



Add, Edit, or Delete Favorites in HR Direct

The favorites menu allows quick access to pages accessed frequently without having to navigate there manually. You can add to your favorites menu from anywhere in the application.

Step 1 - Navigate to [UMass Boston HR Direct](#).

Step 2 - Select the "Log in to HR Direct Button".



One-Stop Shop for Personal Information

Access your paycheck, tax forms, time entry and more.



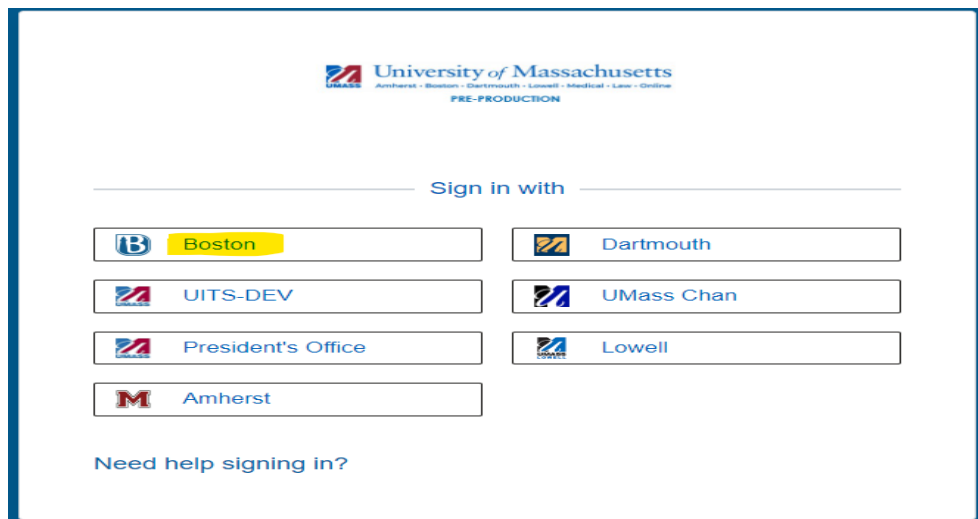
Login & Password Requirements



Step 3 - Enter your user id and password.



Step 4 - When prompted to sign in to a campus, select "**Boston**".



Step 5 - Navigate to the page you want to add to your Favorites. You can do this by performing a search in the Menu search bar. For this example, we will use Job Data. Select the menu item you need from the drop down.





Step 6 - When the screen opens, click the “**Actions**” menu (three vertical dots) in the upper right corner of the screen. Select “Add to Favorites.”

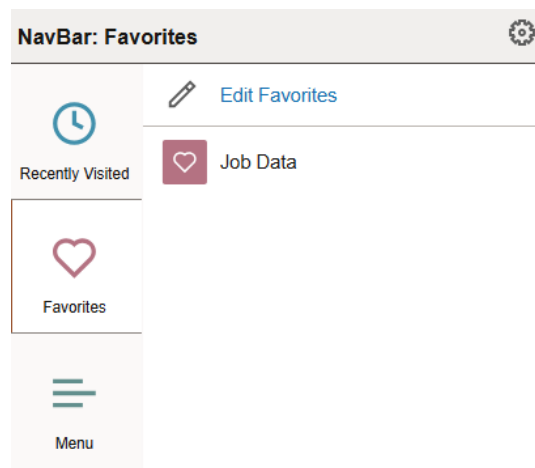
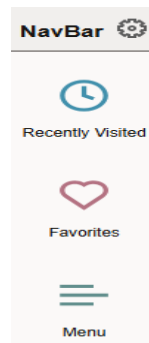
The screenshot shows a web browser window displaying the "Job Data" search page. The page has a search bar at the top with the text "Search in Menu". Below the search bar, there is a section titled "Find an Existing Value" with a "Search Criteria" dropdown. Underneath, there are two search criteria sections: "Recent Searches" and "Saved Searches", each with a dropdown menu and a search icon. The main search area contains several input fields with dropdown menus: "Empl ID" (begins with), "Empl Record" (=), "Name" (begins with), "Last Name" (begins with), "Second Last Name" (begins with), "Alternate Character Name" (begins with), and "Middle Name" (begins with). At the bottom of the search area, there are checkboxes for "Case Sensitive", "Include History", and "Correct History", along with "Search" and "Clear" buttons. On the right side of the browser window, a menu is open, showing options: "Add To Homepage", "Add To NavBar", "Add To Favorites" (highlighted), "My Preferences", and "Sign Out".

Step 7 - In the “**Add to Favorites**” screen, you can enter the name of the favorite, however, it is recommended you keep the name since it is the name of the menu option. Click the “**Add**” button.

The screenshot shows a dialog box titled "Add To Favorites" with a close button (X) in the top right corner. Below the title, there is a label "*Favorite Label" followed by a text input field containing the text "Job Data". To the right of the input field is a blue "Add" button.



Step 8 - To see your favorites, click the compass icon in the upper right corner of the screen. This will activate to the “**NavBar**” menu. Click the favorites icon to see a list of your favorites. Clicking on the name of the favorite will bring you to the screen.





Step 9 - Click on the “**Edit Favorites**” link allows you to change the name of the favorite, change the sequence of how the favorite is listed on the screen, or delete the favorite by selecting the check box next to the name and hitting the “**Delete Selected**” box. After performing any of the above (renaming, sequencing, or deleting), hit the “**Save**” button for the changes to take effect.

Select the Save button after editing or deleting favorites to apply your changes.

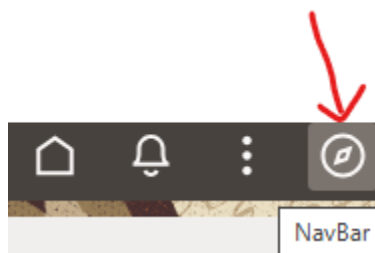
Save

Favorites

1 row

Delete Selected		
<input type="checkbox"/>	*Favorite	Sequence number
<input type="checkbox"/>	Job Data	0

Step 10 - In the upper right corner, select the NavBar icon.





Step 11 - Click the Favorites icon. You will notice the menu option has now been saved to your favorites.

