State of Tennessee



## **Saving My Links and My Favorites**

Date: 11/13/2017



- 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



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

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NavBar: Naviç	jator							
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Edit My Links	ELM	>	Self Service	>	Self Service	▲		
	FSCM	>	Manager Self Service	>	Time Reporting	>	Time Reporting	F
Navigator	Reporting Tools	>	Workforce Administration	>	Personal Information	>	Report Time	>
My Links	HCM Reporting Tools	>	Worklist	>	Payroll and Compensation	>	View Time	>
	FSCM Reporting Tools	>	Reporting Tools	>	Benefits	>	Report Time	•
My Preferences	My Preferences				Learning and Development	>	Timesheet	
	My System Profile				Performance Management	>	Overtime Requests	
Fluid Home					Policy Acknowledgements		TN Leave Requests	
					AWS Acknowledgement eForm			
					TN Complete Employee PCR			

					Times	heet				_	٢
Timesheet										New Wind	dow   📰
					Employee ID						
EQUIPMENT MECH	ANIC 1				Empl Record	0					
Actions - T	ime Source	Ea	rliest Change Date	08/20/2017							
Select Another T	imesheet										
	*View By Week		~		Previou	Week Next W	/eek				
	*Date 11/05/201	7 1 4									
Sched	uled Hours 37.5	Rep	oorted Hours 0.0								
From Sunday 11/	05/2017 to Saturday	y 11/11/2017 🛞									
Sun 11/5	Mon 11/6	Tue 11/7	Wed 11/8	Thu 11/9	Fri 11/10	Sat 11/11	Total 1	Time Reporting Code	Unit of Measure	*Taskgroup	т
0.0	7.5	7.5	7.5	7.5	7.5	0.0	37.5	AAAA - Scheduled Hours			т
		7.5	7.5	7.5			Γ	~			T
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5. Click the option that says *Add To Favorites*.



	×				
Add to Favorites					
Please Enter a Unique Description for this Favorite					
*Description	Timesheet ×				
ОК	Cancel				

- 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.

×
The favorite has been saved.
ОК

8. To access your saved Favorites, click the NavBar icon in the top right of your screen ( *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