

# HPMS Favorites – Helpful Hints

HPMS users can now bookmark favorite pages within certain sections of the website.

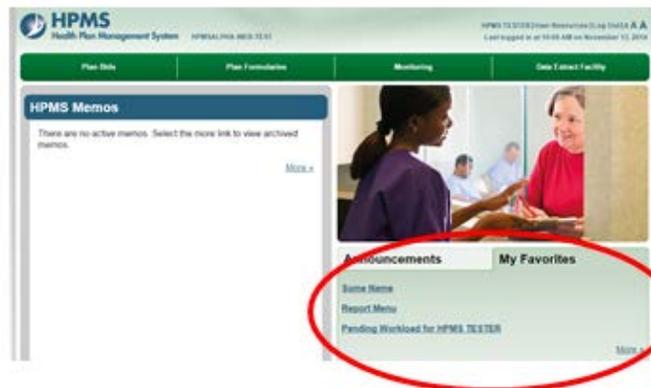
## Adding Favorites

1. Go to a page with bookmarking enabled. (Not all pages will have this functionality.)
2. Select the “Add to My Favorites” link in the upper right-hand corner of the page right below the main navigation.
3. Enter a name for the page, and select “Save.”



## Accessing Favorites

Links to your top three favorite pages will appear in the “My Favorites” tab on the homepage. To access additional favorites, select the “More »” link at the bottom of the list. Currently, you may add up to a total of 20 favorite pages.



## Editing Favorites

Favorites can be reordered, renamed, and deleted using the new “User Account Management” page, which is accessible via the “User Resources” menu and via the “More »” link on the homepage’s “My Favorites” tab.

- **Sorting:** You can sort favorites using the up and down arrows in the “Change Order” column. You must select “Update Sort Order” to save your changes when done.

Change Order	Favorite Name	Remove Favorite	Edit Favorite Name
↑ ↓	Report Menu	✕	e
↑ ↓	Pending Workload for HPMS TESTER	✕	e
↑ ↓	Some Name	✕	e

→ Update Sort Order

- **Renaming:** Rename favorites using the e button beside them. Type a new name and select “Save”.

↑ ↓	<input type="text" value="New Name"/>	✕	e
→	<input type="button" value="Save"/> <input type="button" value="Cancel"/>		

- **Deleting:** You can delete favorites by selecting the ✕ buttons beside them.

↑ ↓	Some Name	→ ✕	e
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