

Step	How to view Main Menu				
1	In this document we will review how to view, add and edit My Favorites.				
2	Click the NavBar icon in the upper right of the screen.				
	Vpdate Name & Contact	Payroll East Pay Date 12/31/2020 Training GT	T Paperless 19 with E-Verify		
3	Click My Favorites under the NavBar.			NavBar	
4	Your saved My Favorites will appear.	NavBar: M Recent Placed My Favorites Navigator	ly Favorites Edit Favorite By Payline Create Additi Create Ganni Create Gener Ecotime Inter Federal Tax 3	s	

	Edit Favorites: Under My Favorites click Edit Favorites to remove or rename your previously			
5	saved favorite.			
	To remove a favorite check the box next to the favorite you wish to remove, then click Delete Selected. Save. To rename a favorite type in the field name of the favorite you wish. Save.			
	Select the Save button after editing or deleting favorites to apply your changes. Favorites 28 rows Delete Selected			
	Favorite Sequence number			
	By Rayline 0			
	Create Additional Pay 0			
	Create Garnishments 0			
	Create General Deductions 0			
	Ecotime Interface Lookup 0			
	Federal Tax Summary 0			
6	Add to Favorites: Navigate to the Process, Report or Page you wish to add to Favorites. Example: Navigation: Main Menu > Reporting Tools > Query > Query Viewer Click on the Actions icon in the corner, then select Add to Favorites.			
7	Click Add, the page is saved to My Favorites.			
	Add To Favorites × *Favorite Label Add Query Viewer Add			