Another new feature! You will be able to customize your menu in HRMS 8.9 by using “My Favorites.” (You can’t do this now in 8.0, and this is not the same as the “Favorites” on the Internet Explorer browser window.)

When you're in a page that you use frequently, you can simply click on the “Add to Favorites” link on the upper right of the page, and this page will be added to your “My Favorites” menu section.

When you click on the “Add to Favorites” button, this panel will appear:

**Add to Favorites**

Please Enter a Unique Description for this Favorite

- **Description:** Timesheet

  - OK
  - Cancel

Just type in the name you wish to give to your Favorite, and then click “OK.” The item will appear in the drop-down menu under “My Favorites,” listed in alphabetical order.

That’s it! And this Favorites list is linked to your EMPLID so will be available to you when you are logged in to MaineStreet from any computer.

For more information about navigation in HRMS 8.9, check the “HR Navigation” Quick Guide on the MaineStreet website.

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