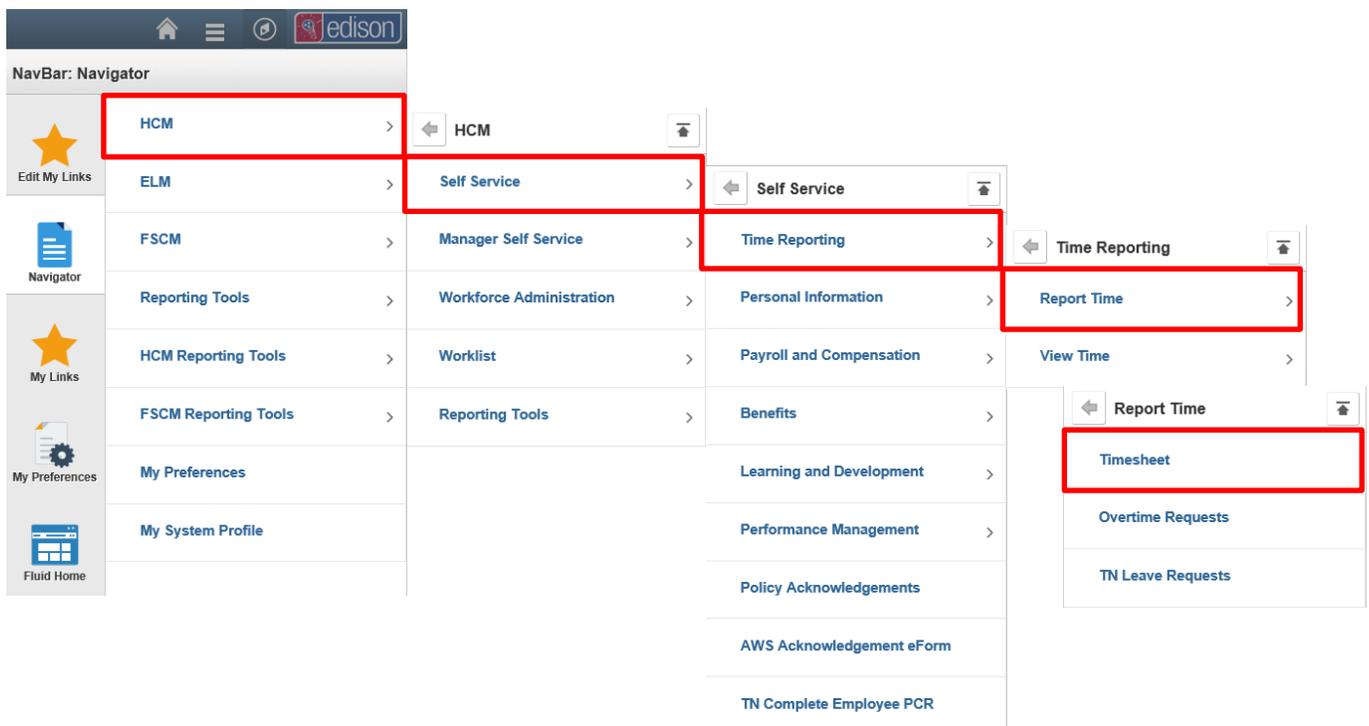**Employee Portal Login**
Supplier Portal Home Page

1. Log into Edison with your Access ID and password.

2. Click the **NavBar** Icon then navigate to your desired page.
   ** For this example we will navigate to the Timesheet in HCM*

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3. Navigate to your Timesheet via the below navigation:
   NavBar>Navigator>HCM>Self Service>Time Reporting>Report Time>Timesheet

4. Once you get to the page you would like added to your Favorites, Click the **Actions** Icon ( ) in the top right of the page to open the **Actions List**.
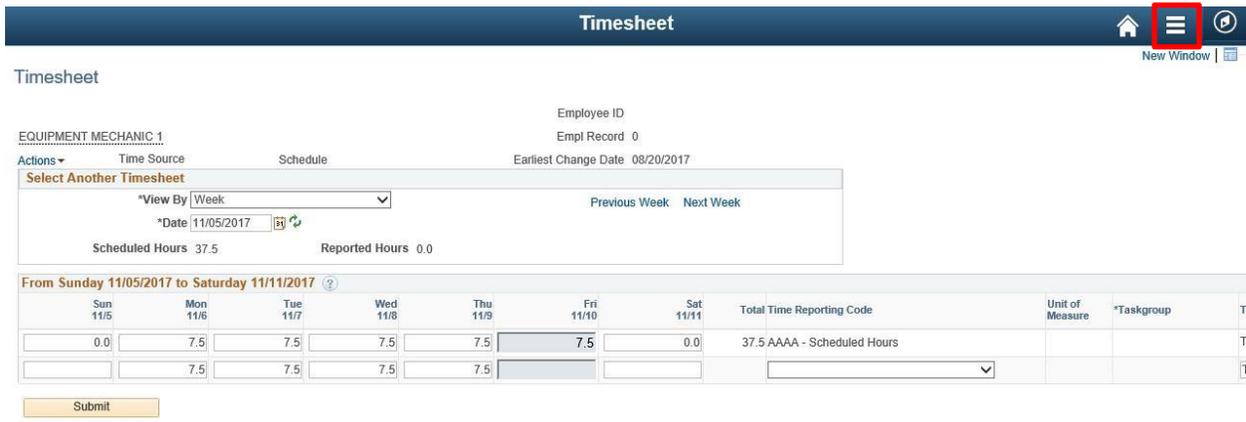
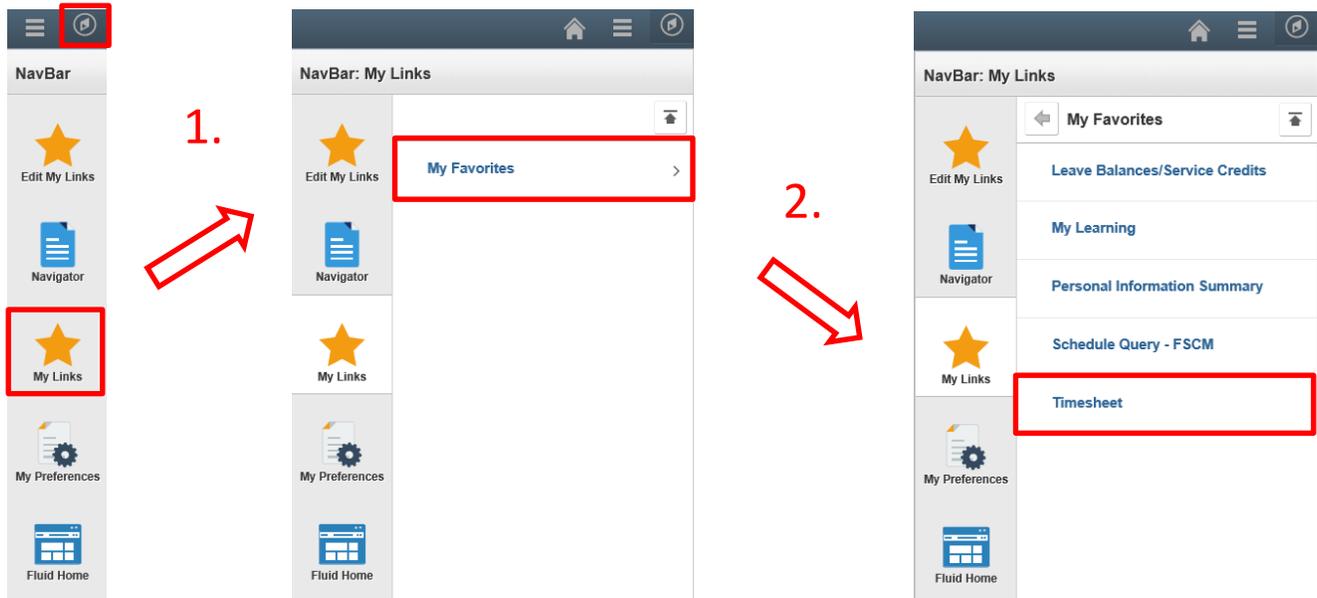5. Click the option that says ***Add To Favorites***.
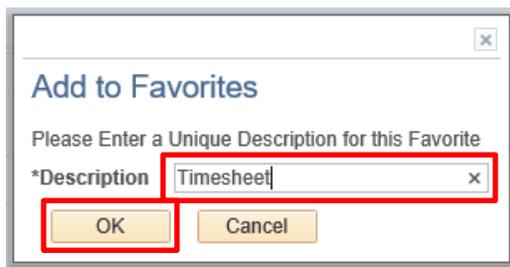
6. Once you click ***Add To Favorites***, you may save the page with whatever name you choose.

7. Click ok and you'll get a confirmation that the page has been added to your Favorites.

8. To access your saved Favorites, click the **NavBar** icon in the top right of your screen ( ). Then click the *My Links* Icon ( ).

You will now see your entire list of favorites. From here you can now click any links and be directed to the page without having to navigate via the **Navigator**!

Click the link below to watch a video on this entire process.

https://www.youtube.com/embed/TdjFn1Dq1wk?rel=0&modestbranding=1;controls=0%22frameborder=%220%22allowfullscreen