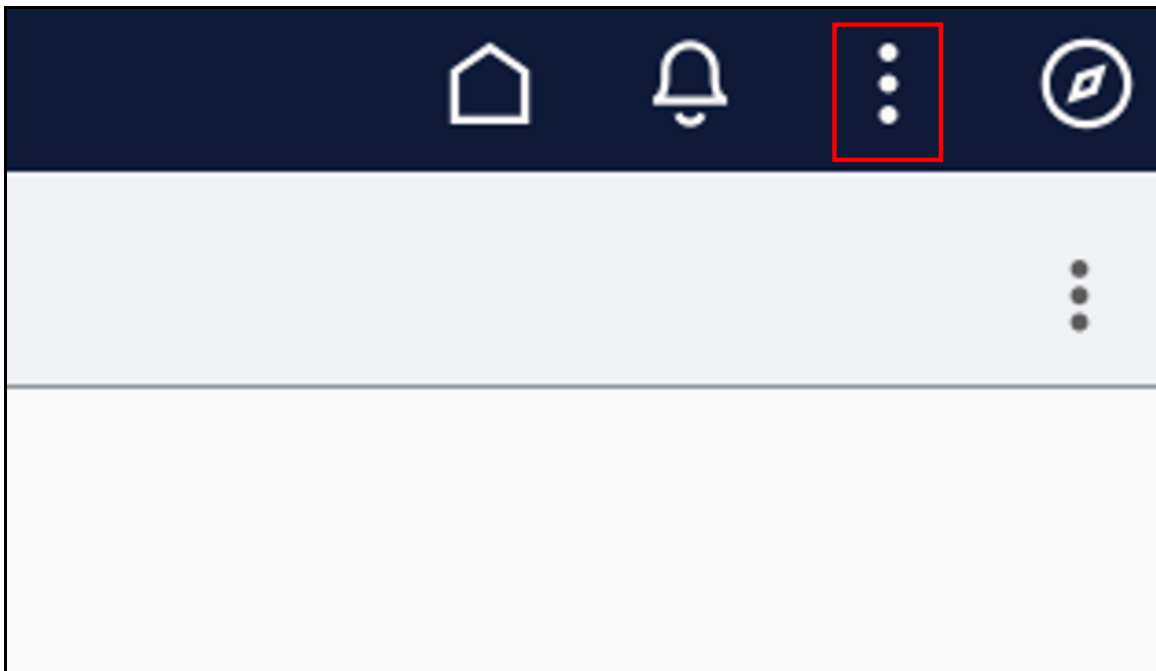

Save Favorites in Core-CT

Last Updated: July 28, 2024

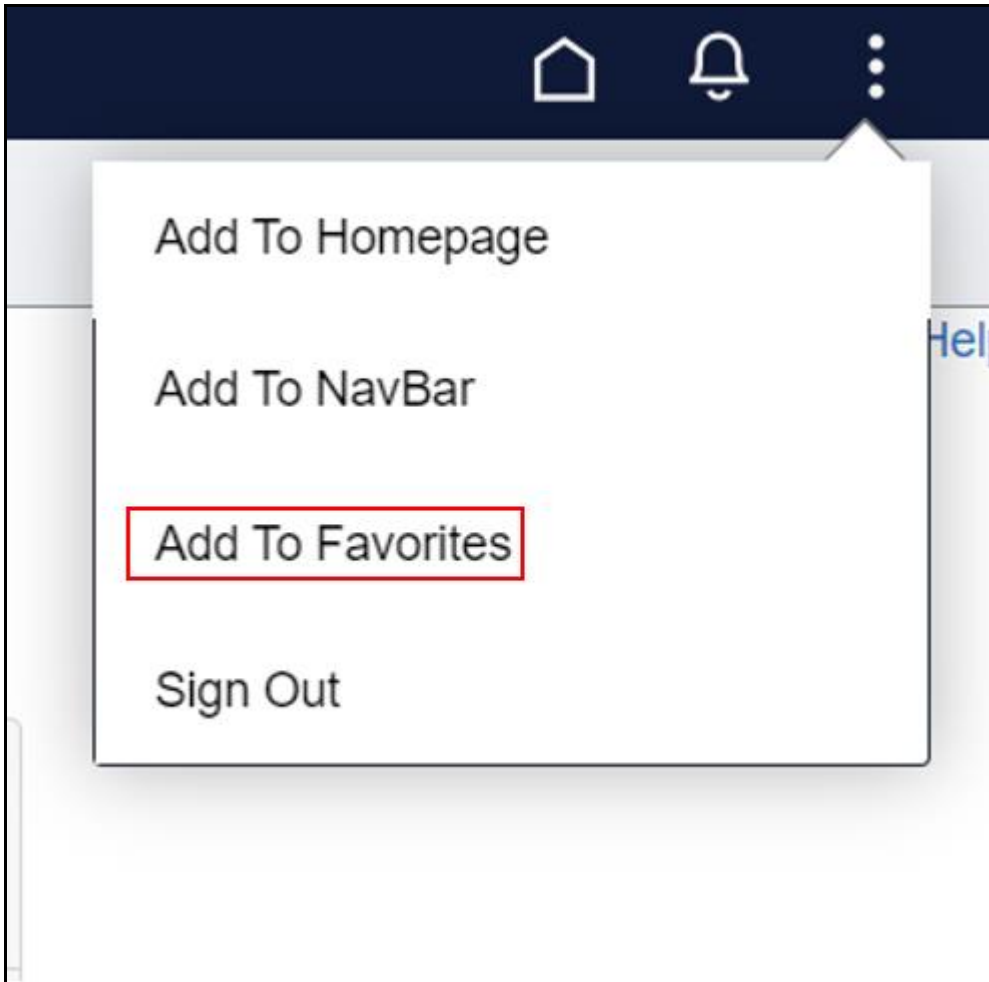


jbUsers can save pages they use often under Favorites in Core-CT. The Favorites drop down menu saves the last 5 pages recently used by the user, as well as the pages saved by the user. The instructions below outline how to save a page to your Favorites.

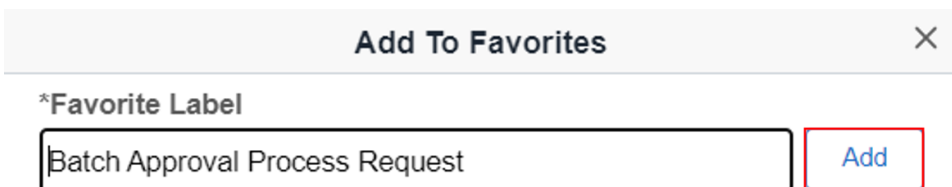
1. Navigate to the page you wish to save under Favorites. Click the **Actions** menu.




2. Click the **Add to Favorites** link.





3. If you desire, you can modify the Favorite Label title. Click the **Add button**.





4. Click the **Favorites** menu to view the saved page.


NavBar: Favorites 

 Recently Visited

 [Edit Favorites](#)




 [Review Cost Time by Activity](#)

 Favorites


 Menu


Or

Click the Favorites button on the top left of the screen.

Navigation bar:   Menu 

Employee Self Service 1 of 3

Pension


Time


Payroll
You are not authorized for this page.

Save Favorites in Core-CT

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The screenshot shows a 'Favorites' window with a dark header. On the left, a list of favorites is shown, with 'Batch Approval Process Request' highlighted by a red border. To the right, a 'Menu' is visible with a search bar and two main categories: 'Pension' (with icons for a plus sign, house, and document) and 'Time' (with icons for a clock and document).