

Additional Resources Training
Setting Favorites

Overview:

Understanding the Setting Favorites Process in OMNI:

Set pages you use frequently as "Favorites" for quick and easy navigation. Favorites will display in your left-hand navigation bar once logged into OMNI. These Favorites will act as quick links which allow you to go straight to a desired page without having to navigate through multiple menu links.

Procedure

Scenario:

In this topic, you will learn how to add and edit pages as Favorites.

Step	Action
1.	<p>Find the page you wish to set as a Favorite.</p> <p>You can set Favorites in an OMNI modules.</p> <p>For the purpose of this example, we will select a page in the Financial module. Click the Financials link.</p>
2.	<p>Find the desired page.</p> <p>For the purpose of this example, we will add the Query Viewer page to Favorites.</p> <p>Click the Reporting Tools link.</p>

The screenshot shows the OMNI Financials web application. The top navigation bar includes 'Home', 'Worklist', 'Favorites', and 'Sign Out'. The left sidebar menu is expanded to show 'Reporting Tools' with sub-items: 'Query', 'Report Search Page', and 'Report Manager'. The main content area is titled 'Reporting Tools' and contains the following text and links:

- Reporting Tools**
- Run, create, and manage queries and n/vision reports.
- [Report Search Page](#) (FSU Report Search Page)
- [Report Manager](#) (Review report list.)
- [Query](#) (Extract information using visual representations of your PS database.)
- [Query Viewer](#)

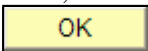
Step	Action
3.	Click the Query Viewer link.

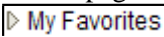
Training Guide

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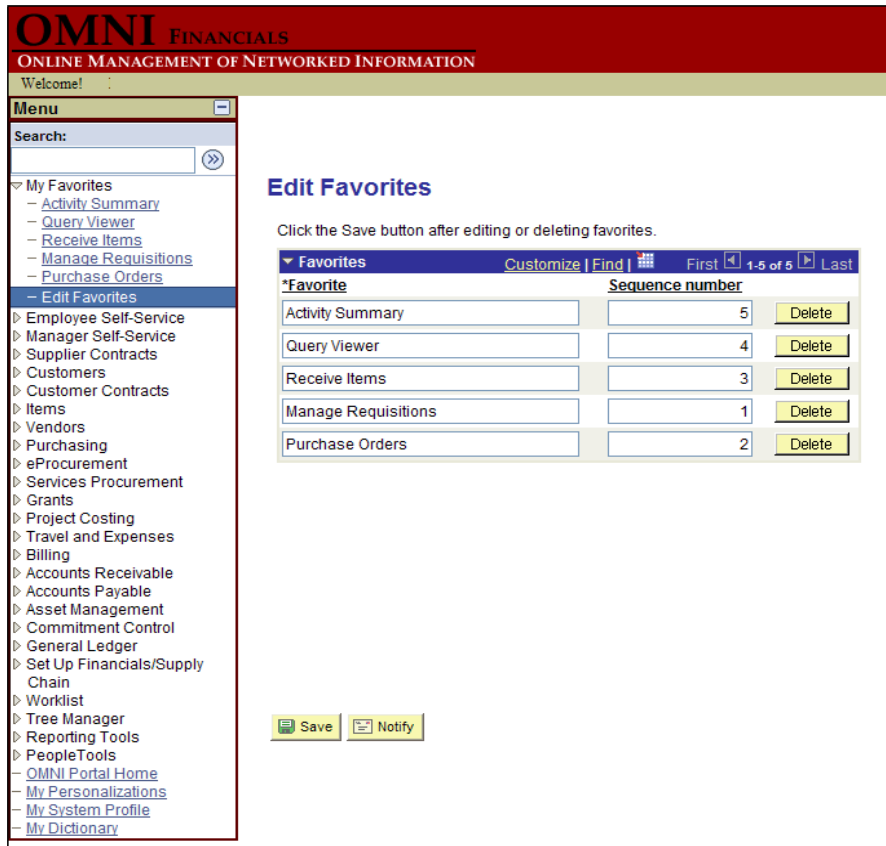
The screenshot shows the OMNI Financials web application. The top navigation bar is red and contains the OMNI Financials logo, the text "ONLINE MANAGEMENT OF NETWORKED INFORMATION", and the Florida State University logo. The main content area is white and features a "Query Viewer" section with a search box and a "Search" button. A left-hand menu is visible, listing various system functions.

Step	Action
4.	<p>Once on the desired page, click the Favorites link in the top gold bar.</p> <p>This will add the page you are currently on to your Favorites.</p> <p>Favorites</p>

Step	Action
5.	<p>You may change the page Description if desired.</p> <p>Then, click the OK button.</p> <p></p>

Step	Action
6.	<p>The page has now been added to My Favorites.</p> <p>To see pages saved as Favorites, click the My Favorites link.</p> <p></p>

Step	Action
7.	<p>All pages appearing in the My Favorites menu are pages which have previously been set using the "Favorites" link in the top gold bar.</p> <p>To manage your existing Favorites, click the Edit Favorites link.</p> <p>Edit Favorites</p>
8.	<p>All Favorites will appear here.</p> <p>Rename, delete, or organize pages as desired.</p>



Step	Action
9.	<p>Make any changes you would like, then click the Save button.</p> <p>Save</p>
10.	<p>To see your changes, refresh the My Favorites menu by clicking the My Favorites link to minimize.</p> <p>My Favorites</p>
11.	<p>Click again to expand the My Favorites link.</p> <p>My Favorites</p>

Step	Action
12.	Notice the changes now appear. Use the Favorites as a quick navigation to your most frequently used pages in OMNI.
13.	You have now successfully added and edited your Favorites. Click the Home link to return to the main menu. Home
14.	Congratulations! You have completed this topic. End of Procedure.