

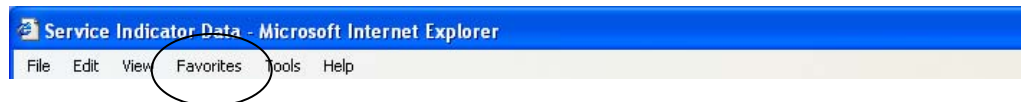
Create Favorites and Links to ISIS Application Pages in Internet Explorer



“Favorites” are web pages that you save for future reference in your web browser. The next time you want to access a page, instead of entering the address of the page in the Address box of the browser or clicking on multiple links, you will need to click the page link in the Favorite list. “Links” are similar to Favorites, but to access a link, you need to click the **Links** button located to the right of the Address box of the web browser. Links may also appear as a toolbar extending across the top of the web browser.

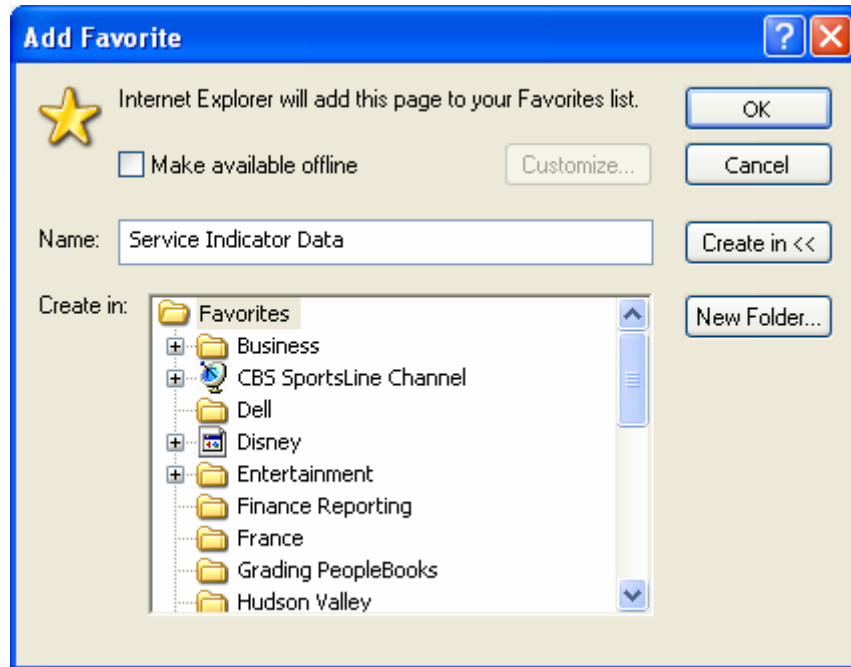
After logging on to ISIS, click the **Favorites** or **Links** icons to open pages that you use frequently. Usually, you create the favorite or the link in the search page for the specific function. For example, if you frequently need to remove a service indicator, first you need to navigate to *Home > Manage Student Records > Track Student Careers > Use > Service Indicator Data*. The **Service Indicator Data: Find an Existing Value** page opens. Next, follow the instructions below to create a favorite and/or a link to this search page.

- Step 1.** Log on to ISIS using your ISIS username and password.
- Step 2.** Navigate to a PeopleSoft page that you use frequently.
- Step 3.** To create a favorite, click the **Favorites** icon on the menu bar of the browser. If you want to create a link, go to Step 9.



The current list of favorites, which may be created by you and/or supplied by Microsoft, opens.

- Step 4.** From the **Favorites** menu, select the **Add to List** option.
The *Add Favorite* dialog box appears.
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- Step 5.** To modify the name of the page as it appears in your list of Favorites, in the *Add Favorite* dialog box:
- Click in the **Name** field.
 - Modify the name as you would a word processing document.
- Step 6.** To add the page in the alphabetic order to your current list of favorites, click **OK**.

To add the page to an existing folder in your Favorites list:

- Click the folder in the list.
- Click **Create in <<**.
- Click **OK**.

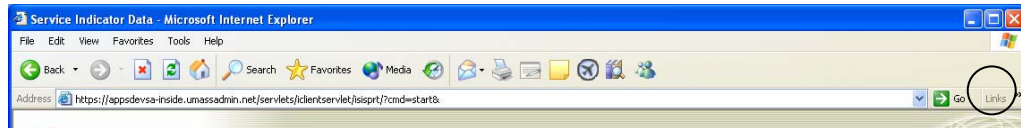
To create a new folder in which to store the page:

- Click **New Folder...**.
- The *Create New Folder* dialog box appears.
- Type a name in the **Folder Name** box.
- Click **OK**.
- Click the new folder in the alphabetically ordered folder list.
- Click **OK**.

- Step 7.** The next time you want to access this web page, click the **Favorites** icon, and select the web page from the list, or click the folder, and then click the favorite.
- Step 8.** To remove a favorite:

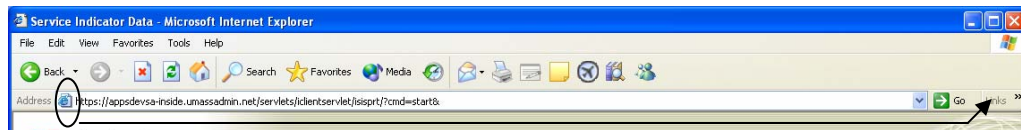
- Click the **Favorites** icon on the menu bar at the top of the web browser.
- From the Favorites list that appears, right-click the favorite you want to remove. A drop-down menu appears.
- Click **Delete**, and then click **Yes**.
- Remember to empty the *Recycle Bin* if you want to permanently delete the favorite.

Step 9. The **Links** button is located to the right of the Address box at the top of the web browser. If the **Links** button is at the top left of the browser in a toolbar, refer to the note following Step 13.



Step 10.

- Point to the Internet Explorer icon at the far left of the Address box at the top of your web browser.
- Right-click and drag this icon to the **Links** button. This adds the web page to the list of links.
- Click **>>** to the right of the **Links** button to see the list with the link you just added.



Step 11. To modify the name of the link as it appears in the list:

- Click **>>** to the right of the **Links** button.
- Right-click the link you want to modify. A shortcut menu appears.
- Click **Rename** in the shortcut menu. The *Rename* dialog box appears.
- Type the name for the link in the **New Name** box.
- Click **OK**.

Step 12. To remove a Link:

- Click **>>** to the right of the **Links** button.
- Right-click the link you want to remove. A shortcut menu appears.
- Click **Delete** in the shortcut menu.
- Click **Yes**.
- Remember to empty the *Recycle Bin* if you want to permanently remove the link.

Step 13. To display links as a series of buttons extending across the top of the web browser:

- Right-click the **Links** button.
- If there is a check mark next to the **Lock the Toolbars** option, click this option to remove the check mark. If there is no check mark, proceed to the next step.



- Point to the **Links** button and drag the toolbar to the desired location, for example, below the Address bar.



Note: If the links are displayed as a series of buttons in a toolbar across the top of the browser page:

- To add a link, right-click the Internet Explorer icon to the extreme left of the Address box and drag it to the preferred location on the Links toolbar.
- To rename a link in the toolbar, right-click the link, and select **Rename** from the drop-down menu. Then, enter the new name in the dialog box, and click **OK**.
- To remove a link, right-click the link, and select **Delete**. Then, click **Yes**. Remember to empty the Recycle Bin if you want to permanently remove the link.



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